



Wideman Education Foundation

Advancing project management skills

"Great oaks from little acorns grow"

427 West 39th Avenue, Vancouver, BC, V5Y 2P8

Charity # 82459 4121 RR0001

Final (Version 6)

WIDEMAN EDUCATION FOUNDATION

ANNUAL REPORT

for

2011

Prepared by Joan Vincent, President, & Max Wideman, Secretary

TABLE OF CONTENTS

AGENDA Annual General Meeting, February 27, 2012	3
Minutes of 2011 ANNUAL GENERAL MEETING,	4
Introduction to Annual Report for 2011	5
About the Wideman Education Foundation.....	5
WEF's Mission Statement (short form).....	5
WEF Vision and 5-Year Goals Summary	6
Members of the WEF Board as at December 31st, 2011	6
Message from Joan Vincent, President	6
Reports.....	7
Li Yang, Vice President.....	7
WEF Founder/Secretary Max Wideman.....	8
Schona Rae, Director Fundraising.....	8
Jette Helin, Director Web Administration	9
Rob Gotham, Director Programs	9
WEF 2011 Competition Finalists	10
Kamal Masri, Director SFU Liaison	10
2011 Donor List	11
Jamal Moustafaev – Treasurer's Report	11
Balance Sheet as of December 31, 2011.....	11
Income Statement as of December 31, 2011	12
Proposed Budget 2012.....	13
List of Vancity Bank Transactions - 2011	14
Nominations for WEF Board 2012.....	15

AGENDA
Annual General Meeting, February 27, 2012

The Unitarian Church
949, West 49th Avenue
Vancouver, B.C.

1. Confirmation of Quorum
2. Approval of Minutes of 2011 Annual General Meeting
3. Presentation of Annual Report for 2011
4. Budget for 2012
5. Nominations and Election of Foundation officers
6. Other business
7. Special thanks
8. Adjourn

Minutes of 2011 ANNUAL GENERAL MEETING,

Held February 16th 2011 at 1045 Howe St. 8th floor, Vancouver, BC

In Attendance: Joan Vincent, President
Max Wideman, Secretary
Li Yang, Treasurer
Jette Helin, Director at Large
Rob Goatham, Director at Large
Jamal Moustafaev, Director at Large
Schona Rae, Director at Large (Fund-raising)
David Sussman, Director at Large

Apologies: Andrew Gemino, Director SFU Liaison, and Heidi Nucklaus, Director at Large

1. A quorum of paid up WEF Directors was present and the AGM started at 5:50 PM

The following **AGM agenda** was approved:

1. Confirmation of Quorum
2. Approval of Minutes of 2009 Annual General Meeting (held 2010)
3. Presentation of Annual Reports for 2010
4. Presentation of Budget – 2011
5. Nominations and Election of Foundation officers in good standing*
6. Any other business
7. Special thanks
8. Adjourn

2. 2009 AGM Minutes: Approved unanimously.

3. 2010 Annual Report: was presented by **Joan** together with all its associated sections. These were discussed as below.

4. Financial Report for 2010. **Li** presented her *Financial Report* (previously circulated) as a matter of record and pointed to the list of donors included in the report.

5. Budget – 2010. **Li** presented her *2011 Budget* (previously circulated). **Rob** noted that the budget assumes only one competition. However, he would like the expenses to include modest lunch refreshments at the competition, hence increase the budget to \$6000. **Schona** thought was doable. Moved by **Max**, seconded by **Jamal**. **Approved** unanimously with thanks to **Li**.

6. WEF Five-Year Plan – Item Org. 5, noted that we do not have any "members" other than Board members. Agreed that this needs study and should be the subject of an action item and the FYP should be on the Board's March agenda.

7. Nominations and Election of WEF Officers. **Joan** presented her *Nominating Committee Report*. All have expressed willingness to stand as follows:

President	Joan Vincent
Past President	Vijay Verma (ex-officio)
Vice President	Li Yang
Secretary	Max Wideman
Treasurer	Jamal Moustafaev
Director Fundraising	Schona Rae
Director SFU Liaison	Dr. Andrew Gemino

Director Web Services Jette Helin
Directors at Large Rob Goatham
 Heidi Nucklaus
 David Sussman
 (Vacant)

Moved by **Joan**, seconded by **Max**. Approved unanimously

8. Signing Officers: **Li** noted that in view of the changes in the Board for 2011, it will be necessary to update our list of signing officers (normally three) with the VanCity Bank. **Li** proposed that the following shall be WEF's signing officers for 2011:

Joan Vincent
Max Wideman
Jamal Moustafaev

Approved unanimously. **Li** will facilitate the change over.

Max then proposed that, subject to the addition of the 2010 Donors List, the *Annual Report* be approved in entirety, including the *Financial Report*, the *2010 Budget*, the *2010 Slate of Officers*, and the *Signing Officers*. Seconded **Joan**. Approved unanimously. **Joan** thanked all 2010 Board members for their great contributions.

Joan noted that in view of Max's potential relocation, a new address would be required for the WEF's "official" location. This needs to be identified in due course.

9. Other business: There being no other business for the AGM, the meeting was adjourned at 6:35 PM

Introduction to Annual Report for 2011

About the Wideman Education Foundation

The Wideman Education Foundation ("WEF" 2007) is a registered charity tax-exempt status under the Canadian Federal Government Income Tax Act. WEF offers a win-win opportunity for donors and sponsors with a simple value proposition:

- Project competitions that introduce high school and University students to basic project skills and experience
- Identification of enthusiastic students capable of teamwork and leadership that benefit themselves, their families and communities
- Planting the seeds of a future project-ready workforce for companies in need of project talent

Our motto is:

"Great oaks from little acorns grow"

WEF's Mission Statement (short form)

To teach, develop, promote and encourage the use of proven, successful project management skills that are needed every day by everyone

WEF Vision and 5-Year Goals Summary

To have the governance in place to allow self managed teams to operate a standard model competition through various educational establishments constrained only by funding and volunteers - including volunteers from previous competitions.

- To build a solid foundation of core processes and volunteers on subcommittees to enable this
- To increase the number of University/School Board partnerships from the current one (SFU/Surrey School Board) to three.
- To move from random solicitation of donations to include a committed group of donors
- To move to an independent, fully maintained web site

Members of the WEF Board as at December 31st, 2011

1. Vijay K. Verma, P.Eng. PMP – Ex Officio Past President
2. Joan Vincent – President
3. Li Yang – Vice President
4. R. Max Wideman – Secretary
5. Jamal Moustafaev – Treasurer
6. Schona Rae – Director, Fundraising
7. Jette Helin – Director, Web Services
8. Rob Goatham – Director, Competitions
9. Kamal Masri – Director, SFU Liaison
10. David Sussman – Director at Large

Message from Joan Vincent, President

I am pleased to report another successful year for WEF. Consistent with our Mission Statement we produced two key events:

1. “Wideman Prize for Project Management Excellence” and
2. Career Speaker Event.

The prestigious” Wideman Prize” invites post-secondary students to put their in-class studies to the test by having their projects judged by professional project managers! Further details can be found below in the Director of Competition’s Report.

WEF, partnering with the Beedie School of Business at Simon Fraser University, Surrey Campus, held their 3rd successful annual Project Management Career Speaker Event. Keeping in mind the importance of men and women being on the cutting edge of technology and awareness of global work world changes we continue to fulfill our purpose - to teach and encourage tomorrow’s project managers.

Students from a variety of high schools in Surrey came to SFU to learn about and experience a) the impact of a core tool of PM: a Work Breakdown Structure; b) the importance of strategic communication

and c) trends and opportunities offered through project management as a career. (To see the complete Final Report visit our website at www.widemaneducationfoundation.org)

Seeing the benefits of these events to all those attending – students, teachers, Judges, volunteers, WEF Board, SFU staff - reinforces our long-term plan to bring other learning institutions on board. We are pleased to announce that UBC will be part of our 2012 Competition. Others will follow.

We are recruiting new board members, particularly those with specific skill to help us grow our marketing/fundraising vision. We are also seeking a reliable venue for our monthly Board meetings.

WEF looks forward to 2012 with enthusiasm and excitement! Promoting project management education fits well with the needs of the workplace. We are proud to be in a position to give students additional tools to fine-tune their own competitive spirits.

Special thanks go to the WEF Board Members, the West Coast Chapter of PMI, SFU staff and all volunteers for their strong support, dedication and continuing hard work.

Joan Vincent

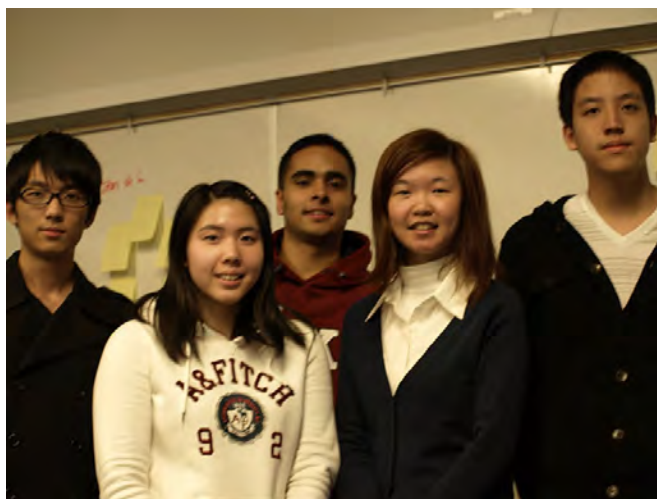
Reports

Li Yang, Vice President

Being at both the finale of Wideman Prize for Project Management Excellence competition and the Career in Project Management speaker event in 2011, I witnessed WEF making a difference in the students' learning experience with great pride. It is my deepest wish that the experience enhanced by WEF will leave a long-term impact on these students.

For the first time, Wideman Prize was branded as such and the competition was among SFU students who had taken project management courses. It was enormously satisfying to hear the students' stories on how they managed their projects, mostly organizing events to support charitable organizations, and learned lessons along the way.

True to WEF's commitment of introducing project management to high school students, the 3rd annual Project Management Career Speaker Event was held. I was amazed how much learning that took place during a three-hour period. The students not only had the opportunity to hear about Project Management as a career option, they had hands-on experience of planning a project. I was not at all surprised that the event exceeded some of the students' expectations.



High School Winning Team –2011 Career Speaker Event

Once again, WEF owes the success of both events to the support of many at SFU.

I am excited about WEF's future in partnering with other post-secondary educational institutions and introducing project management to more students.

WEF Founder/Secretary Max Wideman

A number of significant changes have taken place during the year. The general global economic outlook has not been optimistic as a result of which interest rates have been at an all-time low. This has meant that both the interest on our capital investments has been substantially reduced and, at the same time, it has been more difficult to solicit donations. A modest number of donations have been redirected to WEF from Max Wideman's web site: www.maxwideman.com.

Up to early in 2011, the address of our organization has been the residence of secretary Max Wideman. However, his family has decided to relocate into a seniors' independent community residence, which address would no longer be feasible as the WEF mailing address. President Joan Vincent kindly agreed to provide her address for WEF registration and mailing purposes. As it happened, Max's home relocation took place at the time of the WEF Project Management Excellence competition. So, instead of a personal appearance, SFU kindly arranged for a short video to be created of Max welcoming the students and this was shown at the competition final event.

Early in the year, under Joan's guidance, the Board authorized the design and delivery of a collapsible WEF banner for display at WEF events. We are very pleased with the result.

There have also been a number of changes amongst the WEF directors. Tina Chahal, Director at Large declined to rejoin the Board due to pressure of work. The Board thanked her for her contributions. In February, David Sussman joined the Board as Director at Large. In October, Andrew Gemino resigned due to promotion and pressure of work, but his SFU deputy, Kamal Masri, was able to take his place in November. Andrew has been valuable WEF supporter and facilitator for several years.

Also in October, Heidi Nucklaus resigned due to increased responsibilities at work. The Board thanked her for her contributions and support for the competitions. In November through January, Jette Helin took a leave of absence to attend to business overseas. During that time, Rob Goatham attended to the WEF web site.

As may be noted from the director roles at the beginning and end of the year, there were a number of changes in positions. This highlighted the need to identify more specific responsibilities for each position. Therefore, a subcommittee was formed by Joan, Li and Max to draft a WEF Policy & Procedures Manual for Board members' guidance. This document will be presented to the Board for consideration in 2012.

Schona Rae, Director Fundraising

Throughout the year, WEF was pleased to receive a number of donations enabling WEF to provide the prizes for the WEF-SFU Project Excellence competition winners held in the spring of the year. By collaborating with PM Volunteers, the Wideman Prize finale provided additional value to the students. Practicing Project Managers, other than those acting as judges, answered student's questions about project management as a career choice.

For future sponsorship strategy, we will continue leveraging how WEF competition and events enable students to develop real world project skills that are of value to students and to industry.

Jette Helin, Director Web Administration

The WEF website, www.widemaneducationfoundation.org was in full production mode for all of 2011. There were no reported problems, errors, outages or downtime, except as required by the hosting organization.

The website was updated periodically to reflect news, events and changes in Board Members. It was also modified slightly in 2011 to improve the general look and feel of the pages. In addition, new contact emails were created for the Board Member positions, rather than for the person. Improvements were also made to the WEF web page on the PMI Canadian West Coast Chapter's web site, so that it is aligned correctly and more closely with the Wideman Education Foundation website. A page for WEF was also added on the LinkedIn website.

It is anticipated that further improvements and changes will be made to the website in 2012. This may include expanding the presence on LinkedIn and creating a Twitter account.

Rob Gotham, Director Programs

The finals of the inaugural "Wideman Prize for Project Management Excellence" competition for undergraduate students was held on 14th May 2011 at the SFU Surrey Campus. The Wideman Prize is designed to use competition as a tool for raising the bar on educational standards and as a platform for attracting a broader range of students into Project Management classes. Following the completion of the in-class studies and the conclusion of their projects, six teams were selected to compete in the finals.

Five teams were able to attend the event and following a hard fought finals 'Project Clearwater' was selected by the judging panel to be the winners. For their project, the Project Clearwater team successfully planned and managed a series of fund raising activities aimed at supporting the "Water School". The "Water School" is a charitable organization that helps communities in developing nations learn about, and use, the Solar Disinfection (SODIS) method for purifying drinking water. For their winning entry, the Project Clearwater team was awarded the \$2,500 cash prize kindly sponsored by Telus.

Hosting of the 2011 competition had an anticipated budget of \$5,000, but final costs were calculated at \$4,750, leaving a \$250 surplus. Lessons learned were collated and have been filed and reviewed for use in subsequent competitions. A press release containing further details of the event can be found on the Wideman Education Foundation (WEF) website (date 16 May 2011) and a post project review report containing the lessons learned is available to the Board of Directors in the members area of the WEF website.

Following a review of strategy and options the WEF Board of Directors has approved the 2012 Wideman Prize competition. For the 2012 competition, WEF will again be partnering with Simon Fraser University. However, following an invitation to the University of British Columbia (UBC), the competition has been expanded to include students in the UBC under-graduate Applied Project Management course as well. The finals of the 2012 competition will be held at the SFU Surrey Campus in May (date to be confirmed). WEF will be looking at options for expanding the competition to other schools for the 2012-2013 year.



WEF 2011 “WEF Wideman Prize for Project Management Excellence” Competition Winners



WEF 2011 Competition Finalists

Kamal Masri, Director SFU Liaison

The Wideman Education Foundation project management competition hosted by the Beedie School of Business at Simon Fraser University, Surrey Campus, was a huge success. Students got to experience the pressures of being judged for their project management skills following a semester long service learning project. From the beginning of the semester, students worked hard to practice sound project management as they eyed the ultimate prize.

The competition promoted project management learning and instilled the importance of PM activities and tools throughout the process. Special congratulations to the team of students behind “Project Clearwater” who planned and executed a series of fund raising events to support the “Water School”.

This school is a global non-profit organization with a mission “to provide a simple, practical, and affordable method of improving the quality of water and sanitation practices in the developing world.”

I am looking forward to an expanded 2012 competition with the support of the Wideman Education Foundation, the generous donors who contributed immensely to the success of the event, Simon Fraser University and the University of British Columbia”.

2011 Donor List

Donor	Amount
The Gale Group	\$92.91
Anon.	\$19.36
PMForum Inc. (\$1,000 USD)	\$960.15
TD Bank	\$200.00
Humber College	\$60.00
Total	\$1332.42

Jamal Moustafaev – Treasurer's Report

Balance Sheet as of December 31, 2011

Assets:

Operating Account

Cash \$4,732.29

Investments

Term Deposit 12 month - Cashable 30 day lock-out \$1,500.00

Term Deposit 12 month - Cashable 30 day lock-out \$1,500.00

Term Deposit 12 month - Non-Redeemable \$50,000.00

Other Assets

Membership share at VanCity \$58.12

Total Assets

\$57,790.41

Liabilities:

Accounts Payable: J. Vincent

(Career Speaker Event 11/22/11) \$400.48

Total Liabilities

\$400.48

Restricted Fund \$53,058.12

Operating Fund Surplus \$4,331.81 **\$57,389.93**

Total

\$57,790.41

Income Statement as of December 31, 2011

Operating Fund Balance Beginning	\$7,508.76
Revenues	
Revenues from Donations	\$1,332.42
Revenues from Investments	\$785.75
Revenues from Membership Fees	\$80.00
Total Revenues	\$2,198.17
Expenses	
Student Prizes	-\$2,500.00
WEF Banner and Stand	-\$444.64
Web Hosting	-\$240.80
Starbucks Gift Vouchers	-\$140.00
Competition Supplies	-\$82.46
Ministry of Finance	-\$40.00
Catering -BG	-\$717.02
Book Vouchers	-\$809.72
Career Event expenses	-\$400.81
Total Expenses	-\$5375.45
Net Income (Loss)	-\$3,176.95
Operating Fund Balance Ending	\$4,331.81
 Membership Account	
Membership account opening	\$54.83
Membership Dividend	\$3.29
Membership account closing	\$58.12

Proposed Budget 2012

Revenue	2010		2011		2012	
	Budget	Actual	Budget	Actual	Budget	Actual
Fund raising and investments	\$5,000	\$4,602.04	\$6,000.00	\$2,198.17	\$5,000.00	
Total	\$5,000	\$4,602.04	\$6,000.00	\$2,198.17	\$5,000.00	
Student Competition						
Project presentation						
Stationery	\$80.00		\$100.00	\$82.46	\$100.00	
Cash Award*	\$1,500.00		\$2,500.00	\$2,500.00	\$2,500.00	
Award Plaques**	\$50.00			\$0.00	\$0.00	
PMI chapter dinner presentation ***	\$ -		\$200.00			
Gifts	\$100.00		\$100.00	\$140.00	\$140.00	
PM Memory Jogger****	\$600.00				\$0.00	
Finalist book voucher*****			\$1,500.00	\$809.72		
Catering – lunch during all-day event			\$1,000.00	\$717.02	\$1,200.00	
Miscellaneous	\$100.00		\$200.00		\$60.00	
Total Student Competition	\$2,430.00	\$0.00	\$5,600.00	\$4,249.20	\$4,000.00	
WEF SFU Speaker Event						
Catering & refreshment	\$200.00	\$0.00	\$200.00	\$400.48	\$500.00	
Annual report filing	\$25.00	\$25.00	\$25.00	\$40.00	\$25.00	
WEF Brochure	\$ -					
Misc. for postage etc.	\$50.00		\$50.00		\$50.00	
Fund raising books	\$ -					
WEF banner			\$300.00	\$444.64		
WEF domain registration & web hosting	\$100.00	250.82	\$150.00	\$240.80	\$250.00	
Total	\$375.00	\$275.82	\$725.00	\$725.44	\$425.00	
Grand Total	\$2,805.00	\$275.82	\$6,325.00	\$5,375.45	\$4,825.00	
Gain/Loss	\$2,195.00	\$4,326.22	-\$325.00	\$3,176.95	\$175.00	

Notes to Budget 2012:

* For 2008 & 2009, each team has up to 5 members, \$300 for each member. For 2011, each team has up to 5 members, \$500 for each member.

** For 2008 & 2009, one plaque for the team/school. Certificate for each member. A letter and a certificate for the "project manager". For 2011, plaque for school is no longer relevant as the competition is only for SFU undergraduate students.

*** Chapter may sponsor the dinner for the students. To cover all members of the winning team and one staff at their school.

**** \$10/each, 50 students, plus \$50 shipping. This will not be repeated in 2012.

***** For 2011, each finalist will be given \$25 book voucher for a total of 12 teams and up to 5 members in each team. This will not be repeated in 2012.

List of VanCity Bank Transactions - 2011

Item	\$	Totals
Revenue - transfer from Term 7	\$15.00	
Revenue - transfer from Term 6	\$15.00	
Revenue - transfer from Term 5	\$750.00	
Revenue - Interest - Sep	\$0.33	
Revenue - Interest - Oct	\$0.21	
Revenue - Interest - Nov	\$0.20	
Revenue - Interest - May	\$0.73	
Revenue - Interest - March	\$0.73	
Revenue - Interest - Jun	\$0.52	
Revenue - Interest - Jul	\$0.46	
Revenue - Interest - Jan	\$0.64	
Revenue - Interest - Feb	\$0.59	
Revenue - Interest - Dec	\$0.20	
Revenue - Interest - Aug	\$0.44	
Revenue - Interest - April	\$0.70	
Revenue - Deposit - US Cheque	\$92.91	
Revenue - Deposit - US Cheque	\$19.36	
Revenue - Deposit - US Cheque	\$960.15	
Revenue - Deposit	\$80.00	
Revenue - Deposit	\$200.00	
Revenue - Deposit	\$60.00	\$2,198.17
Expenses - WEF Banner and Stand - cheque 35	-\$444.64	
Expenses - Web Hosting - cheque 37	-\$240.80	
Expenses - Student Prize - cheque 32	-\$500.00	
Expenses - Student Prize - cheque 31	-\$500.00	
Expenses - Student Prize - cheque 30	-\$500.00	
Expenses - Student Prize - cheque 29	-\$500.00	
Expenses - Student Prize - cheque 28	-\$500.00	
Expenses - Starbucks Gift Vouchers - cheque 34	-\$140.00	
Expenses - Office Supplies - cheque 34	-\$82.46	
Expenses - Ministry of Finance - cheque 36	-\$15.00	
Expenses - Ministry of Finance - cheque 27	-\$25.00	
Expenses - Bread Garden - cheque 38	-\$231.39	
Expenses - Bread Garden - cheque 33	-\$485.63	
Expenses - Book Vouchers - cheque 34	-\$809.72	-\$4,974.64
Net position on Income vs. Expenses		-\$2,776.47

Nominations for WEF Board 2012

The following nominees have agreed to stand and are proposed as the slate for the Board of Directors for 2012:

Position	Name
President	Joan Vincent
Vice President	Li Yang
Secretary	Max Wideman
Treasurer	Jamal Moustafaev
Director, Fundraising	Schona Rae
Director, SFU Liaison	Kamal Masri
Director, Web Services	Jette Helin
Director, Competitions	Rob Goatham
Director at Large	<i>(vacant)</i>
Director at Large	<i>(vacant)</i>
Director at Large	<i>(vacant)</i>