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**INSTITUTE OF  
INTERNAL  
AUDITORS**



**L'INSTITUT DES  
VERIFICATEURS  
INTERNES**

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**INSTITUTE OF INTERNAL AUDITORS  
OTTAWA CHAPTER**

**2010-11 ANNUAL REPORT  
AS AT May 26, 2011**

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## 1. President's Report

Over the past year, the IIA Ottawa Chapter Board of Governors has continued to seek ways to better serve its membership and support the Canadian initiative to develop a Canadian Institute. History was made on January 1, 2011 when the Interim Canadian Institute was established as a result of the overwhelming membership vote to establish an IIA Institute in Canada. Over 36% of our Ottawa Chapter members voted – slightly higher than the Canadian Chapter average. Of all the votes received across Canada, 94% voted positively for the Institute. With a membership base of over 7000 (and more than 1200 members in Ottawa), IIA Canada will become the third largest IIA Institute and will continue to have a strong voice globally. As outlined in the proposal document (available on the IIA Canada web site: [www.iiacanada.ca](http://www.iiacanada.ca)), IIA Canada will retain its affiliation with IIA Global, and with it, all the benefits of a global organization, including: ongoing applicability of the International Professional Practices Framework that comprises the International Standards for the Professional Practice of Internal Auditing (Standards), which will continue to be the standards followed by Canadian internal auditors; continued global recognition of IIA Certifications, and access to a wealth of global resources, guidance and research.

Since the approval of our members, the Canadian Council of the IIA has been hard at work. Led by Brian Brown, Chief Audit Executive of the Canadian Grain Commission, the Council is now acting as the Interim Canadian Board (ICB) of the IIA. This team of dedicated volunteers and supporting committees, representing all regions of the country, is working tirelessly to manage a seamless transition to a full Canadian Institute. From our chapter Carmen Abela leads the strategic planning component for our new Institute and Julie Champagne is supporting the Communications committee. The Ottawa Chapter will continue to support and align our direction during the next 2 years as we ready for Canadian Institute on January 1, 2013.

Progress has been made with continued excellence of our Program Committee, which invests heavily in the provision of high quality professional development and networking events. Indeed, to meet the growing demand of our membership, the Program Committee, led by John Lees and Jeremy Dimmell, expanded on the program again this year, continuing with Professional Development weeks and increasing the professional development offerings to our members. As well, our on-line registration system has proved to be very beneficial to our membership and has given members the ability to register for the entire year at any time. We have a very strong program established for 2011/12 and members may now enroll for the upcoming year.

This year was the last in our Chapter's three-year strategic plan. In keeping with our goals and priorities, we not only continued to expand our relationship with the Office of the Comptroller General (OCG), but we also took great effort to examine the way we do business as a Board. Improvements have been made to governance and nomination process for Board members, our bylaws, by establishing terms for Board members. As well, as you will recall 2009/10 was a

year of investment with the CIA Learning System and On-line registrations and Program changes. In 2010/11 we saw the benefits of these investments including a strong financial year from our Program side and very strong attendance at our learning events. As well a very active Academic Committee lead by Michael Leong has increased our outreach to the Universities as we endeavor to increase our connectedness to future IA members of the profession. Lastly, I would like to acknowledge efforts made to improve communication to our members including our new look website and continued communication through our newsletters and communiqués.

As we move forward in 2011/12, we have made initial strides for development of the Ottawa Chapter's strategic direction and will drive initiatives that align with the Canadian Institute and our Ottawa Chapter's goals. Priorities include increasing efforts in the areas of advocacy, membership engagement and knowledge and communications.

For the past seven years, I have had the pleasure of serving the Ottawa Chapter of the IIA – first as Treasurer and then through various positions on the Board of Governors. In particular, I have greatly enjoyed my last two years as President and am excited for the upcoming year with our Board of Governors, as we continue the evolution and innovation that has been underway for many years.

Best regards,

John Gilhooly, CIA, CA

## **2. Ottawa Chapter Board of Governors 2010-11**

### **Executive Committee**

President	John Gilhooly
Vice President-Strategy	Julie Champagne
Vice President-Operations	Susan Kenney
Secretary	Robin Sellar
Treasurer	Beth McClurg
Programs	John Lees / Jeremy Dimmell
Canadian Institute Project	Carmen Abela

### **Governors (Committee Chairs)**

Marketing	Kelsey Nutland/Keith Davis
Certifications	Joe Carpinone
Membership	Darren Budd
Web Editor:	Peter Cardeneo

Research & Associate Trustee	Nancy Chase
Academic Relations	Michael Leong
Volunteer Chair	Marianne Avarello
Newsletter Editor	Teresa Gannon/Christina Brooks
Web Editor	Peter Cardeneo
IIA Standards & International Committee	Bruce Sloan
TBS Representative	Monique Clairoux
(ex officio member)	
Past President and Chair of the Nomination Committee	Carmen Abela
HQ Reporting	Michele Serano
Member at Large (International Committees)	David Rattray
Member at Large (Chief Audit Executive)	Carol Najm

**IIA Canadian Council (2010-11)**

Carmen Abela  
Julie Champagne

**IIA International Committees (2009-10)**

Elizabeth (Libby) MacRae  
Amipal Manchanda  
David Rattray  
Robin Sellar  
Bruce Sloan  
Gibby Armstrong

**3. Committee Chair Reports**

***3.a Chapter Achievements Program-CAP Points to May 13, 2011***

The Chapter Achievement Program (CAP) is designed to recognize activities that promote the strategic objectives of the IIA. CAP is established on the premise that the primary mission of a Chapter is to serve its members first and then the internal audit profession. The service categories are: Service to Members; Service to the Profession; and Chapter Administration. Thanks to the hard work of all the committees and volunteers, this year we again achieved Gold status. A special level, Platinum, is used to recognize chapters that attain Gold status for 10 of 11 consecutive years, and the Ottawa Chapter continues to earn this additional level of recognition.

CAP points to May 13, 2011 were as follows:

- Service to Members: 924

- Service to the Profession: 460
- Chapter Administration: 191

Michele Serano BA CGA CIA CCSA  
CAP Reporting

### **3.b Treasurer's Report**

Financial statements for the period June 1, 2010 to April 30, 2011 are provided for the information of all members. These statements are unaudited and have been prepared on the following basis:

- Revenues from courses and events and orientation workshops are recorded on an accrual basis and are shown net of related expenses in the statements.
- Expenses are recorded on a cash basis as bills are received. All invoices on hand at April 30, 2011 have been recorded.

In accordance with the requirements of The IIA Global Headquarters, the Chapter will prepare an annual report of income and expenses as at May 30, 2011 on a cash basis. The report will be audited for submission to Headquarters by August 31, 2011.

As of April 30, 2011, the Chapter's operation has resulted in a surplus of \$40,926. Primarily, the surplus is attributable to highly attended courses. In addition, the Chapter implemented detailed budgeting and expense tracking processes in order to ensure spending remained within budget.

This year, the Chapter focused on reducing the outstanding accounts receivable balance carried over from previous fiscal years. The Chapter was able to recover a portion (\$6,100) of the outstanding amount. In addition, the Chapter determined that a portion (\$17,400) of the balance had previously been received in prior fiscal years; however, due to an accounting error, this amount had not been properly recorded. Unfortunately, the Chapter was unable to recover the remaining portion (\$10,379); therefore, this balance was written off as an expense in the current Statement of Chapter Operations (below). The balance remaining in Accounts Receivable below is current as of April 30, 2011.

Beth McClurg, CMA  
Treasurer

**Balance Sheet**  
**(Unaudited)**

<b>As at:</b>	<b>April 30, 2011</b>
<b>ASSETS</b>	
Cash & term deposits	\$270,307
Accounts receivable	565

<b>Total Assets</b>		<b>\$270,872</b>
<b>LIABILITIES &amp; SURPLUS</b>		
<u>Liabilities</u>		
Accounts Payable	\$31,400	
Deferred Revenue	53,251	
HST	15,036	
Total Liabilities at April 30, 2011		\$99,687
<u>Surplus</u>		
Balance at beginning of year	\$130,259	
Current year surplus	40,926	
Surplus Balance at April 30, 2011		\$171,185
<b>Total Liabilities &amp; Surplus</b>		<b>\$270,872</b>

**Statement of Chapter Operations  
(Unaudited)**

	<b>June 1, 2010 – April 30, 2011</b>
<b>For the period:</b>	
<b>REVENUES</b>	
Earned Revenue from Events (net)	\$64,628
Interest	0
Membership Allotment from International	17,504
<b>Total Revenues</b>	<b>\$82,132</b>
<b>EXPENSES</b>	
Academic Relations Committee	\$2,270
Administration and Board	2,599
CIA certification dinner	2,898
Donations	3,066
Leadership and other conferences	6,805
Marketing Committee	0
Volunteer/Annual Wine and Cheese	4,094
Newsletter Committee	789
Operations/AGM	3,029
Program Committee	4,220
CIA training program translation	0
IIA Research	1,057
Write-off of Bad Debt	10,379
<b>Total Expenses</b>	<b>\$41,206</b>
<b>Net (Deficit) Surplus</b>	<b>\$40,926</b>

**Comment [u1]:** Robin. I agree with your message. Please delte

### ***3.c Program Committee Report***

The Program Committee is very pleased with the successful year that we have had. Continuing the trend of past years, the Program Committee hosted a very full calendar of events in 2010-11. The chapter is extremely fortunate to have a number of ambitious and talented volunteers who devote large amounts of time to delivering a program that exceeds most Chapters with full time staff. To these volunteers we say "thank you for your devotion to the success of the Chapter and our learning and development initiatives!"

The course calendar for 2010-11 included many courses, a series of well-attended breakfast sessions sponsored by local professional services firms and a host of other training and networking events. More than a quarter of our member participated in our training and development program. The success of the 2010-11 calendar is due in large part to the controls and mechanisms put in place in 2009-10 to better manage the high-volume of training and development sessions being offered.

Beyond the great attendance to program events, perhaps the program committee's biggest accomplishment for the year was the development and rollout of the Chapter's online registration system. A big thank you is required to volunteer Brenda Rupert and our Event Planner Claire Fitzpatrick for spending countless hours getting this system implemented. The online registration system will save program committee volunteers countless hours. It simplifies the registration process and streamlines the payment system. The tool also allows the program committee to better ability to track registrations and make adjustments when required.

Although we were not able to provide our members with a Grants and Contributions training course, we were able to address some of their needs with the introduction of our Grants and Contributions Lunch and Learn Series. This series was a new focus for the Program Committee and was very well received by our members. We would like to thank the internal audit professionals that volunteered their time to share their insight on the topic of Grants and Contributions.

For the third year now, Program Committee member Colleen Chambers has organized a series of networking and informational breakfasts. These sessions provided a forum for local services firms to speak to the Chapter's members on important local and professional topics. The Chapter is very grateful to Colleen for her continued dedication to the chapter in organizing these events. We are also very appreciative of the firms who sponsored these in the form a financial commitment and the sharing of their ideas and perspectives. We would also like to thank Ottawa Valley Chapter of ISACA for hosting a joint breakfast with us; we look forward to collaborating with them in the future.

The program for 2011-12 has been finalized and the Program Committee members are actively reserving instructors and event sites. The Program

Committee Co-Chairs would like to thank program committee members Anne Gagnon, Brian Yantha, Louise-Chantal Pilon, and Brenda Rupert for their assistance. As a result of their hard work, the program committee was able to finalize their program calendar in February with subsequent release to the community in March. The early release of the 2011-12 program calendar will help ensure the continued success of our training and development events. The Program Committee Co-Chairs would also like to thank Annam Ganesan for her work on the membership survey and Louise-Chantal Pilon and Craig Kolanko for helping arrange this year's special events.

If you have any courses, seminars, areas of interest that you would like to see included in the program, please contact one of the Program Co-Chairs. We want to ensure that the programs we bring to our members are relevant, so your input is important.

Without the support of our Program Committee members, we would not be able to provide this program, and we are grateful for this support. Our thanks go to Alessandra Ranalli, Annam Ganesan, Anne Gagnon, Brenda Rupert, Brian Yantha, Bryden McMaster, Christian Asselin, Christine Dionne, Colleen Chambers, Craig Kolanko, Isabelle Franche, Jay Davidson, Jessica Shehan, Louise-Chantal Pilon, Marianne Avarello, Sophie Lalonde, Summer Frederickson, Susan Kenney.

Thanks to all for a successful 2010-11 and looking forward to the new challenges that 2011-12 will bring.

Jeremy Dimmell  
Program Committee - Co-Chair

John Lees  
Program Committee - Co-Chair

### ***3.d Membership Report***

Following a number of years of increases, our membership decreased slightly this year to 1123 compared to 1249 last year. This 10% decrease is the result of a one-time initiative taken by the Government of Canada to ensure membership of its employees was limited only to those with continuing internal audit-related responsibilities. As the recovery in the economic environment and gradual reduction in the numbers of unfilled positions within the federal government (our main source of membership) continues, we expect the membership to return to year-over-year growth into the foreseeable future.

As of April 2011, 317 (319 in 2009) members or 28% (up from 25% in 2010) of Chapter membership, are Certified Internal Auditors. This proportional increase is reflective of the continued emphasis that our members and their employers are placing on obtaining professional auditing designations. We expect this trend to continue. The Chapter also has members who are certified in other specialties. Chapter certification statistics breakdown as follows:

- Certified Internal Auditor: 317 (319 in 2010) members
- Certification in Control Self Assessment: 43 (49 in 2010) members
- Certified Government Auditing Professional: 45 (45 in 2010) members
- Certified Financial Services Auditor: 5 (5 in 2010) members

Membership is divided roughly 75% - 25% between all government (federal, provincial and municipal governments combined, including crown corporations) and non-government employers. However, a number of the non-government employers are in industries which provide services to the federal government.

Approximately 63% of Chapters members are employed directly in the federal government. This number down slightly compared to last year as noted above.

Please note that the Chapter communicates with members through email notices. All members are requested to visit the IIA website and ensure that their current email addresses are included within their profile. As well, membership for federal government employees is updated on an annual basis by the federal government.

Darren Budd  
Chair Membership

### ***3.e Certifications Report***

During 2010, 68 chapter members were successful in obtaining their Certified Internal Auditor® (CIA®), Certified Government Auditing Professional™ (CGAP™) or Certification in Control Self-Assessment (CCSA) professional designations, as indicated below:

CIA – 46  
CGAP – 18  
CCSA – 4

On October 28th, the Ottawa Chapter hosted an honorary event at Ernst & Young Ottawa to recognize the achievement of the various certifications of the IIA. The event was attended by over 65 people, including Board Members, graduates and guests, who were welcomed by Joe Carpinone, Manager, Ernst & Young as well as John Gilhooly, IIA Ottawa Chapter President. Recipients were encouraged to invite the individual who was most influential in helping them achieve their professional designation.

Our keynote speaker for the event was Mr. James A. Ralston, Comptroller General of Canada. James Ralston was appointed Comptroller General of Canada on October 3, 2009 and is responsible for the government-wide direction and leadership for financial management, internal audit, federal assets and acquired services. Prior to becoming the Comptroller General of Canada, Mr. Ralston was Chief Financial Officer and Assistant Commissioner of Canada

Revenue Agency. Mr. Ralston's speech focused on raising awareness to the importance of an IIA professional designation in both the field of internal auditing and throughout the public sector.

We would like to thank Ernst & Young for supporting and hosting the certification event, as well as our volunteers, who helped make the event such a success.

Joe Carpinone, CIA, MBA  
Chair of the Certifications Committee

### ***3.f Research Report***

The Research Committee aims to enhance the awareness and support the research and related products of the IIA Research Foundation. Over the past year, the IIA Research Foundation published a number of research documents of direct relevance and interest to our local membership, including Effective Sizing of Internal Audit Departments, Auditing Human Resources, Systems Development Projects: How Internal Auditors Can Improve Success Rates, and Global Internal Audit Survey Reports. The Research Committee has provided support to these and other activities through a general donation to the IIA Research Foundation to support the Foundation's efforts in expanding the knowledge and understanding of internal auditing by providing relevant research and educational products to advance the profession. In addition, we provided input into IIA Research Foundation surveys and other mechanisms regarding our Chapter's areas of interest for future research topics and educational products.

The Research Committee's work over the past year has also continued to focus on engaging the local CAE community to identify areas of interest and need from a research perspective as well as preferred forums for research activities. Over the next year, we will be transitioning the role of the Research Committee to incorporate a broader knowledge management function to better support the needs of our members. This will include the timely identification and communication of new publications and thought leadership available to our members, as well as updates on activities and emerging trends in areas such as IIA standards, methodologies, structures and the work of international committees and organizations in supporting the profession.

Nancy Chase, CA, CIA, CGAP  
Research Committee Chair

### ***3.g Academic Relations Report***

The chapter continued to award its annual scholarships with the University of Ottawa and Carleton University. This past year was the inaugural scholarship at Carleton University. Both of these scholarship programs seek to promote the profession by awarding scholarships to students who have demonstrated an

interest in the profession. Under these scholarships, applicants in good academic standing submit a short essay about the internal auditing profession. The awarding of these scholarships helps generate publicity for the IIA, the profession and, in particular, the local chapter.

The Chapter also continued its support of an expanded education program through its partnership with the University of Carleton to offer CIA preparation classes based on the IIA's CIA Learning Program. The IIA's CIA Learning System program is delivered in a blended learning format of printed workbooks and web-based learning software.

Finally, members of the academic relations committee attended functions hosted by the local universities and hosted events bringing together local professionals and students from local academic institutions to support the promotion of the IIA and the profession of internal audit. This past year saw the chapter continue to expand its efforts in this area and this will continue to be a focus of the chapter in the coming years.

Moving forward, the chapter is working to further expand its activities and revitalize historical links with other local academic institutions.

Michael Leong, CMA  
Academic Relations Chair

### ***3. h Advocacy and Marketing Report***

As of January 2011, we made a change to the "Marketing" committee's responsibilities by adding the concept of 'advocacy' to the committee's mandate. In that regard, we are now in the process of developing a go-forward advocacy and marketing plan to:

- promote the IIA and value of internal audit to key stakeholders in the Ottawa community (with a primary focus on the Government of Canada); and,
- promote the internal audit profession and the importance of involvement in the IIA to local internal audit practitioners with an ultimate goal of broadening the membership of the Ottawa Chapter.

To that end, since January 2011, we have engaged in multiple working sessions to strategize and develop a go-forward work plan; we have met with the Office of the Comptroller General to discuss the IIA's value-add proposition for the Government of Canada as well as to discuss ways in which we can continue to advocate for the IIA within the local community; and we have engaged in discussions with the Canadian Institute to ensure our local advocacy initiatives are aligned with and supportive of similar advocacy initiatives taking place at a national level. We have also made efforts to stay abreast of the results of the Office of the Auditor General's audit of internal audit, as well as the evaluation

underway of the implementation of the internal audit policy – given the visibility of both of these reviews, it will be important that the local Chapter build on the messaging coming out of these reports in order to bolster our advocacy and marketing efforts.

In conjunction with the above, it should be noted that advocacy and marketing activities are supported by a variety of other mechanisms that are already in place for the Ottawa Chapter. As such, our Chapter's advocacy and marketing activities take place throughout the year in a variety of forms. These include promotion and marketing of IIA courses, breakfasts, events, etc.; efforts related to the Chapter's website and online registration process; discussions with key stakeholders such as Chief Audit Executives, the Office of the Comptroller General, etc; the publication of our newsletter; and so on. These topics are covered in greater detail in other sections of this report.

All these efforts have positioned us well for the upcoming fiscal year and we look forward to implementing a broader advocacy and marketing program in 2011-12 that continues to enhance the profile and promote the importance of the IIA.

Kelsey Nutland  
Marketing Chair

Keith Davis  
Advocacy and Marketing Chair

### ***3.i Volunteer Report***

This has been an exciting and busy year for the Chapter. During the 2010-11, over 45 IIA Ottawa Chapter members volunteered their time to assist with various Chapter activities.

The contribution of our volunteers is traditionally recognized at our annual wine and cheese event and this year was no exception. However, for this year we focused on welcoming our newest volunteers including new members of the Board and the Programming Committee. Our President, John Gilhooly personally recognized these new volunteers for their contribution, in front of more than 90 attendees

Our Chapter is one of the busiest within Canada and with that comes the need for volunteers. We have various activities from those that require only a few hours every few months to much more. We have established a process to try to match the interests of those wishing to volunteer with the Chapter's needs. By doing this we hope to be able to assist our volunteers in their professional development and increase their networking opportunities.

We are always looking for more people to help us with our activities. Did you know that members who participate as an officer or committee member with the Ottawa Chapter also qualify for CPE hours? If you have time and would like to contribute to the success of our Chapter, please contact me – [marianne.avarello@oag-bvg.gc.ca](mailto:marianne.avarello@oag-bvg.gc.ca).

Thank you to all our volunteers for their time and dedication.

Marianne Avarello, CGA, CIA  
Volunteer Chair

### ***3.j Newsletter Report***

After a hiatus, the IIA Ottawa Chapter Newsletter was re-launched in January 2009. At present the newsletter is planned for release to Chapter members three times annually. Each newsletter contains information about upcoming and past events, job and volunteer opportunities, and interest articles. In 2010, two issues were published electronically in April and August and were distributed to members in bilingual format via email link to the IIA Ottawa Chapter Website. In 2011 we issued our Spring newsletter.

Synergies between the Newsletter and the IIA Ottawa Chapter Website are leveraged with the publication of key newsletter articles on the website homepage, and the inclusion of electronic links in the Newsletter that direct readers to the website for more information on programs, events, and volunteer opportunities. Going forward, efforts will be made to examine Chapter communications more broadly and explore how to best deliver Chapter news to members as well as address communications needs and medium preferences.

Former Newsletter Editor: Teresa K. Gannon, CIA;

Current Editor (as of November 2010): Christina Brooks, CCSA, MPA

### ***3.k Website Report***

The IIA Ottawa Chapter website is a key point of reference for many of its members. In the past, the website remained relatively static with the design, layout, and content changing relatively little over the years. In late 2009 / early 2010 the design and content of the entire IIA Ottawa Chapter website was reviewed and revised with enhanced utility and attractiveness in mind. Key changes include:

- Updated Homepage design, and increased frequency of the publication of new and more varied information
- Use of the Events Calendar to organize and communicate events and training
- Transfer of Job Postings from a members-only page to a public access page in order to increase visibility and ease of access

- Updated Resource page and Chapter Information page, including a message from the current president and updated links to key information and resources

The website is also used to solicit interest from members who may wish to volunteer with the Chapter. In addition, content synergies with the Chapter Newsletter are beginning to be leveraged, with selected Newsletter articles appearing on the Chapter Homepage for increased visibility and interest.

Since 2009, we have improved the user experience significantly, making the web site more user friendly, offering better support, and presenting more information to our members. For the future we are going to explore new ways to communicate to our members, including exploring the possibility of social media sites like facebook to better support our member, to make information available on a timely basis and maybe make it even more interesting and interactive. Stay tuned for the new and exciting chapter communication experience soon to come!

The website can be found at  
<http://www.theiia.org/chapters/index.cfm/home.page/cid/94>

Website Chair: Peter Cardeneo, CIA, CISA

### ***3.1 International Committees Report***

Members of the Ottawa Chapter continue to play a prominent role on the IIA's International Committees. The Chapter is proud to have so many of its members serving on these committees and helping to advance the profession. The continued participation of our members who serve on these committees helps to improve the quality of the profession, standards and practices of the internal auditing profession, such as practice advisories, guiding principles, and exposure drafts. Members of the Ottawa Chapter serve on a number of committees including the Public Sector Committee, Committee on Quality, Standards Board, Professional Issues committee, and International Relations.

Members of these committees work on a variety of projects to help internal auditors implement the IIA's Professional Practices Framework. Examples of projects completed in the last year include a range of practice advisories including assisting small internal audit activities in implementing the standards, assessing the adequacy of risk management and measuring internal audit effectiveness. These and the results of many other projects are available on the IIA website.

On behalf of the Board, we thank all our Chapter members who serve on International Committees.

Bruce C. Sloan, CA

### **3.m Ottawa Chapter - Canadian Institute Liaison**

The Canadian Institute (CI) Liaison team is responsible for ensuring appropriate linkages between the newly constituted CI and the Ottawa Chapter Board of the IIA. Initially formed to ensure effective communication between the two organizations in support of the CI membership vote process, its role changed subsequent to the positive vote by Canadian members in favour of a Canadian Institute. As the Interim Canadian Board (ICB) develops and implements its transition plan, the CI Liaison team is critical to ensuring effective strategic, operational and communication links with Ottawa members. The Committee is co-chaired by Carmen Abela, who sits on the ICB and is an ex-officio member of the Ottawa Board. It is also co-chaired by Julie Champagne, VP Strategy of the Ottawa Board.

Over the past year, the Committee was involved in the following activities:

- Liaison, communication and outreach to Ottawa members during the CI vote process; and,
- Liaison and bilateral communication between ICB and the Ottawa board on matters of:
  - transition;
  - operational and strategic planning;
  - chapter / board priorities; and,
  - emerging risks and strategies to address them.

Going forward, as the ICB completes its implementation of the transition plan and looks towards full Institute status by January 2013, the CI Liaison function will continue to play an important role in ensuring effective collaboration between the national and the local levels.

Carmen Abela and Julie Champagne- Co-chairs

## **4. Slate of Executive Committee and Board of Governors for 2011-12**

By Order of the Nominations Committee and subject to ratification at the AGM May 26, 2011:

#### Executive Committee

<b>Position</b>	<b>Name</b>
President	Julie Champagne (proposed)
Vice President – Strategic	John Lees (proposed)
Vice President –	Vacant

Operations	
Secretary	Susan Kenney
Treasurer	Alain Decelles (proposed)
Program - Continuing Ed	Jeremy Dimmell
Canadian Institute Liaison (Ex officio)	Carmen Abela

Governors (Committee Chairs)

<b>Position</b>	<b>Name</b>
Programs Co-Chair	Vacant
Marketing & Advocacy	Keith Davis
Certifications	Joe Carpinone
Membership	Darren Budd
Research & Associate Trustee	Nancy Chase
Academic Relations Chair	Michael Leong
Volunteer Chair	Marianne Avarello
Newsletter	Christina Brooks
Web Editor	Peter Cardeneo
IIA Standards & International Committee	Bruce Sloan
HQ Reporting	Michele Serano
Past President and Chair of the Nomination Committee	John Gilhooly
Member at Large (International Committees)	Robin Sellar (proposed)
Member at Large (Chief Audit Executive)	Carol Najm
Member at Large (Private Sector)	Vacant
TBS Representative (ex officio)	Monique Clairoux

Note: Nominations, with a seconder, from members in good standing, are open from the floor, until the Chair closes the nominations.