



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

WIDEMAN EDUCATION FOUNDATION

ANNUAL REPORT

for

2012

Prepared by Joan Vincent and Max Wideman

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AGENDA

Annual General Meeting, February 19, 2013 555 Burrard St., Vancouver B.C.

1. Confirmation of Quorum
2. Approval of Minutes of 2011 AGM (held February 27, 2012)
3. Presentation of Annual Report for 2012
4. *Proposed Budget for 2013: forthcoming
5. Nominations and Election of Foundation officers
6. Other business
7. Adjourn



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Minutes of 2011 ANNUAL GENERAL MEETING,

Held February 27th 2012
at 949 West 49th Ave., Vancouver, BC

In Attendance: Joan Vincent, President
Li Yang, Vice President
Max Wideman, Secretary,
Rob Goatham, Director Competitions
Jette Helin, Director Web Services

Apologies: Jamal Moustafaev, Treasurer; Kamal Masri, Director SFU Liaison
Absent: Schona Rae, Director Fund-raising; David Sussman, Director at Large

1. **A quorum** of paid up WEF Directors was present and the AGM started at 6:10 PM

The following **AGM agenda** was approved:

1. Confirmation of Quorum
2. Approval of Minutes of 2010 Annual General Meeting (held in 2011)
3. Presentation of Annual Reports for 2011
4. Presentation of Budget for 2012
5. Nominations and Election of Foundation officers
6. Other business
7. Special thanks
8. Adjourn

2. **2010 AGM Minutes:** Approved unanimously.

3. **2011 Annual Report:** was presented by **Max** together with all its associated sections as previously circulated. Aside from correction of minor typos, the following were discussed.

Joan congratulated Board members on a very successful year of planned activities.

4. **Financial Report for 2011.** **Max** presented the *Financial Report* on behalf of **Jamal** who was overseas on a business trip. **Joan** noted that there was a liability of \$400.48 outstanding on account of the Career Event held at SFU on 11/22/11. This will be corrected in the final version of the report.

Max pointed out that the economy had been "difficult" in 2011 and WEF had shown a shortfall of \$4,000 in fund raising compared to budget. In addition, he thought that 2012 would also be a difficult year, especially as **Schona, Director Fund raising**, has requested a leave of absence for family reasons.

5. **Budget – 2012.** **Max** presented a draft for discussion. Using the 2011 expenditures as a basis, the 2012 budget was accepted.

6. Nominations and Election of WEF Officers. Based on returns from existing Board members, **Max** proposed the following 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	(vacant)
Director at Large	(vacant)
Director at Large	(vacant)

Max pointed out that we now have three vacancies on the Board and that the Board should move to fill at least two of these positions as soon as possible.

In summing up, **Li** moved that the Annual Report, the Financial Report, the 2012 Budget and Nomination of Board members all be approved. Seconded **Joan**. Approved unanimously.

7. Special Thanks: **Joan** thanked all retiring Directors for their hard work during the year and looked forward to working with the new Board in 2012.

8. Signing Officers: There will be no change to the list of signing officers for 2012, i.e.:

Joan Vincent
 Max Wideman
 Jamal Moustafaev

9. Other business: There being no other business for the AGM, the meeting was adjourned at 7:00 PM

Footnote

WEF Five-Year Plan update. During the year, an update was started but not completed. At a designated session, it was concluded that WEF needed more clarity in its operating procedures. As a result a "Policy and Procedures" document has been drafted, and is to be brought before the Board in March. Following this, a sub-committee will make recommendations covering an update to the Five Year Plan.

INTRODUCTION TO ANNUAL REPORT FOR 2012

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, 2012

1. Joan Vincent – President
2. Li Yang – Vice President
3. R. Max Wideman – Secretary
4. Jamal Moustafaev – Treasurer
5. Darren Radford – Director, Marketing
6. Jette Helin – Director, Web Administration
7. Rob Goatham – Director, Programs
8. Kamal Masri – Director, SFU Liaison

Reports

Message from Joan Vincent, President

WEF has had an exciting 2012. We've fulfilled our mandate, stayed within budget and delivered two highly successful events!

2013 will bring many changes – most important – Max Wideman, Founder of WEF, will be stepping up to new challenges. With Max's integrity, vision and action, the concept and power of project management skill has been introduced to secondary and post-secondary students in life-changing ways. We, on this board as well as past boards, could always rely on Max's ability to take a step back, analyze new or proposed ideas and come up with just the right balance between initiative and risk. Max's role will change but his availability to the Foundation will not. His leadership will be greatly missed.



Our relationship with the West Coast BC Chapter of PMI is rich and collaborative. In particular we want to express our appreciation to the Chapter for providing meeting space for WEF. In addition, we're anticipating expanding our influence and resources in 2013 to include possible inter-provincial as well as cross-border events. Discussion is in process and interest seems to be high.



Max Wideman and Joan Vincent at West Coast Chapter PMI Career Fair

Our belief in the future of WEF is based directly on the enthusiastic responses from involved students. They illuminate the reason for our existence, they support the notion that, yes, project management skills will give them an “edge”, a path leading to confidence and concrete building blocks needed for their working future. We appreciate the global issues that drive the world of work but believe, with project management skills, young men and women will be more adequately equipped to maneuver their way through complex change anywhere in the world.

WEF is privileged to have built a mutually beneficial and productive relationship with SFU/Beedie School of Business; a relationship launched by Max and Andrew Gemino in 2008.

In order to successfully follow through with our planning we must, in my opinion, have a strong, diverse and committed board. We must also honour the cost of that time and commitment for board members as it relates to their health, family and profession. We don't work in a vacuum and fully realize that without volunteers, donors, sponsors, all kinds of interested folks, WEF couldn't do its job.

I especially want to thank my fellow board members for their support.

Li Yang – Vice President

2012 has been a year of moderate growth at WEF. Both the Wideman Prize competition for post-secondary students and the half-day workshop for high school students were successful. Our effort to expand our reach to other institutions has been ongoing. Many thanks to Rob, UBC students were encouraged to attend the competition even though none joined the final event. Joan and I approached Langara and were met with great enthusiasm. As the Project Management courses are not offered during the spring term, we will likely start to see Langara students participating at the competition in 2014. Later in the year, I also approached BCIT but have not managed for any face to face meeting.



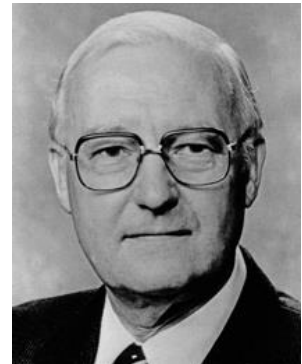
The WEF board is lucky to have Darren and Marietta joining late in the year. Their experiences, fresh perspectives, and many great ideas will strengthen the board.

I look forward to an exciting 2013!

Max Wideman - Founder/Secretary

This year has been an active year for the WEF Board with encouraging signs of progress. At the same time we have had to contend with a number of changes in Board membership as described in the following report.

Under Rob Goatham, Director Competitions acting as WEF's sponsor, the P2012/1 Spring undergraduate competition at SFU Surrey proceeded steadily with Chris Campbell in the role of WEF Project Manager. Kamal Masri, Director SFU Liaison, coordinated the SFU team that included Dr. Blaize Reich, her Technical Assistant, John Prpic, Jan Kietzmann, and Hannah Yao acting as SFU Surrey campus project manager.



As it happens, Chris found work in Alberta and had to leave his WEF post. Some weeks later Gary Lengyell, a colleague of Jette Helin, Director Web Services, stepped forward to act as project manager. The UBC project management class also came on board with three potential teams, but unfortunately, these teams declined to present their projects. In the final event, a successful competition of four undergraduate teams was held on April 28. Gary wrapped up the competition by presenting a number of insightful lessons learned that need to be addressed in future competitions.

The local economy showed some improvement in 2012 but fund raising continued to be difficult. Schona Rae, Director Fund raising, requested a six-month leave of absence for family reasons and subsequently left the Board. With the absence of Schona our Board meetings were moved first to the Unitarian Church on West 49th Street, thanks to Joan, and later to the offices of Wayne Rawcliffe, President, Senga Consulting on West 6th Avenue, thanks to a contact by Vice President Li Yang. Subsequently we received PMI Chapter permission to use the chapter's office at 555 Burrard St.

At the beginning of the year, the WEF Board concluded the major task of developing a WEF Policy Governance Manual. A sub-committee of Joan, Li and Max prepared a draft for Board consideration. After comments and amendment, the Manual was approved at the March Board meeting. The Manual consists of three parts: WEF Governance structure; Specific Roles and Responsibilities; and Board

conduct. The Manual should be looked upon as a "work in progress" as WEF develops. Thanks are due to Li's valuable experience as President of the Sun Yet Sen Gardens Society in Vancouver.

In 2011, WEF was then in year 3 of its 5-year Long Range Plan (LRP). Max proposed that due to the difficulty of finding Board time to update the Plan collectively, a better approach would be for Joan, Li and Max to form another sub-committee. They would gather the records of progress-to-date and lessons-learned and prepare an updated draft for Board consideration and approval. The committee met on March 14th and agreed that good progress was being made on many targets and therefore, the update should focus on the urgent areas needing attention rather than producing a complete new plan. The urgent areas are: (1) Filling Board vacancies, (2) attracting WEF membership to provide support, and (3) raising funds for our work. The Board accepted the report on March 16th and agreed to pursue the following Action Items:

1. Recruit four new board members, especially one with marketing and one with fund raising skills
2. Develop a set of WEF projects designed to close the various 'gaps', as identified in the LRP review statement, and use them as specific responsibilities to entice new volunteers.
3. Seek a closer relationship with our local PMI chapter

In pursuit of Item 1, Joan and Li actively pursued possible candidates at Langara College by meeting with Stephanie Koonar, Assistant Chair, External Relations, and Deland Jessop (who teaches an Introduction to Marketing course). Both expressed interest in WEF objectives and activities and will try to recommend someone to help us with marketing. Unfortunately, this did not bear fruit.

However, Stephanie also connected us with Phil Mentacos pmentacos@langara.bc.ca, Langara School of Management. Phil is a member of PMI and an active volunteer. Phil agreed to present the WEF 2013 Competition opportunity to his project management students with a view to participating. Rob will provide Phil with details in due course.

In pursuit of Item 2, Max prepared a number of WEF "administrative" projects reflecting the urgent areas of the WEF LRP and for deployment as opportunity arises.

For Item 3, Joan and Max agreed they should meet with in-coming PMI Chapter President, Rich Brodowski, to reconfirm positive WEF-Chapter relations and seek Chapter help for recruiting WEF Board members, for judging and any other possibilities. A very positive meeting was held with PMI chapter president, Rich, on March 13 and Max was invited to make a presentation to the PMI Chapter Board on March 28. As a result, Alex Hamer, Past Chapter President, agreed to attend the WEF Board meetings as a Guest from August onwards.

As a part of these closer relations, the Chapter provided a booth at its annual Chapter Career Fair for WEF to promote its activities and needs. This attracted a number of future contacts. As well, the Chapter agreed to WEF using the Chapter's office for its Board meetings. Joan and Max were also invited to attend a future PMI Chapter planning session so that the respective programs could be more closely aligned. However, that session has not yet taken place.

At the same time, Max made contact with Bob Prenovost, Program Director of the Chapter's pm-volunteers. This is a Chapter community outreach initiative that connects skilled volunteer project managers with non-profit organizations in the Vancouver area. As an outcome, Darren Radford was recruited to undertake a WEF Marketing study.

In only two months, Darren produced a very thorough study report that was very well received and approved by the WEF Board. As a consequence, Darren accepted a position on the WEF Board as Director Marketing, to carry out his recommended marketing campaign.

In a response to a call for Board members by Joan, the Board was delighted to receive an early response from Marietta Heily-Van Os. Marietta is with the Surrey Schools District Administration and has been highly supportive of WEF's activities in the past. She will take over Max's position as WEF

Secretary when Max retires at the end of the year. Marietta will also contact some of her colleagues with a view to reinstating a competition for high school students later in the New Year.

On November 28th WEF held a Fall Career Event at the SFU Surrey campus. It was titled "Step up to opportunity". This half-day event, organized by Joan and attended by almost 50 students, included a panel to answer student questions and an exercise to develop a work breakdown structure for a family picnic.

During the year, Max contacted several PMI colleagues in PMI Region 1 looking for any interest in a cross-border competition. However, after several months of effort the idea did not gain sufficient traction.

At one of our Board meetings, Alex Hamer raised the issue of WEF Board member insurance. Joan investigated this by inviting quotes from appropriate insurance companies. She found that the cost would be between \$600 and \$750 per year. Given the low level of WEF's current program risks, no decision has been taken so far.

An early start was made on planning for the P2013/1 WEF Competition for undergraduate students. Once again, Rob has agreed to act as WEF sponsor, co-sponsoring with Kamal Masri acting for the SFU campuses. Mike Dewing, who has acted as a judge for WEF in the past, has agreed to act as WEF's project manager. The competition will be held at the SFU Surrey campus with Hannah Yao acting as project manager for SFU.

Workshop: Joan Vincent, Max Wideman

On June 23, 2012, Max and Joan delivered a Workshop to high school students at the request of UBC-Community Learning Initiative/Student Development & Services entitled "Introduction to Project Management and SCOPE-PAK Project Development – in Eight Simple Steps". Among the many positive student feedback comments was, "[as a result of the workshop] it helped us take a step backward and clearly see what problems we have to overcome – and our responsibilities." Fees donated to WEF.

Jette Helin, Director Website Administration

The WEF website, www.widemaneducationfoundation.org continued in full production mode for all of 2012. There were no reported problems, errors, outages or downtime, except as required by the hosting organization.

There were few changes made to the website itself in 2012, although it was updated periodically to reflect news, events, new documents, and minor updates. Visits to the website were infrequent and there were no inquiries received via the 'contact us' feature.

The Board agreed to proceed with the enablement of online donations and after reviewing PayPal and CanadaHelps.org, selected the *Canada Helps* organization as the means for achieving that. Work was begun in this area, but was not completed in 2012.

In addition to completing the online donation feature, it is anticipated that several changes and improvements will be made to the website in 2013. Many of these will be in support of the marketing plan developed in 2012, including such areas as Facebook, LinkedIn, and other key websites, and Social Media.



Kamal Masri, Director SFU Liaison

The Wideman Education Foundation project management 2012 competition hosted by the Beedie School of Business at Simon Fraser University, Surrey Campus, continued its successful tradition. Once again, students experienced the pressure of competition and displayed their project management skills in front of expert judges. For four months, students completed projects from inception to closing covering various objectives. Congratulations to all participants for displaying exemplary PM skills.



Rob Goatham, Director Programs

The finals of the 2012 “Wideman Prize for Project Management Excellence” competition for under-graduate students was held on 28th April 2012 at the SFU Surrey Campus. For the 2012 competition teams from both SFU and UBC were invited to participate. Following the completion of the in-class studies and the conclusion of their projects, teams were selected to compete in the finals. Four teams from SFU were able to attend the finals event and following a hard fought contest ‘Project Don’t Hate Just Dance’ was selected by the judging panel to be the winners. For their project, the Project Don’t Hate Just Dance team successfully planned and managed a “flash mob” dance event at the Metrotown mall in order to raise awareness about tolerance and racial harmony. Project “Positive Charge” from SFU were runners up. For their winning entry, the Don’t Hate Just Dance team was awarded the \$2,500 cash prize.



Hosting of the 2012 competition had an anticipated budget of \$4,000, but final costs were calculated at \$3,228, leaving a \$772 surplus. Lessons learned were collated and have been filed and reviewed for use in subsequent competitions. Feedback from an independent observer were also collected and recorded for use in planning subsequent events.

Following a review of strategy and options the WEF Board of Directors has approved the 2013 Wideman Prize competition. For the 2013 competition, WEF will again be partnering with Simon Fraser University. However, it is hoped that teams from the University of British Columbia (UBC), will also participate as well. The finals of the 2013 competition will be held at the SFU Surrey Campus on April 27, 2013. WEF will be looking at options for expanding the competition to other schools for the 2013-2014 year.

Project Sponsor: Bob Goatham

Project Manager: Gary Lengyell

SFU Coordinator: Hannah Yao

Competition and event photos



2012 Wideman Competition Winning Team: 2012 “Don’t Hate, Just Dance” – and Judges



Competition 1st Runner Up – “Team Positive Charge”



2012 Wideman Competition Prize Participants

4th Annual Career High School Speaker Event – “Step up to Opportunity” – Joan Vincent

The 4th annual Career Speaker Event was held at Simon Fraser University-Surrey Campus on November 28, 2012. The event consisted of 4 components: 1. Panel speaking about opportunities and benefits derived from a) Voluntarism, b) co-op Education, c) knowing what employers want, 2. An information session expanding information and understanding about project management as a career – skills, industries and benefits and 3/4. An activity focusing on Work Breakdown Structure as a tool – then followed by the opportunity to participate in a real-time case on PM. This activity was extraordinarily well received. Under a time constraint and in teams, the students were required to develop a WBS for a specific project, display it and, after choosing a spokesperson, report on their results. Their work was then judged. Six high schools were represented: Queen Elizabeth, Matheson, Delview, Semiahmoo, Port Moody, Heritage Woods. Feedback was very positive. In answer to the question: “What was the most useful part of this event – for you?” “I enjoyed the hands-on experience and the in-depth content”, “the idea of thinking wide and co-op education”, “the activity because it really was real-life like”, “the skills talk”. The WEF looks forward to working with high school students again in 2013!

Project Team:

Joan Vincent	Project Manager, Speaker, Panel member	WEF Board
Li Yang	Photographer and Judge	WEF Board
Hannah Yao	SFU Organizer/Recruiter	SFU-Beedie School of Business
-		
Marietta Heily-van os	Registration and Judge	WEF Board
Cesar Vasquez	Judge	Queen Elizabeth School
Bob Prenovost	Panel member	PMvolunteers
Joan Lagman	Panel member	SFU – Careers
Max Wideman	Founder/Benefactor/Speaker	WEF Board



“Step up to Opportunity” – a full house!



Panel: Joan Vincent, Bob Prenovost, Joan Lagman



Working the WBS problem with Max



Presenting the work



Winning team – well done!

*** FINANCIAL REPORT**

*This report was compiled in the absence of our Treasurer. Our thanks to Li Yang, our Vice President and her niece Liu Yang, an Accounting Major at UBC. Final Report forthcoming.

Income Statement As of December 31, 2012

Operating fund balance beginning \$4,732.29 *

REVENUE

Donation	\$3,611.09
interest from investment	\$760.75

Total Revenue \$4,371.84

EXPENSES

Student competition award	\$2,499.00
Student competition expense	\$745.86
Web hosting expense	\$130.85
Deferred expense - 2011 Fall Speaker Event	\$450.48
Total Expenses	\$3,826.19

Operating fund balance ending **\$5,277.94**

Membership Account

Opening balance	\$58.12	
Vancity Dividend	\$2.31	
Ending balance		\$60.43

Balance Sheet As of December 31, 2012

ASSETS

Operating Account

Cash	\$5,277.94
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Investment

Term Dosit 12 month- Cashable 30 day lockout	\$1,500.00
Term Dosit 12 month- Cashable 30 day lockout	\$1,500.00
Term Dosit 12 month- Non-Redeemable	\$50,000.00

Other Assets

Membership share at VanCity	\$60.43
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Total Assets	\$58,338.37
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LIABILITIES	0
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RESTRICTED FUND	\$53,060.43
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Operating Fund surplus	\$5,277.94
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TOTAL	\$58,338.37
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\$0.00

Proposed Budget for 2013: forthcoming

Donor List: forthcoming

Nominations for WEF Board 2013

The following nominees have agreed to stand and are proposed as the slate for the Board of Directors for 2013:

Position	Name
President	Joan Vincent
Vice President	Li Yang
Secretary	Marietta VanOs
Treasurer	
Director, Marketing	Darren Radford
Director, SFU Liaison	Kamal Masri
Director, Web Services	Jette Helin
Director, Programs	Rob Goatham
Director of Finance	Ruby Lu
Director at Large	Mike Dewing
Director at Large	