



**National Capital Region
ANNUAL
CHAPTER REPORT**

May 2004

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Chapter Highlights

We are having quite an exciting and busy year in 2004. We are continuing to increase our executive board members and are working towards developing a strategic plan for the chapter.

We have held a number of speaker events and professional development workshops in 2003-04 and will continue to offer planned professional development workshops and speaker events in 2004-05. Our professional development workshops and speaker events have been a huge success in our chapter and have given us financial security and a solid grounding within the HR community.

We made a number of linkages with associations and organisations and educational institutions in 2003-04 and will continue to develop partnerships and alliances of value to our members. Some of the linkages and partnerships so far have been with the HR club at Ottawa University, as advisory board member at Herzing College and joining speaker sessions with the National Capital Region EAP association. We have also made partnership with an organization to coordinate an in house session of one of our PD workshops and we are looking at offering the HR competency workshop to organizations as an in house option.

We are in excellent financial situation and look forward to continuing to work towards our goals and objectives while building towards the future.

Chapter Objectives – 2003 to 2005

VISION:

The National Capital Region Chapter of IPMA-Canada will grow its membership and increase its relevance by providing a program of professional development, networking and career growth for the community of HR professionals and practitioners.

GOALS:

Chapter goals for the next three to five years are:

- Represent the HR community
 - Respond to members needs
 - Providing value to member
 - Promote HR professionalism
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Financial Summary

Our Treasurer who has been with us for a number of years (Ann Sanderson) is responsible for managing the finances of the IPMA National Capital Chapter and co-ordinating the yearly audit. The Treasurer works closely with Centretown Corporate Services, who provide our administrative services, to co-ordinate and monitor the financial management for the National Capital Region Chapter.

Our Chapter is in an excellent financial situation with our main income coming from our successful professional development and speaker events and we have to thank Ann our Treasurer for keeping us aware of our financial situation and giving us ideas on how to handle our funds. As at April 2004, our cash position is:

CS CO-OP Bank

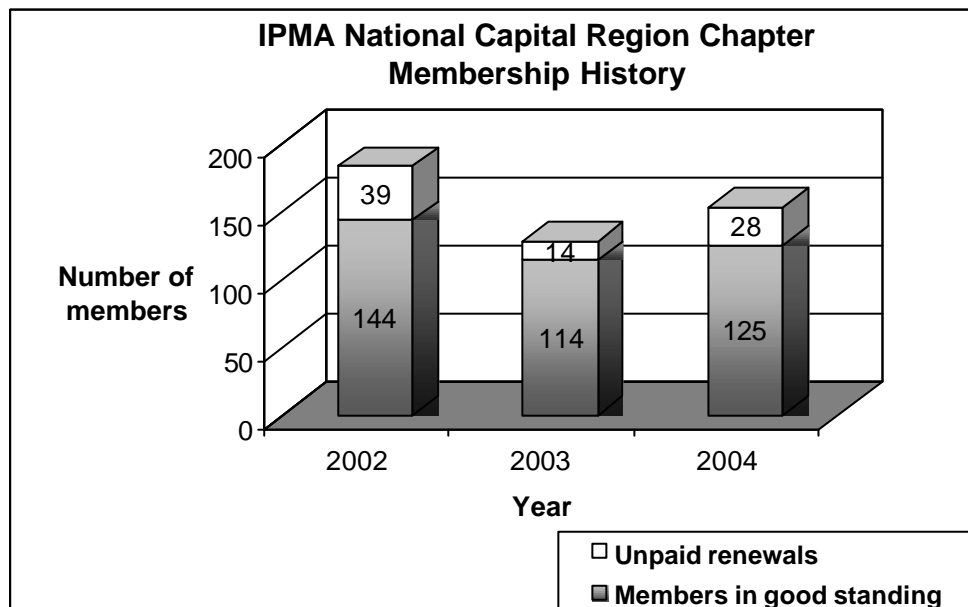
Cash balance (net of payables)	\$11,403.
Term deposit	\$ 5,000.

An annual financial report is prepared after our chapter fiscal year end (March 31st)

Membership

In 2004, we continued to keep our membership base active and maintained our existing membership numbers. Our membership base increased quite a bit in 2002 due to our chapter holding the IPMA international conference in Ottawa. The exceptional professional development and speaker's programs have been important in contributing to our members in good standing. We continue to work on our outstanding renewals which are a challenge as a lot of our members are in the government and constantly moving around and not updating their change of location. We are continuing to work on this and will be adding a section in our chapter newsletter to remind members to update their information and are contacting other members to find out their new location. Our goal beyond this year will be to maintain our current membership, reduce our outstanding renewals and increase our certified number from our current membership and new members. Our chapter members increasingly continue to attend all of our events and submit HR topics and suggestions for further events.

As of April 2004, our Chapter is pleased to have 153 members, including 67 who are certified members. Of the total, there are 28 members with fees in arrears, which we continue to work towards reducing. We had quite a few members that were given free memberships for registering for the international conference in 2002 but most of these individuals have not maintained their membership. We have increased our Agency numbers to 10 and we are working on building our student membership. Our National honorary life members are 10 and Chapter Honorary life members are 2.



Certification

The National Capital Region Chapter offered the IPMA HR competency training in Ottawa for participants interested in obtaining HR training in change agent, business partner and leadership as well as some individuals who were working towards obtaining their IPMA-CP designation. Our certified members for the chapter are 67. We are currently in the process of reviewing, with IPMA Canada, the application of an individual who has submitted this application towards obtaining the IPMA-CS designation, which would be the first one in both our chapter and within Canada. We are promoting IPMA certification at all of our events and one organization has been inquiring about IPMA offering the HR competency course in house to their team members. We will continue to explore this avenue of promoting HR professionalism and the IPMA certification.

We are offering a Speaker Event in June 2004 on HR Professionalism and we will be linking IPMA-CP certification to this topic. Carol Hopkins, President of IPMA Canada and Esther Becker, Director of Certification will be the presenters for this speaker event.

Student Liaison

We are working towards increasing student membership and establishing alliances with some educational institutions to promote and encourage student membership. We have made some linkages with HR clubs at universities and colleges in the National Capital and will be looking at supporting a targeted HR club in the Fall of 2004.

Government Liaison

The National Capital Region Chapter continues to maintain relationships with Federal Government HR liaison officers and look at making linkages with other government organizations. We promote our Chapter events to government-focussed organisations. We have reconnected with the all the Heads of HR in the Federal Government and have updated our HR liaison officer list so that we have a solid connection to keep the government informed about our events and encouraged them to join IPMA.

Secretary

The Secretary assisted in the coordination and preparation for the Annual General meeting in Nov.2003. The Secretary continues to keep the minutes of our meetings and all documents that relate to the chapter including our Directors Orientation Manual. She also assists on other projects throughout the year.

Speaker's Program

The main objective of the Speaker's Program is to keep HR professionals informed on the latest HR trends and issues and to promote HR networking. We have developed a number of speaker events and with the theme of "HR Excellence" for this year. Our attendance at our speaker events averages between 25 and 30 but some have gone as high as 45. Our Speaker events are posted on the IPMA website, which will promote the events and encourage members and non-members to visit the site. This year we have also linked with the National Capital Region EAP association and are offering a joint speaker luncheon event "*State of the Art of EAP: From computer addiction to mental health check-up*". Our Speaker events remain successful by offering relevant HR topics and excellent speakers along with excellent coordination and planning from the Director of Speaker Events, Joseph Perera. We have built a number of linkages with organisations that are now sponsors for our speakers' events and cover the cost for some of our rooms, food and door prizes.

- *Competency Based Management*
- *State of the Art EAP: "From computer addiction to mental health check-up"*
- *HR Professionalism: HR certification with impact of HR competencies*

Professional Development

Professional development is another important component towards keeping HR professionals current on trends and issues. One of the avenues to achieve this is through continuous learning. IPMA assists HR professionals by offering professional development workshops, courses. We offered the IPMA Canada HR Competency Model Training Program linked to the new IPMA-CP designation in Ottawa in January 2004 and are making plans to offer more of these workshops in the future.

With innovative and relevant HR topics linked to IPMA human resources competencies, along with excellent facilitators/trainers and key coordination and planning from our Director of PD events (Valerie O'Callaghan), our PD workshops continue to be extremely successful as a recognized resource for training the HR community as well as generating excellent revenue for our chapter

Our Mastering Change workshop was so successful that one organisation has asked us to co-ordinate a customised session for their team members. We will be taking on this role and developing future opportunities to offer our professional development workshops to other organisations. Our professional development workshops are also posted on the IPMA website.

The 2004 PD workshops are as follows:

- *Developing Competencies for HR success Workshop*—January 10-12/2004
- *Mastering Change: “How to Become a True Change Master”* -February 23/2004
- *Coaching and You: “Beyond Changing the Conversation”*—May 10, 2004
- *Leveraging Chaos: “Redefining the Context”*—Oct. 18, 2004

HR Trends—2004-05

In 2004, we will continue to stay up-to-date on the latest HR trends and issues in the public and private sectors. In addition to the areas examined through our workshops and speaker event seminars, we have identified the following additional trends and issues and will determine what learning events will add value to our members in these areas:

- Federal Government HR Modernization (the Quail taskforce)
- Competency-based HR systems
- Managing knowledge workers
- Recruitment and retention (including recognition and rewards)
- Performance and career management
- Continuous learning
- Alternative Dispute Resolution (ADR)
- HR and technology
- Monitoring and evaluating HR
- Strategic HR planning and integrated HR
- Work and life balance
- Maintaining corporate knowledge
- Workforce planning - blended workforce/competitive sourcing, evolving mission/changing technology, projected turnover.

Marketing and Communication

- The Director of Marketing and Communication is currently vacant at this time and we will try to work on promoting IPMA and the chapter through promoting our events and keeping the IPMA website updated. Our Director of Symposium (Lorraine Rock) has taken on this double role in the interim and she will be working on continuing our chapter newsletter.

Awards

The NCR chapter awards have not been active for a number of years. We have a new Director of Awards and our chapter is in the process of reactivating these awards for our AGM in November 2004.

Partnerships

The National Capital Region Chapter has been developing strategic linkages to promote the IPMA website and our local Chapter events.

We have linked with the National Capital Region EAP association and developed a joint speaker event in April 2004.

We continue to obtain support from a number of organizations that sponsor some of the costs for speaker events and donate gifts for these events.

We are in the process of developing a partnership with an HR club at one of the universities in Ottawa to support students studying HR in their club activities and to encourage student membership in IPMA chapter.

We have connected with Herzing College and will be attending an advisory committee session to share the current HR issues/ topics and the importance of HR professionalism.

We are starting to explore the option of offering to deliver the IPMA HR Competency workshop in house as a training tool for their HR staff while promoting IPMA membership and certification.

We have developed a partnership with an organization that wanted us to coordinate and offer one of our successful PD workshops to their HR team in house and we will continue to build this type of partnership with other organisations in the future.

IPMA Canada partnered with the Vision Awards in Ottawa and were on the evaluation team to recognize HR excellence in the HR community for 2004.

We will continue to develop partnerships with government organizations, educational institutions, associations, and private sector organizations.

We are starting to explore with educational institutions to develop alliances towards offering current HR focussed courses at educational institutions at a reduced rate for IPMA members.

Strategic Plan

The NCR chapter is currently in the process of developing our strategic plan for the future, which will be linked to the IPMA Canada strategic plan. In the meantime we are focussed on our vision, goals and objectives, which are currently aligned with the national chapter.

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GOALS:

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- Represent the HR community
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Executive Board Directors

President	Vacant
President Elect	<i>Vacant</i>
Past President	Maureen O'Callaghan, IPMA-CP, CHRP Canada Revenue Agency
Treasurer	Ann Sanderson Public Service Commission of Canada
Secretary	Alina Dan Centre for Public Management Inc.
Speaker's Program	Joseph Perera, IPMA -CP Herzing College, Ottawa Campus
Membership	<i>Vacant</i>
Government Liaison	Benjamin Xia Ambremont Management Consultants Inc.
Certification	Esther Becker, IPMA -CP Office of the Auditor General of Canada
Marketing and Communication	<i>Vacant</i>
Director, Strategic Planning	Ronald Mostrey <i>Royal Canadian Mounted Police</i>
Director, Partnerships	Natalie LAM, Ph.D. University Of Ottawa
Professional Development	Valerie O'Callaghan, IPMA -CP Consulting and Audit Canada
Student Liaison	<i>Vacant</i>
Awards/Sponsorship	Dina Fox DareHR
Conference/Symposium	Lorraine Rock Consulting and Audit Canada
Director at Large	Bob Fortier, IPMA-CP Innovations Canada

