Bright Beginnings…

Association for Change Management Professionals
Manitoba Chapter
2015-2016 Annual Report
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About the Association for Change Management Professionals (ACMP)  
Manitoba Chapter

The Association for Change Management Professionals (ACMP) Manitoba Chapter is dedicated to advancing the discipline and profession of change management practices that support the success of individual and organizational change for the realization of intended business results.

The focus of the Manitoba Chapter is as follows:

- Create opportunities for Change Management professionals to network and share ideas
- Promote the profession and change management concepts to organizations in Manitoba
- Provide opportunities for education and training

As a Manitoba Chapter, we support ACMP’s vision of creating a vibrant, global network of locally-connected change management professionals.

Who We Serve?
There are two levels of membership:

Full ACMP member (voting rights):
- Individuals in good standing with ACMP Global who are in compliance with the Association’s rules and regulations and have paid membership dues to ACMP Global.
- Full ACMP members are entitled to voting rights and may serve on the Board of Directors and Committees of ACMP Manitoba.

ACMP Manitoba Chapter – Friends
- Individuals who attend ACMP events but are not members of ACMP.
- Friends of the Chapter are not entitled to voting rights and cannot serve on the Board but may serve on a Committee of ACMP Manitoba.
Thank you to our generous Founding Sponsors!
Message from the President, Leanne Douglas

As our first year as an official ACMP Chapter, the focus for ACMP Manitoba Chapter in 2015 was to build the foundation for our organization. In January 2015, we were incorporated within the province of Manitoba as a not-for-profit organization dedicated to fostering a local network of change management professionals and promoting the profession within the province.

Our chapter journey began several years ago, in 2011 when the Association of Change Management Professionals (ACMP) was launched. At that time, a small group of Manitobans, who felt that Manitoba could support a professional association chapter for change management, met for more than a year to prepare for chapter formation. In 2013, a leadership group came together to create the ACMP Manitoba Chapter. We are now one of five ACMP chapters in Canada and one of the first 19 chapters worldwide.

Throughout 2015, our Board of Directors and volunteers established our organization’s bylaws, policies, and procedures, as well as our processes for financial management, events, sponsorship, communication, and membership. Highlights from this year include:

- Growing our list of friends to over 100 Manitobans and nearly doubling our number of local ACMP members;
- Launching a successful founding sponsor program;
- Hosting three events, all very well attended and positively received by attendees;
- Establishing financial stability in our first year; and
- Building a solid foundation for our organization’s governance

Looking forward to the coming years, ACMP Manitoba Chapter’s focus will shift to include promoting the change management profession in Manitoba. We will be working to ensure we create regular opportunities for our community to come together for networking and learning, and that we continue to grow as an organization. We have begun making connections with other professional associations in the province, with whom we share common interests, and hope to leverage these relationships to help promote our profession. We are also preparing to support our members and friends who are interested in pursuing the Certified Change Management Professionals (CCMP) designation. 2016 will be another busy year in the life of the ACMP Manitoba Chapter!

As we close the books on 2015, we owe a great big “Thank You!” to all of the volunteers who worked tirelessly to establish our ACMP Chapter. To those who are moving on to new endeavours, your efforts have been greatly appreciated and we wish you all the best. To those who are continuing to work with us, we truly value the contribution of your time and talents, and look forward to another productive year!
Communications & Marketing Report

Committee Members:
Tauna Craik
Craig McAdam
Melissa Grapentine

The Communications and Marketing Committee is responsible for the production and maintenance of the Chapter's newsletter, website, social media presence and other communication mechanisms with the goal of promoting the Association, profession and partnerships with other associations.

Communications & Marketing Committee Highlights

The past year has been a time of growth for the ACMP Manitoba Chapter. Being the first year of inception, one of the biggest accomplishments we achieved was the establishment of a communications and marketing strategy.

Following this strategy, we have started to connect with 146 ACMP Members and Friends in Manitoba through newsletters and email updates. We have sent out three (3) newsletters and a number of email campaigns in support of the other Chapter functions. We have also begun the development of an ACMP Manitoba Chapter website. The website will be the central hub for Change Management professionals to visit to get the latest information on what's happening with change management in Manitoba. We look forward to launching the website in Spring 2016.

Looking ahead to 2016-17

Over the next year as we grow our Communication Team, we would like to ensure that we are providing more channels and opportunities for our membership to connect and communicate with us. We will focus on creating more of a social media presence and look to raise awareness of the Chapter's existence, values, and events amongst the existing and prospective members.
**Sponsorships Report**

*Committee Members:*

Donna Castellano  
Diana Huggins  
Candace Mutimer

**Sponsorship Committee Highlights**

2015 sponsorship focused on the establishment of the ACMP Manitoba Chapter. The “Founding Sponsor” program was developed to create a financial foundation to support administrative start-up costs to establish the local Chapter and to assist with the delivery of our first ever Chapter program events.

Founding Sponsors will be recognized as the supportive and contributing partners that helped the Chapter come to fruition. These organizations will be acknowledged throughout the history of the Chapter!

**Chapter Founding Sponsors**

- Deloitte  
- Great West Life  
- Harris Leadership Strategies  
- Manitoba Hydro  
- Manitoba Public Insurance  
- Online Business Systems  
- Sierra Systems  
- Turner Change Management Inc  
- Wawanesa Insurance  
- MNP LLP  
- WCB of Manitoba

**Looking ahead to 2016-17**

With the Chapter foundation in place, the committee’s focus for the 2016/17 Sponsor Program is continued growth. This year the program introduced 3 sponsor opportunities and levels of contribution: Builder, Chapter, and Event Sponsorship. The funding and support will benefit both the Chapter as it continues to evolve as well as the members and change practitioners who will leverage the quality services, programs and opportunities available.
Events Report

Committee Members:
Tanya Nietrzeba
Sandra Woloschuk
Candace Mutimer

The Events Committee plans, schedules and organizes Chapter events for Chapter Members and Friends that balance education and networking opportunities.

Events Committee Highlights
- Held three events:
  - ACMP Membership Kick-off, April 2015
  - Speed Networking, June 2015
  - “Bite Size Session” Gaining Knowledge from a Panel of Experts, November 2015
- Next session is being planned for June 2016 capping out the three streams of education the members asked for (networking, panel and case study)

Looking ahead to 2016-17
- Planning and delivering at least three events over the next year based on members suggestion
- Exceed our attendance goal for the year by 10% (last year total attendance was 135)
- Involvement in the first Canadian ACMP Conference held in Toronto, October 17 and 18
Membership Report

Committee Members:
Carol Lesage
Laura Douglas

The Membership Committee is responsible for activities to increase the Chapter's Friends and Member numbers by promoting ACMP membership benefits.

Membership Committee Highlights

During the past year, the ACMP Manitoba Chapter made its mark in Manitoba offering Members and Friends exciting events that have been well attended by change management professionals from across the province.

Our ACMP-Manitoba membership averages around 40 Members while our "Friends" distribution is well over 140. Through our Friends network, we reach a number of interested Change Leaders in Manitoba that stay connected by way of our events.

Looking ahead to 2016-17

Our goals for next year include:
- Increasing our membership quorum
- Providing more awareness around membership benefits
- Ensuring our "Friends" continue to participate in our Chapter events

For more information on the benefits of becoming a member, please refer to:

http://acmpglobal.site-ym.com/default.asp?page=Member_Info
Governance Report

Committee Members:
   Cindy Epp
   Deb Rhymer
   Leanne Douglas

The Governance Committee identifies, develops and maintains bylaws and governance policies and procedures. The Committee also assists in the co-ordination of the AGM.

Governance Committee Highlights

In 2016, ACMP Manitoba Chapter Inc. officially became an independent not-for-profit organization incorporated within Manitoba. To prepare for our official status, a significant accomplishment for the Governance Committee was the creation of a Board Governance Manual that includes the Chapter’s Bylaws, Board Roles and Responsibilities, and Board Policies and Procedures. In addition to the governance structures, the Governance Committee also supported the following activities:

- Facilitated a planning session for Board and committee members;
- Administered the Board self-evaluation; and
- Planned for the first Chapter election and annual general meeting.

Looking ahead to 2016-17

Our goals for next year include:

- Ensure annual Chapter planning takes place every year
- Continue to adapt and create policies as needed
- Define committees as they arise.
Treasurer/Financial Report

Committee Members:
Donna Castellano

Financial Highlights

The Financial Portfolio is responsible for overall management of the revenue, expenses and eventual investments of the Chapter. With 2015 being our first operational year as a Chapter, the budget set forth was conservative, with a plan to have a $1,165 surplus.

Our year-end result for 2015 was a financial success with a favorable surplus of $5548.

Revenues:  $6736 against budget of $2500
Expenses:  $1188 against budget of $1335

Contributing key success factors included:
- Sponsorship contribution exceeded expectation by $3400
- Event registration exceeded expectation by $1875

Following financial governance, the Chapter also conducted a proactive mid-year financial review and year-end audit and tax review.

As the Chapter is financially in its infancy, the Board will continue to ensure operational and strategic planning controls are in place and a priority - especially for the provision of additional services for its members.

Looking ahead to 2016-17

Table 1: The budget plans for 2016

<table>
<thead>
<tr>
<th></th>
<th>Estimated Budget</th>
<th>Primary Revenue Generators: Sponsor Contributions, Chapter Events and Membership Rebates</th>
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<tbody>
<tr>
<td>Revenue</td>
<td>$7900</td>
<td></td>
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<tr>
<td>Expenses</td>
<td>$4250</td>
<td><em>Primary Expenses: Chapter Administration, Communication &amp; Marketing, Event Logistics</em></td>
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<tr>
<td>Anticipated Surplus for 2016</td>
<td>$3650</td>
<td></td>
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</table>
## ACMP Manitoba Chapter Budget

### Fiscal Year - as at Dec 31 2015

<table>
<thead>
<tr>
<th></th>
<th>FY 2015 Budget</th>
<th>FY 2015 Actual</th>
<th>FY 2015 Variance</th>
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<tbody>
<tr>
<td><strong>REVENUE</strong></td>
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<tr>
<td>Membership ($30 US / member)</td>
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<td>Sponsorship</td>
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<td>Events</td>
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<td>$4,236.19</td>
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<th>FY 2015 Budget</th>
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<th>FY 2015 Variance</th>
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<td><strong>EXPENSES</strong></td>
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<td>Space Rental</td>
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<td>Food</td>
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<td>Materials</td>
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<td>Registration Service Fees (Eventbrite)</td>
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<td>D&amp;O Insurance</td>
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<td>Marketing</td>
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<td>Web site fees (domain, hosting)</td>
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<td>Eventbrite fees</td>
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<td>Miscellaneous</td>
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<td>Incorporation &amp; Name Reservation Fees</td>
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<th>FY 2015 Budget</th>
<th>FY 2015 Actual</th>
<th>FY 2015 Variance</th>
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<tbody>
<tr>
<td><strong>BALANCE</strong></td>
<td></td>
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<tr>
<td>Total Revenue</td>
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<td>$4,236.19</td>
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<tr>
<td>Total Expenses</td>
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<td>$1,187.78</td>
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<td><strong>TOTALS</strong></td>
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Founding Board of Directors

**Leanne Douglas - President**
For over 20 years, Leanne has been serving organizations that want to change for the better, helping their workforces to become more effective and efficient, and to more readily embrace change. Leanne is a Senior Manager at MNP Consulting, working as a change management practitioner for several Manitoba organizations.

Leanne is the founding President of the ACMP Manitoba Chapter, and also supports ACMP Chapters forming worldwide as a Chair of ACMP’s Chapter Formation Committee. Leanne believes passionately in the importance of paying attention to an organization’s health and fostering strong and agile workforces. The change management profession has a unique role in supporting the growth of organizations while giving staff and leaders a voice in times of change. Leanne’s work in the professional community is dedicated to raising the profile of change management in Manitoba and beyond.

**Donna Castellano – Treasurer and Director, Sponsorships**
Donna is a senior project manager at the WCB of Manitoba and a proud founding member of the Manitoba Chapter of Association of Change Management Professionals (ACMP). She has an expansive career of over 25 years of local and international business and technology related projects. Donna has proven success aligning strategies with mission-critical needs through high-profile initiatives and process improvements.

Donna is a practicing and certified; PMP (Project Management Professional), Prosci and ITIL Foundations specialist.

Passion, enthusiasm, a dash of humour and great drive for change management describes Donna’s positive outlook for the profession. With the current realization and desire by organizations as to the value of change management in driving successful implementation of their programs and projects, she believes it is both timely and opportunistic for practitioners to leverage the local chapter as well as ACMP global.

It is an exciting time for change management in Manitoba!
Tanya Nietrzeba – Director, Events
Tanya has over 25 years’ experience in facilitation, leadership, planning and project work incorporating change management in all of these facets. She currently works for Manitoba Hydro in the ITS division leading the Organizational Change Management Office. In her current role, she leads and prepares the Corporation in technological and process changes in various corporate initiatives. She has worked at the portfolio, program and project levels. Tanya contributes her experience through the many years of teaching, working with the people in the business, education and the variety of work that she lead and contributed to.

Tanya holds a Bachelor of Education and Arts degree and a Certificate in Management. She holds a certification in Prosci, ignitem (Certificate in Change Leadership-Coach Training) and is currently completing her CCMP (Certificate in Change Management) designation through ACMP (Association of Change Management Profession).

Tauna Craik – Director, Communication and Marketing
Tauna is a leader and an advocate of change management; with over 10 years’ experience in planning, developing, and implementing change management strategies. She has experience leading all types of organizational change across a number of different industries. Tauna is currently the Medicine Program Initiatives Leader with the Winnipeg Regional Health Authority (WRHA) and one of the founding board members of the Association of Change Management Professional (ACMP) Manitoba Chapter.

Tauna is excited to be a part of this growing organization that brings together the incredible diversity of Change Management practitioners. She looks forward to help continuing to grow change management in Manitoba.

Cindy Epp – Director, Governance
Cindy is the Founder and Owner of E.P.P. Management Consulting – Excellence in Planning and Performance - specializing in strategic planning, organizational effectiveness, change management and not-for-profit governance.

For over 20 years, Cindy has worked with Boards and executives to plan, execute and achieve higher-level results. She has extensive experience in a variety of sectors/industries and has led several organizational change projects. Prior to becoming an independent advisor, Cindy worked as a management consultant for Harris Leadership Strategies and Ernst & Young.

Cindy has a Bachelor of Commerce (Honours) from the University of Manitoba, as well as continued education on strategic planning and change management. Cindy has Prosci Change Management Certification and is a Certified Management Consultant.

Cindy is a proud founding member of ACMP Manitoba Chapter Board as well as the Ten Thousand Villages Canada Board.
Carol Lesage – Director, Membership
Carol is a seasoned professional with over 20 years’ experience in multiple business domains. Her early career included stretches in the financial industry as they transformed their business into the e-Commerce arena. Moving into the consulting space, Carol’s experience encompasses technology implementations, quality management and process improvement, with the last 10 years focused on leading organizations through their projects, utilizing a toolkit of structured change management approaches.

Simply put, Carol knows how to ensure that impacted stakeholders and teams move along the “change curve” in a timely and successful manner.

Adept at balancing competing priorities and encouraging top performance from multi-disciplinary teams, Carol now operates her own consulting company focused on helping companies achieve their strategic goals by providing change management expertise together with process transformation roadmaps.

Carol has a Masters of Business Analysis from the University of Winnipeg. She holds a Lean Six Sigma Black Belt, Business Process Management certificate, and she is both Prosci and Lean Change Management certified.

Deb Rhymer – Director at Large
Deb has over 15 years of successful Senior Management experience in organizational development, change management as well as operations development and performance effectiveness. She is also an Information Technology Professional with 20+ years of experience in providing business analysis, business solutions and delivery leadership.

Recently, Deb moved to her dream home in Kelowna, BC.