Project Management Institute Western Australia

Minutes of the Annual General Meeting of the Project Management Institute Western Australia Chapter Association Inc (PMI WA Chapter) held on **Wednesday 14 May 2025**.

Venue: 45 St Georges Terrace, Perth
Time: 18:00 start

Meeting Minutes

1. Opening of Meeting and Welcome

Jana Simpson, President of the PMI WA Chapter, opened the AGM at 17:45, welcoming members and noting the agenda.

2. Quorum of financial members present

As per Section 19.1 of the Constitution, 'At a general meeting five (5) percent of members present in person or by proxy constitute a quorum'.

The meeting was attended by 52 members in person and 12 online.

It was confirmed to the audience that the quorum was met.

3. Apologies

No apologies were registered prior to the AGM.

4. Annual General Meeting

4.1. Minutes of the previous Annual General Meeting and Elections

The AGM package including minutes from the previous Annual General Meeting held on Wednesday 8 May 2024 were distributed to the members electronically prior to the meeting.

The motion to accept previous AGM minutes was proposed by Natalya Townson (member) and seconded by Nick Casson (member). Carried unanimously.

4.2. Business arising from the previous minutes

There was no business arising from the previous AGM minute.

There was one amendment to 7 to change the official closing of the meeting from Natalya Townson to Jana Simpson.

4.3. President's Report

The President presented an overview of PMI WA Chapter achievements in 2024, with the full PMI Western Australia Annual Report 2024 included in the AGM pack.

The President thanked members and volunteers for their support.

4.4 Financial Report

Nicolas Arevalo, (Finance Director) presented the financial statements as at 31 December 2024 and highlighted key points and that the annual audit had been completed for 2024. Members received a copy of the financial report electronically prior to the meeting as part of the AGM pack.

There were three questions from the audience;

Questions 1 - Enquired what the increase in profit would be utilised for in 2025. Nicolas Arevalo advised that there will be increased focus on improved membership benefits such as video recording and live streaming of member events and professional development workshops.

Question 2 – Enquired if there is consideration to having an investment account for the cash balance. Nicolas Arevalo advised that there is already an allocation to a fixed term deposit that accumulates interest.

Question 3 – Enquired if the Board had lobbied PMI Asia Pacific for additional funding for events and other activities as an example that the NZ Chapter receives. Nicolas Arevalo advised that we do already receive contributions to cover events and catering expenses.

Following no further questions from attendees, the motion to adopt the Financial Statements for the financial year ending 31 December 2024 was proposed by Spencer Klein (member) and seconded by Ingrid Howard (member). Carried unanimously.

4.5 Results of the 2025 Chapter election

Natalya Townson, the Chair of the Nominations Committee, on behalf of the Committee, outlined the nominations process and proceedings for the evening.

- Seven nominations were received for the five open positions.
- The five successful nominations were announced: Nick Casson, Ronald David Gonzalez, Spencer Klein, Matthew Percival and Jana Simpson were elected unopposed to the board.
- As usual, portfolio allocations will be decided at the next board meeting in June 2025.

Natalya Townson thanked all candidates for their participation in the 2025 elections and closed the elections report.

5. General Business

There was no general business noted.

6. Questions/Comments from Membership

There were no further questions raised during the meeting.
One comment raised by a member thanking Directors for the hard work and dedication enquired, what they would like to highlight.

- Jana Simpson highlighted the videos produced during the year promoting PMI WA.
- Spencer Klein highlighted the expansion of the volunteer opportunities and increase in sponsors.
- Ingrid Howard highlighted the increase in social media followers.
- Nick Casson highlighted the expansion in Academic Outreach with increased events with universities and in the Professional Development Portfolio more workshops being delivered.
- Masilan Pillay highlighting the increased interest in Volunteering and Volunteer events.
- Diana Garcia highlighted how well the Board has developed as a team and achieved so much since forming as a new Board.

7. Close of Meeting

The Annual General Meeting was officially closed by Jana Simpson at 18:21.

I certify this is a true copy of the minutes of the Annual General Meeting of Project Management Institute Western Australia Chapter Association Inc held on 14 May 2025.

President:	Jana Simpson
Date:	14 May 2025