

Toronto, September 14, 2011

To: Members and Associates of the Ontario Institute of the Purchasing Management Association of Canada

The OIPMAC Board of Directors hereby provides due notice of, and information regarding, the 2011 OIPMAC Annual General Meeting.

NOTICE OF OIPMAC 2011 ANNUAL GENERAL MEETING

TAKE NOTICE THAT pursuant to Article XI.2. of By-law No. 2 of the Ontario Institute of the Purchasing Management Association of Canada, the Board of Directors has set the place and time of the 2011 Annual General Meeting as follows:

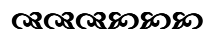
On: Friday, October 14, 2011, 5:00 p.m. - 6:00 p.m.

At: Toronto Congress Centre, 650 Dixon Road, Toronto, Ontario M9W 1J1

AND TAKE NOTICE that at that time the business affairs of the Ontario Institute of the Purchasing Management Association of Canada will be reviewed as per the accompanying AGM Agenda, including the election of Directors for 2011-2012, presentation of the financial position of OIPMAC for 2010-2011, and consideration of all motions properly served.

Note: In accordance with the By-Law, while all Members and Associates in good standing are entitled to participate in the Annual General Meeting, only Members in good standing shall be eligible to vote. Members unable to attend may authorize a proxy holder to vote on their behalf, by duly completing and returning the attached Proxy Form provided for this purpose by the specified deadline.

By order of the OIPMAC Board of Directors



**OIPMAC NOMINATIONS COMMITTEE NOTIFICATION
SLATE OF NOMINEES**

OIPMAC BOARD OF DIRECTORS 2011-2012
(Voting positions, elected by the membership at the AGM)

Shawn Casemore, CSCMP

Don Harvey, CSCMP

Richard Lough, CSCMP

Nicola Raycraft, CSCMP

Ray Smale

Lorilei White, CSCMP

NOTE: Download complete 2011 ANNUAL GENERAL MEETING INFORMATION (includes Meeting Notice; Agenda; Slate of Nominees; Proxy Form; and 2010 AGM Minutes) at www.oipmac.ca . **For enquiries and registration**, call Pat Madden at: 416-977-7566 ext. 2130.

**ONTARIO INSTITUTE
OF THE PURCHASING MANAGEMENT ASSOCIATION OF CANADA**
1 Dundas St. West, Suite 2704, Toronto, ON M5G 1Z3
www.oipmac.ca
Tel: (416) 977-7566 Fax: (416) 977-4135 E-mail: info@oipmac.ca

ANNUAL GENERAL MEETING
Friday, October 14, 2011
5:00 p.m. - 6:00 p.m.
(Registration: 4:00 p.m. onwards)
Toronto Congress Centre
650 Dixon Road
Toronto, Ontario M9W 1J1

AGENDA

- | | |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 1. OIPMAC Board Chair's Remarks
Welcome & Opening Remarks
Year in Review
Motion to Accept Year in Review Report | Don Harvey, CSCMP, Board Chair,
OIPMAC |
| 2. PMAC National Update
Motion to Accept PMAC National Update | Drake MacDonald, CSCMP, Ontario
Director, PMAC Board |
| 3. Approval of 2010 AGM Minutes
Motion to Approve 2010 AGM Minutes | Don Harvey, CSCMP, Board Chair,
OIPMAC |
| 4. Finance
Review of Financial Statements
Appointment of Auditors | R. David Fletcher, President and CEO,
OIPMAC |
| 5. Nomination & Election
OIPMAC Board of Directors 2011-2012 | Dan Munshaw, CSCMP, Chair,
OIPMAC Nominations Committee |
| 6. Other Business | |
| 7. Adjournment | |

Note: Parliamentary procedure will follow Wainberg's Society Meetings including Rules of Order.



Ontario Institute of the Purchasing Management Association of Canada
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ANNUAL GENERAL MEETING

Friday, October 14, 2011

5:00 p.m. - 6:00 p.m.

Toronto Congress Centre, 650 Dixon Road, Toronto, Ontario M9W 1J1

PROXY

This Proxy is meant for the use of OIPMAC Members in good standing who are unable to attend the 2011 OIPMAC Annual General Meeting
OIPMAC ASSOCIATES ARE NOT REQUIRED TO COMPLETE THIS FORM

As a Member in good standing of the Ontario Institute of the Purchasing Management Association of Canada, I, the undersigned, hereby appoint:

[] Don Harvey, CSCMP, Board Chair, Ontario Institute of the Purchasing Management Association of Canada

OR

[] The following named Member: _____, CSCMP

as my proxy holder with full power of substitution, to attend and act on my behalf in respect of all matters that may come before the Annual General Meeting of the Ontario Institute of PMAC to be held on October 14, 2011 and at any and all adjournments thereof to the same extent and with the same power as if the undersigned were personally present thereat and with authority to vote and act in the said proxy holder's discretion with respect to amendments or variations to matters referred to in the Notice of the Annual General Meeting and with respect to other matters which may properly come before the meeting:

- 1. Appointment of Auditors
2. Election of Directors

The undersigned hereby ratifies and confirms all the said proxy holder may do by virtue of this appointment. Any proxy or proxies heretofore given by me to any person or persons whomsoever are hereby revoked.

Date: _____ 2011 _____, CSCMP
Name of Member (Please print)

PMAC ID # _____

Signature of Member _____

This Proxy appointment is valid only when signed by the Member and returned, on or before the specified due date. The person named to vote this Proxy must be an OIPMAC Member in good standing and must be in attendance at the Annual General Meeting.

Only this authorized form of proxy is valid. Any unauthorized alteration to it shall render the proxy invalid and unacceptable. (Photocopies and facsimiles are permissible)

Duly signed and dated proxies must be returned by MAIL OR FAX ONLY no later than Wednesday, October 5, 2011, to: OIPMAC, 1 Dundas St. West, Suite 2704, Toronto, M5G 1Z3 Fax: 416-977-4135 Attention P. Madden

**OIPMAC NOMINATIONS COMMITTEE
RECOMMENDED
SLATE OF NOMINEES
BIOGRAPHIES**

OIPMAC BOARD OF DIRECTORS 2011-2012

Shawn Casemore, CSCMP

Shawn has held several leadership roles in Supply Chain Management since 1995 in the automotive, electronics, packaging and energy generation industries. He specializes in the areas of procurement and inventory management, and is an expert in Lean and Six Sigma methodologies. Shawn holds the Certified Supply Chain Management Professional designation (CSCMP) from OIPMAC, and the Certified Purchasing Manager (CPM) designation from ISM. He has been a member of the Ontario Institute for more than 16 years, and has been active with the OIPMAC Board as both a Director and Advisor since 2009.

Don Harvey, CSCMP

Don Harvey is Director, Transportation Contracting for Canada Post Corporation. He previously held several senior positions with Canada Post, including Director - National Transportation and Mail Operations Contracting, Senior Advisor - Materials and Services Contracting, and Manager - Strategic Sourcing. His procurement experience spans 26 years with Canada Post and the Government of Canada, covering a broad range of goods and services and large capital projects. Don holds professional designations in engineering (P. Eng.), risk management (C.R.M.) and supply chain management (CSCMP, C.P.P.). He is also a member of the Society of Automotive Engineers. Don holds a Bachelor of Science in Mechanical Engineering and an MBA with a certificate in International Business.

Don has served on the OIPMAC Board for the past four years, most recently as Chair of the Board for the 2010-2011 Association year.

Richard Lough, CSCMP

Richard has 16 years of accounting and supply management experience in the communications, non-profit and healthcare industries. Currently he is Manager, Contracts and Strategic Procurement with Canadian Blood Services.

Richard has been a member of PMAC since 1991, and has volunteered at various levels within the association. He served on the Ottawa District Board in various capacities, including public relations co-ordinator, seminar co-ordinator, and district president. In past years Richard also served on the OIPMAC Board as a director and secretary-treasurer. He is currently a Director on the OIPMAC Board, completing his first term. Richard holds a BA in Political Science from Concordia University. He also holds the CSCMP and CPM designations.

Nicola Raycraft, CSCMP

Nicola Raycraft is an experienced supply chain professional with a diverse purchasing and operations background. Her current role is Director of Supply Chain for Jones Packaging Inc. She has been a senior manager in the automotive and OEM equipment manufacturing sectors, and has held senior positions in the logistics and supply chain management functions of a multinational food producer. Nicola has been involved in PMAC's education programs for six years, as an instructor in the previous principles-based accreditation program, and now in the SSCMLP modules and interactive workshops, (both online and in-class). Nicola recently completed her MBA, and for her graduation thesis was named the recipient of the 2010 Best Research Paper in Canadian Supply Chain Management by the Canadian Purchasing Research Foundation (CPRF).

Ray Smale

Ray has held a variety of procurement and contract management roles with companies in the Ottawa area for the past 30 years. These companies include a specialized helicopter parts supplier, an export trading firm, an engineering firm, a secure systems integrator, a manufacturer of ruggedized computers for the Aerospace and Defence Industry, one of the world's premier management consulting and technology outsourcing firms, a defense systems integrator, a network communication company, and currently a waste to energy conversion company.

A member of PMAC since 1987, Ray has been an active participant at the District, Institute and National levels. He served as Ottawa District President in 1993, Ontario Institute President in 1998/99, and Chair of the National Board of Directors from 2005 to 2007. Ray's affiliation with the Institute dates back to the first AGM, which was held in 1991.

Lorilei White, CSCMP

Lorilei is the Director of Global Procurement Canada for Hewlett-Packard Canada Co., responsible for strategic supply chain development and cost optimization within HP Canada to key business stakeholders, customers and business units. Lorilei has more than 20 years of experience in the supply chain management field spanning a variety of commodities and industries – from retail to manufacturer. She has extensive experience as a certified ISO lead auditor, project manager and business process re-engineer and design expert.

Lorilei began her association with PMAC while attending York University to earn her business degree. She holds the CSCMP designation, in addition to the CPM (Certified Procurement Manager) from the Institute for Supply Management (ISM).

Lorilei currently is an Advisor on the OIPMAC Board of Directors, as well as a Program Planning Councilor for Zone 2 in Ontario.

**Minutes of
2010 ANNUAL GENERAL MEETING
Friday, October 22, 2010
5:00 p.m. – 6:00 p.m.
Toronto Congress Centre
650 Dixon Road, Toronto**

1. OIPMAC Board Chair's Remarks

Welcome & Opening Remarks

There being a quorum, Dan Munshaw, Chair, OIPMAC Board of Directors, welcomed all attendees and called the meeting to order. He reminded all attendees that the meeting would be conducted in accordance with Wainberg's Society Meetings, Including Rules of Order, when not in conflict with the By-Law of the Institute.

Agenda Review

The main items of business were as follows:

- OIPMAC Year in Review
- PMAC National Update
- Approval of the 2009 AGM Minutes
- Amendments to OIPMAC By-law No. 2: Embedding the new CSCMP Designation in the Amended OIPMAC Legislative Act
- Review of OIPMAC's Financial Position
- Appointment of OIPMAC Auditors
- Election of the OIPMAC Board of Directors; and
- Other Business

2009-2010 OIPMAC Year in Review

D. Munshaw presented highlights of the OIPMAC Year in Review, contained in the summary of the 2009/2010 OIPMAC Annual Report distributed to AGM attendees.

Motion:

That D. Munshaw's 2009-2010 Year in Review report be accepted.

Moved/Seconded/Carried

2. PMAC National Update

D. MacDonald, OIPMAC's representative on the PMAC National Board of Directors, provided a brief update on PMAC National. Highlights from his update included:

- Lou Ann Birkett, an Ontario member, had been elected to the PMAC National Board of Directors. In addition, Graham Allen, who also comes from Ontario, was appointed to the PMAC National Board of Directors.
- PMAC President and COO, R. Dye, retired in August 2010. Mr. MacDonald reported that Mr. Dye had contributed significantly to the success of PMAC, serving on the PMAC Board and a variety of PMAC committees, and spearheading the launch of the new SCMP designation.
- Cheryl Paradowski has succeeded Mr. Dye as PMAC's new President and CEO. Previously Executive Director of the Canadian Grocery HR Council, Ms. Paradowski has an extensive background in non-profit management, labour market initiatives and skills development.
- The other Provincial and Territorial Institutes were continuing to work hard on branding the new designation and increasing its recognition in the marketplace.
- PMAC's 2013 Annual Conference will be held in Ottawa, Ontario.

Motion:

That the PMAC National Update be accepted.

Moved/Seconded/Carried

3. Approval of 2009 AGM Minutes

Motion:

That the minutes of the 2009 Annual General Meeting be accepted as presented.

Moved/Seconded/Carried

4. Amendments to OIPMAC By-Law No. 2

D. Munshaw explained the following:

- As noted in the 2010 AGM Agenda Package circulated to members and associates on September 21, 2010, the Lieutenant Governor of Ontario gave royal assent to a bill on June 8, 2010 to amend the OIPMAC Legislative Act to give the Institute the right to grant to its members the new designation Certified Supply Chain Management Professional – CSCMP – in addition to the designation Certified Professional Purchaser – C.P.P.
- Recognizing the quality of OIPMAC's supply chain management educational and professional development programs, the amended OIPMAC Act embeds the certified SCMP in statutory law as a bona fide professional designation with all rights and privileges.
- Amendments to the OIPMAC legislative Act embedding the new CSCMP designation likewise necessitate amendments to OIPMAC By-Law No. 2 to confirm the administration and awarding of the new designation, and to update member definitions and rights.

- The OIPMAC Board of Directors has approved and recommends amendments to OIPMAC By-Law No. 2 to embed the new designation for confirmation by members at the 2010 OIPMAC Annual General Meeting.

Motion:

Be it resolved that the amendments to OIPMAC By-Law No. 2 embedding the new CSCMP designation into the amended OIPMAC Legislative Act be confirmed.

Moved/Seconded/Carried

5. Finance

Review of OIPMAC's Financial Statements

R. David Fletcher, OIPMAC President and CEO, presented highlights of the OIPMAC financial statements for the fiscal period ending April 30, 2010. These were included as an attachment to the 2009/2010 OIPMAC Annual Report distributed to AGM attendees.

Highlights from his report were as follows:

- Although OIPMAC had experienced some decline in revenue streams in fiscal 2009-2010 with the transition to the new accreditation program, OIPMAC retained a healthy balance sheet.
- The main reasons for the decline in revenue in fiscal 2009-2010 were as follows:
 - Loss of revenue from In-Residence Week, as PMAC assumed administration of the In-Residence Week program in 2009, taking over the revenue stream from OIPMAC.
 - A lower number of Ontario candidates registering in the new competency-based accreditation program.
 - A decline in new and existing paid associate members, owing to the transition from the old principles-based accreditation program to the competency-based (SSCMLP) accreditation program.
 - A decline in members caused by demography attrition, in addition to a decline in employers paying the membership dues of OI members and the inability of members to pay their own dues, both owing to current economic conditions (company cost-cutting, unemployment).
 - Investments made in OIPMAC strategic imperatives to advance the profession and meet the needs of members and their organizations.
 - Legal fees for embedding the new designation into the OIPMAC Legislative Act.
 - The transfer of some existing assets to investments.
 - Allocation of the reserve funds from the former districts to the development and expansion of OIPMAC's new SCM website Resource Centre, providing members with articles, reports and research on new and emerging supply chain management practices developed by innovative companies, academics and practitioners.
- As noted, in 2009-2010, OIPMAC had made important investments in key strategic imperatives and implemented a variety of supporting programs. These investments were starting to pay dividends.

- OIPMAC is developing and marketing an array of new products and services to fulfill new demands and provide added value to members.

Following Mr. Fletcher's review of the financial statements, members asked the following questions:

- What was the approximate cost to embed the new designation in OIPMAC's legislative Act?

R. D. Fletcher indicated that the cost for embedding the new designation in OIPMAC's legislative Act was \$67,000, which comprised legal fees for assessing the new designation and facilitating the process of taking the designation bill through various stages of the legislative process. He reported that OIPMAC was working with PMAC National and the other Provincial and Territorial Institutes on a financial plan for promotion of the new designation.

- How does the Institute invest its surplus revenue?

R. D. Fletcher advised that approximately 90% of OIPMAC's investments are in short term GICs, with 10% invested in conservative mutual funds.

- Does OIPMAC have someone managing its investments?

R. D. Fletcher replied that the Institute's investments were managed by investment advisors at OIPMAC's bank (CIBC), in consultation with senior management.

- What is the expected financial forecast for fiscal year 2010-2011? Does OIPMAC see revenue coming back to pre-2009 levels?

D. Munshaw explained that like many other professional associations OIPMAC had faced a number of economic challenges last year. He advised that although the Institute had streamlined its administrative process and made other necessary changes, it would take a few years before revenues were back to pre-2009 levels. He assured members that reserve funds had been set aside by OIPMAC for times of economic hardship. In addition, investments made in OIPMAC's strategic imperatives to help benefit members and advance the profession contributed to the decline in revenue, but the investment was necessary and had begun to produce results.

He pointed out that with the downturn in the economy and the transition from the previous principles-based accreditation program to the full delivery of the new competency-based accreditation program, it was understandable that revenue had been affected by these changes. He assured members that the Institute was working with PMAC National on a collaborative financial plan to build revenues, and expressed confidence that OIPMAC was well positioned to move the Association forward in the future.

D. Munshaw advised members that in response to the decline in revenues, the Institute was proactive during fiscal 2009-2010, developing and launching several new SCM education programs. These included a new intermediate-level Diploma in Procurement and Supply Chain Management program aimed at mid-range professionals looking to enhance their skills and advance their careers. He reported that interest in the program had been significant, and enrollments were increasing.

D. Munshaw indicated that revenues would continue to increase during the next few fiscal years, and that OIPMAC was working to achieve a balanced budget by fiscal 2012-2013.

Motion:

That the Audited Financial Statements for 2009-2010 be accepted as presented.

Moved/Seconded/Carried

Appointment of Auditors

Motion:

That the firm of Hilborn Ellis Grant LLP be appointed as auditors for 2010-2011.

Moved/Seconded/Carried

6. Nominations & Election

OIPMAC Board of Directors 2010-2011

Sandra Gilmer, Chair of the Nominations Committee, addressed the process for nominating and electing OIPMAC Board Directors. Stating that the Committee's recommended Slate of Nominees for Board Directors for the 2010-2011 Association year had been unchallenged, S. Gilmer declared the nominees for all Board Director positions elected by acclamation (as per provisions described in OIPMAC's Bylaw No. 2). She introduced the OIPMAC Board of Directors for 2010-2011, and congratulated the new Board:

OIPMAC BOARD OF DIRECTORS 2010-2011

**Marnie Banting, CSCMP
Shawn Casemore, CSCMP
Don Harvey, CSCMP
Richard Lough, CSCMP
Nicola Raycraft, CSCMP
Ray Smale**

7. Other Business

No other business was brought forward.

8. Adjournment

D. Munshaw mentioned that before concluding business, he wanted to express his gratitude to Sandra Gilmer, who was stepping down from the OIPMAC Board of Directors after serving five terms on the OIPMAC Board. He indicated that S. Gilmer had provided exceptional leadership for the Institute and the profession during her service on the Board. He said that she had provided wise counsel on the strategic direction of OIPMAC and the governance processes, and that OIPMAC was indebted to her for her fine work and commitment. He then presented S. Gilmer with a gift from OIPMAC in recognition for her service to the Institute and the profession.

After his presentation to S. Gilmer, D. Munshaw thanked his colleagues on the OIPMAC Board of Directors, members and staff for their support and assistance throughout the past year. He indicated that the OIPMAC Board had made tremendous progress in fulfilling its strategic goals.

In closing, he indicated that as he was stepping down from the OIPMAC Board, he was confident that the new and returning Board members would play a pivotal role in continuing to build the recognition and influence of the profession and the Institute.

R. D. Fletcher thanked D. Munshaw for his excellent work on the OIPMAC Board of Directors. He mentioned that like S. Gilmer, D. Munshaw was stepping down from OIPMAC's Board after serving five very productive terms. In particular, he said Mr. Munshaw had provided valuable strategic guidance for the Institute during the last year as the Chair of the Board. R. D. Fletcher indicated that it had been his great pleasure to work closely with D. Munshaw over the last few years.

On behalf of the OIPMAC Board, members and staff, R. D. Fletcher presented D. Munshaw with a gift from OIPMAC recognizing his service to the Institute and the profession.

The OIPMAC 2010 Annual General Meeting was adjourned at 6:07 p.m.