



**Wideman Education Foundation**  
*Advancing project management skills*  
*"Great oaks from little acorns grow"*

2216 West 21st Avenue, Vancouver, BC, V6L 1J5  
Charity #82459 4121 RR0001

**WIDEMAN EDUCATION FOUNDATION**

**ANNUAL REPORT**

**2008**

**February 11, 2009**

**2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.**

TABLE OF CONTENTS		Page
1.	Minutes – 2007 Annual General Meeting .....	3
2.	Agenda – 2008 Annual General Meeting .....	4
3.	Introduction to 2008 Annual Report.....	5
4.	Message from the President.....	5
5.	Message from Max Wideman.....	6
6.	Message from Director Promotions.....	6
7.	Financial Statement – 2008.....	7
8.	Budget – 2009.....	8
9.	Nominations.....	9

2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.  
V6L 1J5

Website: [www.pmi.bc.ca/Education/WidemanEducationalFoundation](http://www.pmi.bc.ca/Education/WidemanEducationalFoundation)

Rev. 3/7/08

## Minutes of 2007 Annual General Meeting, February 21<sup>st</sup> 2008 at TRIUMF offices

**In Attendance:** Vijay Verma, President  
Max Wideman, Secretary  
Li Yang, Treasurer  
Joan Vincent, Director Promotion  
Andrew Gemino, SFU Liaison

1. The following agenda was approved
  1. Approval of AGM agenda All
  2. Approval of January minutes All
  3. Review of the year's progress Max
  4. Treasurer's Report Li
  5. Nominations for 2008-9 WEF Board All
  6. Submission of Provincial returns Li & Max
  7. SFU Project Manager's Status Report Andrew
  8. Donor brochure Content Joan
  9. Date of next meeting
  10. Any other business
2. Agenda: Approved by all.
3. January Minutes of Meeting: Approved by all.
4. Review of year's progress: See Annual Report attached, Approved by all.
5. Treasurer's Report: See Financial Report appended to the Annual Report, Approved by all.
6. Nominations for 2008-9 Board: All agreed to stand in their present positions for another year.
7. Submission of Provincial returns: Max will assemble materials and submit to Province. Li will provide the necessary \$25 cheque.  
Review of Constitution and Bylaws – Special Resolutions:
  1. The list of WEF Directors should be amended as follows:  
**Delete:** Ikee Battle; **Add** Andrew Gemino  
**Proposed** by Max, **Approved** by all
  2. Reference Bylaw Part 9 – Fund Raising, Article 48.1, The Donor hierarchy should be revised to read: "Friend; Contributor; Supporter; Donor; Patron; Sponsor". (No changes to the amounts.)  
**Proposed** by Max, **Approved** by all
  3. Also, a number of typos noted in the text require correcting.  
**Proposed** by Max, **Approved** by all.
8. **SFU Project Manager's Status Report - Project #2008/1 Competition (SFU-Surrey):**  
SFU Project Manager, Jennifer Ashton, has presented her February 21, 2008, project Status Report (See report on file). The Board is excited to learn that Jennifer has received 22 sign-up forms for the WEF training and competition, with a total of 48 students expressing interest. Congratulations, Jennifer! Andrew and Max are working on the details of the associated workshops.
9. **Donor brochure Content:** Joan, Li and Max will meet on April 2<sup>nd</sup> at 6:00 PM at Max's

2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.  
V6L 1J5

Website: [www.pmi.bc.ca/Education/WidemanEducationalFoundation](http://www.pmi.bc.ca/Education/WidemanEducationalFoundation)

house to further this work

**Next ordinary meeting:** **Thursday, March 20<sup>th</sup>,**  
Location: TRIUMF, 6:00 – 8:00 PM

**Other Business**

10. The Board wishes to thank TRIUMF for their support in providing space for the WEF Board meetings, and the PMI local Chapter for their support in hosting the WEF's web pages.
11. Competition winner selection criteria: Jennifer needs confirmation of details. See copies provided to Jennifer on file.
12. Federal government charity status application: Max reported he had been in contact with Ottawa. We have a Charities Officer assigned who indicated that our file is active and we should expect a response in about three weeks. Subject to any requests for further information, we may expect confirmation about three weeks after that.

There being no other business, the meeting adjourned.

**Recorded by:**

Max Wideman, Secretary

---

**WEF 2008 Annual General Meeting**

Date: February 11, 2009

Venue: 2216 West 21<sup>st</sup> Avenue, Vancouver, B.C. V6L 1J5

**AGENDA**

1. Confirmation of Quorum
2. Approval of Minutes of 2007 Annual General Meeting
3. Presentation of Annual Report for 2008
4. Budget - 2009
5. Nominations and Election of Foundation officers
6. Other business
7. Adjourn

2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.  
V6L 1J5

Website: [www.pmi.bc.ca/Education/WidemanEducationalFoundation](http://www.pmi.bc.ca/Education/WidemanEducationalFoundation)

## **Introduction to 2008 Annual Report**

The Wideman Education Foundation, or "WEF" as it is known, was founded and registered with the BC provincial government in January 2007 and received Federal charity status in July 2008. The mission of the organization is to teach, develop, promote and encourage the use of proven, successful project management skills that are needed every day by everyone. And we believe that we can foster these skills, and a better understanding of projects, by working for mutual benefit with those involved in education, training or project management. Therefore, our intention is to develop learning opportunities through promoting workshops or similar sessions, and fostering practice, ethics and standards for young people.

## **Members of the WEF Board**

Current members of the WEF Board are

1. Vijay K. Verma, P.Eng., PMP – President
2. R. Max Wideman, P.Eng., FPMP – Secretary
3. Li Yang – Treasurer
4. Joan Vincent – Director, Promotion
5. Dr. Andrew Gemino – Director, SFU liaison

## **Message from the President**

The Wideman Education Foundation (WEF) made tremendous progress in 2008. During the year, several major milestones were met. For example, the first student competition was conducted very successfully at SFU, Surrey Campus for students from grades 10-12 from various schools in Surrey. In the final competition, eight teams presented their work of creating a logo and web page for the WEF. The WEF gave all members of the winning team a cheque for \$300 as well as a plaque for the winning team's High School. All finalists received a copy of the Project Management Memory Jogger pocket guide. Our thanks to Karen Tate of Griffin Tate Group of Cincinnati, Ohio for donating these pocket guides.

During this year, WEF received charitable status that will help us raise more donations. A marketing Brochure was prepared and 1000 copies were printed for distribution to potential donors along with a letter to request funds for different levels of sponsorship. The Board members have made a significant progress in this area and a lot more will be done in 2009 to raise funds. We are actively seeking new Board members and I am very hopeful to expand our Board to help meet our milestones in 2009.

The Board also wishes to express special thanks to Dr. Andrew Gemino and Jennifer Ashton from Faculty of Business Administration, SFU Surrey Campus for their hard work in organizing our first successful competition. And I am very grateful to the members of the WEF Board, the West Coast Chapter of PMI and all volunteers for their strong support, dedication, and

2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.  
V6L 1J5

Website: [www.pmi.bc.ca/Education/WidemanEducationalFoundation](http://www.pmi.bc.ca/Education/WidemanEducationalFoundation)

continuous hard work. We look forward to continuing our relationship with SFU and to expanding our initiatives to include other institutions in the coming years.

Vijay K. Verma, President

### **Message from Max Wideman**

As noted in the Message from the Chair, the WEF conducted its first annual program in conjunction with the Faculty of Business Administration, Simon Fraser University, Surrey. Under the capable direction of SFU project manager Jennifer Ashton, the 2008 spring program consisted of a project competition to create a logo and web page for the WEF organization itself. The program included mandatory attendance at a project management workshop providing exposure to basic skills; instruction in the temporary use of appropriate software kindly provided by Adobe Systems Inc.; and a workshop on presentation skills.

Over 400 students in grades 10 to 12 were reached in the initial recruitment campaign conducted by SFU, and of whom 59 signed up initially. As expected, a number dropped out, but eight teams presented their work in the final competition. A winning team was selected – with some difficulty because of the high quality of the presentations – by a crew of eight professional project managers. All finalists were congratulated for their efforts and received certificates of participation and a Project Management Memory Jogger™ Pocket Guide generously donated by the Griffin Tate Group of Cincinnati, Ohio. The members of the winning team each received a cheque for \$300 from the WEF.

The program was deemed a great success, with much enthusiastic feedback received from the participants, such as "The best part of it was the competition and presentation, it was very exciting." And "The experience was overwhelming. I had a good time participating in the competition and look forward to the next one."

### **Message from Director Promotions**

Our accomplishments during 2008 included the following:

- Brochure designed and printed
- Fundraising strategy developed and implemented
- Database developed
- Presentation made to the West Coast BC Chapter of PMI
- Brochures and letters distributed
- Fundraising letter mailed out

Given the global economic downturn, our efforts to raise funds in 2009 will demand ingenuity and commitment.

2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.  
V6L 1J5

Website: [www.pmi.bc.ca/Education/WidemanEducationalFoundation](http://www.pmi.bc.ca/Education/WidemanEducationalFoundation)

**Financial Statement - 2008**

<b>Income Statement</b> As of December 31, 2008		<b>Balance Sheet</b> As of December 31, 2008	
<b>REVENUE</b>	<b>\$</b>	<b>ASSETS</b>	<b>\$</b>
Donation	465.00	<b>Operating Account</b>	
Interest from investment	2,419.77	Cash	2061.79
Vancity Divident	0.68	<b>Investment</b>	
<b>Total Revenue</b>	<b>2885.45</b>	Term Deposit 12 month – Cashable 30 day lockout	1,500.00
<b>EXPENSES</b>		Term Deposit 12 month – Cashable 30 day lockout	1,500.00
Student competition award	900.00	Term Deposit 12 month – Non-Redeemable	50,000.00
Student competition Expense	251.46	<b>Other Assets</b>	
Annual report filing	25.00	Membership share at VanCity	50.68
Bylaw change filing	50.00	<b>Total Assets</b>	<b>55,112.47</b>
Printing of brochures (unpaid)	892.50	<b>LIABILITIES</b>	<b>916.68</b>
Postage (unpaid)	24.18	<b>Restricted Fund</b>	<b>53,050.00</b>
<b>Total Expenses</b>	<b>2143.14</b>	Operating Fund Surplus	1,145.79
<b>Operating fund balance beginning</b>	<b>403.48</b>		
<b>Operating fund balance ending</b>	<b>1,145.79</b>	<b>TOTAL</b>	<b>55,112.47</b>

2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.  
V6L 1J5

Website: [www.pmi.bc.ca/Education/WidemanEducationalFoundation](http://www.pmi.bc.ca/Education/WidemanEducationalFoundation)

**WEF Budget 2009**

<b>Student Competition</b>	
Project presentation	
Room rental	
Equipment rental	
Stationery	\$50.00
Cash Award*	\$1,500.00
Award Plaques**	\$50.00
PMI chapter dinner presentation ***	\$0.00
Gift for Project Manager	\$100.00
PM Memory Jogger****	\$100.00
Contingency	\$100.00
<b>Total Student Competition</b>	<b>\$1,900.00</b>
Annual report filing	\$25.00
Misc for postage etc.	\$50.00
<b>Total</b>	<b>\$1,975.00</b>

**Notes:**

\* Each team has up to 5 members, \$300 for each member.

\*\* One plaque for the winning team/school. Certificate for each member. A letter and a certificate for the "project manager". A gift certificate to the project manager

\*\*\* PMI West Coast BC Chapter has agreed to sponsor the winning team's attendance at a dinner event.

\*\*\*\* Memory Jogger will be sponsored, \$100 for postage only.

2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.  
V6L 1J5

Website: [www.pmi.bc.ca/Education/WidemanEducationalFoundation](http://www.pmi.bc.ca/Education/WidemanEducationalFoundation)



**Nominations**

<b>Position</b>	<b>Name</b>
President	Vijay Verma
Secretary	Max Wideman
Treasurer	Li Yang
Director Promotions	Joan Vincent
Director SFU Liaison	Dr. Andrew Gemino
Directors at Large	Piotr Mazur

**Donors**

The WEF gratefully acknowledge the following support:

Ms. Karen Tate of Goal/QPC for donating copies of Project Management Memory Jogger™ for the class of 2008

2216 West 21<sup>st</sup> Avenue  
Vancouver, B.C.  
V6L 1J5

Website: [www.pmi.bc.ca/Education/WidemanEducationalFoundation](http://www.pmi.bc.ca/Education/WidemanEducationalFoundation)