



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

2013

Prepared by Joan Vincent

TABLE OF CONTENTS

Agenda	3
Minutes of 2012 Annual General Meeting	4
Introduction to the Annual Report for 2013	6
About the Wideman Education Foundation	6
WEF's Mission Statement (short form)	6
WEF Vision and 5-Year Goals Summary	6
Members of the WEF Board as at December 31 st , 2013.....	7
 Reports	
Message from Joan Vincent, President	8
Li Yang – Vice President	9
Jette Helin, Director Website Administration	11
Kamal Masri, Director SFU Liaison.....	11
Mike Dewing, Director and Project Manager 2013 Competition	11
Marietta Heily-Van Os, Director at Large.....	14
 Treasurer's Report	
Statement of Financial Position as at December 31, 2013	15
Statement of Operations as at December 31, 2013.....	16
Budget vs Actual and 2014 Proposed Budget	17
Donor's 2013 List	18
 Nominations for 2014 WEF Board.....	 18
Special Thanks.....	19

AGENDA

**Annual General Meeting, March 13, 2014
1300 – 1075 West Georgia Street
Vancouver, B.C.**

1. Confirmation of Quorum
2. Approval of Minutes of 2012 AGM (held February 19, 2013)
3. Presentation of Annual Report for 2013
4. *Proposed Budget for 2014
5. Nominations and Election of Foundation officers
6. Other business
7. Adjourn



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

Minutes of 2012 ANNUAL GENERAL MEETING

Held on February 19th 2013

at the PMI CWCC office, 555 Burrard St., Vancouver, BC

In Attendance:

Joan Vincent, President

Li Yang, Vice President

Marietta Heily-Van Os, Secretary,

Rob Gotham, Director Competitions

Jette Helin, Director Web Services

Darren Radford, Director of Marketing

Ruby Lu, Director of Finance

Mike Dewing, Board member at Large

Max Wideman, Outgoing Secretary

Apologies: Jamal Moustafaev, Treasurer; Kamal Masri, Director SFU Liaison

1. A quorum of paid up WEF Directors was present and the AGM started at 5:30 PM

The following **AGM agenda** was approved:

1. Confirmation of Quorum
2. Approval of Minutes of 2012 Annual General Meeting)
3. Presentation of Annual Reports for 2012 (excluding Financial Report)
4. Presentation of Budget for 2013 (Tabled until Financial Report)
5. Nominations and Election of Foundation officers
6. Other business
7. Special thanks
8. Adjourn

2. 2012 AGM Minutes: Approved unanimously.

3. 2012 Annual Report: was presented by **Joan** 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. Joan congratulated Max on his contribution to WEF as he steps down from the Board and moves on to retirement.

4. Financial Report for 2012. Joan presented the *Financial Report* on behalf of Jamal who was overseas on a business trip. Joan noted that an addendum would be required to complete the annual report. This will be done upon Jamal’s return from overseas. Darren will assist Jamal in completing this report in an expedient manner. All will be corrected in the final version of the report.

5. Jette pointed out that the vision and goals of WEF with regards to an independent website should be amended as that has now been accomplished. Further to this the vision and goals for high school education programs has changed direction. Rob presented a motion that the two items should be amended, Seconded Darren. Approved unanimously..

5. Budget – 2013. This item was tabled until the 2012 Financial Report is complete.

6. Nominations and Election of WEF Officers. Based on returns from existing Board members, Li proposed the following slate for the Board of Directors for 2013:

Position	Name
President	Joan Vincent
Vice President	Li Yang
Secretary	Marietta Heily-Van Os
Treasurer	Jamal Moustafaev
Director, Fundraising	Darren Radford
Director, SFU Liaison	Kamal Masri
Director, Web Services	Jette Helin
Director, Competitions	Rob Goatham
Director of Finance	Ruby Lu
Director at Large	Mike Dewing
Director at Large	(vacant)

Joan pointed out that we now have one vacancy on the Board and that the Board should move to fill at these positions as soon as possible.

In summing up, Max moved that the Annual Report and Nomination of Board members all be approved Max moved that the Financial Report, the 2013 Budget be an addendum to the final report once Jamal and Darren have completed the Financial Report for 2012. Seconded Darren. Approved unanimously.

7. Special Thanks: Joan thanked retiring Max for his hard work during the year and looked forward to working with the new Board in 2013.

8. Signing Officers: There the change to the list of signing officers for 2013, i.e.:

- Joan Vincent
- Marietta Heily-Van Os
- Jamal Moustafaev
- Li Yang

9. Other business: There being no other business for the AGM, the meeting was adjourned at 6:00 PM

INTRODUCTION TO ANNUAL REPORT FOR 2013



Max Wideman, Founder

P.Eng, FCSCE, FEIC, RICE, Fellow PMI

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, 2013

- 1. Joan Vincent – President**
- 2. Li Yang – Vice President**
- 3. Veronique Labeau, Secretary**
- 4. Ruby Lu, Treasurer**
- 5. Laurie Kinsman - Acting Director, Marketing**
- 6. Jette Helin – Director, Web Administration**
- 7. Mike Dewing – Director, Programs**
- 8. Kamal Masri – Director, SFU Liaison**
- 9. Marietta Heily-Van Os, Director at-large**



2013 Wideman Education Foundation Board of Directors

REPORTS:**Message from Joan Vincent, President**

In my opinion and experience a healthy organization is one that moves with the times yet sustains its purpose for being. That can be challenging. Boards are living representations of the vision and commitment of its members - the dynamics of which can be exciting, frustrating, exhausting and exhilarating – sometimes all at once! The scope of this Board, its elasticity and strength, depend on how it responds to never-ending, life-giving expansion and contraction.

Men and women who contribute their time and resources to serve do so out of a generosity and sacrifice that is unique. Who would go out on a cold, rainy, dark evening – either drive or take public transportation – in order to attend a Board meeting unless they believed in the work that was being done? WEF began its journey in 2007 and since that time has unerringly stayed on track – to encourage and support the use of project management principles and skills whatever the discipline or field. The interplay between problem-solving and personalities will always provide an opportunity for new concepts and strategies – the secret ingredient is passion!

WEF continues to struggle with limited funds and resources – we want to be in a position to support and assist more students, to expand our “Wideman Competition” to reach more post-secondary institutions not only locally but nationally, to introduce more high school students to the concepts of project management. Young men and women need skills that will set them apart. Hundreds of students who have been involved in past WEF events have told us how they have benefited from WEF exposure. We, as leaders know very well that connecting to .the world of work is becoming more complex and demanding than ever.

We’ve demonstrated that we can do a lot with a little but we want to do a lot with a little bit more. We have the experience, the manpower, the influence and the drive but it won’t be enough without more donations. We are fully aware of the financial crunch that hundreds of Non-Profit organizations are currently experiencing – we also acknowledge that lack of merit is not necessarily part of that crunch; however I seriously believe that the work of WEF will continue - providing a solid bridge to the future.

Plans for the coming year will include deeper collaboration with the PMI West Coast Chapter, raising adequate funds, elevating our visibility and developing new programmes for high school and university students as well as career related seminars and workshops for those already in the workforce who will benefit from project management awareness.

WEF is an established, accountable and successful destination for anyone seeking desirable workplace/lifeskill competencies.

I especially want to thank my fellow members of the board for their support and consideration.

Li Yang – Vice President



WEF has gone through quite a bit of change in 2013. A number of directors have decided to step down, or take a leave, or change the role on the board. Recruiting for new board members and continuing our commitment to the WEF’s vision have posed challenges.

The Wideman Prize Competition was another success, and two SFU students, Qaid Jivan and Adrian Guemili approached Joan and me early summer to explore ways for collaboration. Although we did not quite know what such collaboration meant, we met with them. Their enthusiasm and conviction of the value of Project Management contributed to the success SMARTKidz’ Leadership Program, a program developed by Marietta and her colleagues and sponsored by WEF. Qaid and Adrian recruited five additional SFU students and became the mentors to high school students who took part in the SMARTKidz program and needed to complete a project.

I would like to acknowledge the dedication and hard work by Qaid and Adrian!

Once again, WEF attended the annual career fair organized by PMI Canadian West Coast Chapter (CWCC). In addition to promoting WEF to the career fair attendees, we reconnected with Gordon Swenson, a former Wideman Prize Competition attendee. He gave us a wonderful quote of how the Competition provided value to the students. As well, during the career fair, Joan approached Stacey Cerniuk, President and CEO of Annex Consulting and got an agreement that WEF could use Annex’ meeting room for WEF Board meetings.



PMI Canadian West Coast Career Fair – Four Seasons Hotel

For the first time, WEF was invited to participate In the Project World and Business Analysis World Vancouver Conference in the fall. Most of the board members attended the conference. Although we

did not get any donations or recruited board members at the conference, we had the opportunity to promote WEF's mandate.



A great day at Project World and Business Analysis World Conference

Getting sponsorship or donations has not been easy during 2013. To continue WEF's vision and expand WEF's program, every board member has the responsibility to raise funds: donations, getting sponsorship, organizing educational events to generate income, or some other ways. To that end, the board is currently exploring opportunities with potential speakers.

I am cautiously optimistic that WEF will have adequate operational funds to sustain its mandate and growth in 2014.

Chronology of changes:

- Marietta Van Os became Secretary on January 1 and stepped down from the Secretary position on March 9th, 2013 and became a "Director at Large".
- Darren Radford, Director of Marketing, resigned from the board on June 13th, 2013.
- Rob Goatham, Director Competitions, stepped down from the board effective June 13th, 2013.
- Linda Flegel, became the Secretary on July 11th and resigned from the board on September 9th, 2013.
- In response to WEF's job posting for board positions, Veronique Labeau and Rosamma Verghese both expressed interest in becoming secretary; Laurie Kinsman and Maryam Kianan both expressed interest in becoming Director of Marketing. All were invited to attend the WEF Board meeting on October 10th, 2013 Veronique, Rosamma, and Laurie attended the board meeting and became actively involved with the board for the rest of 2013 working on a "probation" basis. During the board meeting on January 9th, 2014, the Board decided to appoint Veronique Labeau as Secretary. Laurie was unable to continue due to work requirements.
- On February 13th, 2014, WEF board approved the request from Jette Helin, Director of Web Services, to take a hiatus from the board activities until June, 2014.

Jette Helin, Director Website Administration

The WEF website, www.widemaneducationfoundation.org continued in full production mode for all of 2013. 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 2013, 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. In addition to completing the online donation feature, it is anticipated that several changes and improvements will be made to the website in 2014.

Kamal Masri, Director SFU Liaison

The Wideman Education Foundation project management 2013 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.

Mike Dewing, Director Programs**Wideman Prize for Project Management Excellence**

The final event of the 2013 Wideman Prize was held on 27 April 2013. The event was completed successfully and there were no major issues encountered on the day of the event. In addition to holding the competition, a complete set of documentation has been created and will be stored in the website for future competitions. Lessons learned were collated and have been filed and reviewed for

use in subsequent competitions. Feedback from two independent observers were also collected and recorded for use in planning subsequent events.

Competition Outline

- Original estimate of teams who would participate in the final : 8
- Teams actually selected to go through to the finals : 9
- Actual count participating in the final : 8
- Confirmed Teams who cancelled (1 day before event) : 1 (SUM-ReP from SFU)
- Number of participating judges : 9 (1 cancelled)

The Teams

The teams that participated this year and the originating location (and Professor) is shown below:

Team	Location
Gateway Innovations	SFU (David) - winner
Team Foundation	SFU (David) - finalist
Victorious Secret	SFU (Kamal) - finalist
From Russia with Love	SFU (Kamal)
The 2013 Pioneers	SFU (Kamal)
Vancouver Lego Games	UBC (Rob)
One to One	UBC (Rob)
KidSport	UBC (Rob)
SUM-ReP	SFU (Kamal) – cancelled



**Winning Team – 2013 Wideman Prize Competition for Project Management Excellence
“Gateway Innovations”**



2013 Wideman Prize Competition for Project Management Excellence – the team!!

2013 Competition Budget

Event came in just under budget.

- Budget was for \$4,369.00
- Actual cost was \$3,988.37

Competition Planning for 2014

The 2014 Wideman Competition is planned for April 26th at SFU Surrey. UBC and SFU will be participating again. Next year we anticipate BCIT to also join in. The theme for this year is "Giving Back".

We also plan to approach the professors from the educational facilities to see if we can link the PM Competition with the Tier 2 Mentoring Program for the West Coast Chapter of PMI. There was a lot of interest but to date there has not been any takers for the senior mentors to assist the students with their projects. Some of the professors are considering combining the mentoring aspect into the curriculum for the next year.

Marietta Heily-Van Os. Director at-Large



WEF proudly sponsored the SmartKidz "**Have the Edge**" Leadership Series for Youth program spearheaded by Board member Marietta Heily-Van Os. The Series ran for five weeks, one session each week, from the beginning mid-November to mid-December 2013. Each week (Saturday, 9:00 AM at SFU Surrey) of the first four weeks covered a leadership topic, a brief WEF presentation. The fifth week was devoted to students presenting their projects with one project being chosen as a winner. Especially effective was the work of collaborating SFU Students who helped in the selection of a doable project for the high school students to implement within five weeks. All objectives were met - enthusiastically and with great gusto!



“Have the Edge” winning team – with SFU Mentor

FINANCIAL REPORTS:

Ruby Lu, Treasurer



**Wideman Education Foundation
Statement of Financial Position
As of December 31, 2013**

Assets:

Cash Operating Fund	\$ 3,594.45
Investments	
Term Deposit 12 month - Emergency reserve	1,500.00
Term Deposit 12 month - Emergency reserve	1,500.00
Term Deposit 12 month - Non-Redeemable	50,000.00
Other Assets	
Membership share at VanCity	62.83

Total Assets		\$ 56,657.28
Liabilities:		
Accounts Payable	\$ -	
Total Liabilities		\$ -
Restricted Fund	53,062.83	
Operating Fund Surplus	3,594.45	
Total Liabilities and Surplus		\$ 56,657.28

Note: Financial Statement prepared on a cash basis.

**Wideman Education Foundation
Statement of Operations
31-Dec-13**

Operating Fund Balance Beginning		\$ 5,277.94
Revenues		
Revenues from Donations	\$ 2,025.98	
Revenues from Investments	607.56	
Revenues from Membership Fees	110.00	
Total Revenues		\$ 2,743.54
Expenditures		
Expenditures on charitable programs	\$ 3,988.37	
Expenditures on management and administration		
BC 2012 & 2013 Registry	50.00	
Other administrative expenses	388.66	
Total Expenditures		\$ 4,427.03
Net Income (Loss)		-\$ 1,683.49
Operating Fund Ending Balance		\$ 3,594.45
Membership Account		
Membership account opening	\$ 60.43	
Membership Dividend	2.40	
Membership account closing		\$ 62.83

Note: Financial Statement prepared on a cash basis.

Wideman Education Foundation							
Budget vs. Actual							
As at December 31, 2013							
	2012			2013			2014
Revenue	Budget	Actual	Variance	Budget	Actual	Variance	Proposed
Fund raising and investments	5,000.00	3,561.09	1,438.91	6,000.00	2,743.54	3,256.46	5,200.00
Total Revenues	5,000.00	3,561.09	1,438.91	6,000.00	2,743.54	3,256.46	5,200.00
Expenditures							
Project Competition							
Site Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative	100.00	100.37	(0.37)	130.00	129.26	0.74	120.00
Cash Award	2,500.00	2,649.00	(149.00)	2,500.00	2,500.00	0.00	2,500.00
Gift vouchers	140.00	120.00	20.00	180.00	260.00	(80.00)	0.00
Finalist book voucher	0.00	0.00	0.00	300.00	0.00	300.00	0.00
Catering	1,200.00	811.49	388.51	1,024.00	924.11	99.89	700.00
Event insurance			0.00	175.00	175.00	0.00	175.00
Contingency	60.00		60.00	60.00		60.00	125.00
Total Project Competition	4,000.00	3,680.86	319.14	4,369.00	3,988.37	380.63	3,620.00
SFU High School events							
Catering & refreshment	500.00	110.89	389.11	500.00		500.00	500.00
Administrative							
Annual report filing	25.00	0.00	25.00	25.00	50.00	(25.00)	25.00
Misc. for postage etc.	50.00	14.48	35.52	50.00	244.01	(194.01)	100.00
BoD liability insurance				750.00		750.00	750.00
Fundraising					10.92	(10.92)	
WEF web hosting	250.00	130.85	119.15	150.00	133.73	16.27	150.00
Total Administrative	325.00	145.33	179.67	975.00	438.66	536.34	1,025.00
Total Expenditures	\$4,825.00	\$3,937.08	\$887.92	\$5,844.00	\$4,427.03	\$1,416.97	\$5,145.00
Gain (Loss)	\$175.00	(\$400.99)	\$550.99	\$156.00	(\$1,683.49)	\$1,839.49	\$55.00

2013 Donor's List

Donor Name	Amount
Max Wideman	\$1,000.00
Li Yang	\$500.00
Essentia Stevia Corp - SmartKIDz	\$280.00
Humber College	\$150.00
CGA - Canada	\$50.00
LAD Custom Publishing	\$45.98
	\$2,025.98

Nominations for WEF Board 2014

The following nominees have agreed to stand and are proposed as the slate for the Board of Directors for 2014:

Position	Name
President	Joan Vincent
Vice President	Li Yang
Secretary	Veronique Labeau
Treasurer	Ruby Lu
Director, Marketing	Harry Wong
Director, Programs	Mike Dewing
Director at-large	Jette Helin
Director at-Large	Marietta Heily-Van Os
Director at-large	
Director at-large	
Director at-large	
Liaison SFU	Kamal Masri (non-voting)
Liaison West Coast Chapter PMI	Eamonn O’Laocha (non-voting)
Liaison UBC	

Special Thanks: **B.C. West Coast Chapter of PMI**

Annex Consulting Group

Webtech Wireless

Project World

Simon Fraser University – Surrey Campus

Beedie School of Business, SFU