

IAP2 BC Chapter



2017 ANNUAL GENERAL MEETING

Thursday, November 23, 6:00 p.m. - 8:00 p.m.

YWCA Hotel, Royal Bank Room
733 Beatty Street, Vancouver, BC

Draft Minutes

IAP2 BC Chapter Members in Attendance (alphabetical by last name)

Boyd, Belinda (Vancouver Coastal Health)
Brown, Anthea (Bang the Table, IAP2BC)
Everdene, Barbara (Beringia)
Fergusson, Daniella (MODUS, IAP2BC)
Ferrari, Drew (TransLink, IAP2BC)
Hills, Bretton (Hatch)
Horsman, Natasha (Municipality of North Cowichan)
Hotsenpiller, Marci (Zinc PR)
Hay, Paula (Beringia)
McKinney, Sarah (BC Hydro, IAP2BC)
Meyer, Michael (MODUS Planning Design & Engagement)
Moilanen, Lisa (IAP2 BC, Victoria)
Rav, Rajvir (BC Housing)
Rockandel, Catherine (Rockandel & Associates, IAP2BC)
Shaw, Amelia (IAP2 Canada)
Shea, Emma (CEJS Public Relations)
Timis, Lia (Intra Pacific Mag.)
Winkler, Andrea (Metro Vancouver, IAP2BC)

On Line Guests

Guests (alphabetical by last name)

Baboulerra, Jana
Reimer, Andrea (City of Vancouver)
Robinson, Gay (Gay Robinson Consulting)

Chair

Catherine Rockandel, President, BC Chapter

Minute Taker

Drew Ferrari, Secretary, BC Chapter

1. Call to Order, Chair's Remarks, Quorum, Attendance

The meeting was called to order by the Chair at 6:34 pm by President Catherine Rockandel; also in attendance from the Executive Committee were:

Drew Ferrari, Secretary;
Sarah McKinney (IAP2 BC, Treasurer);
Daniella Fergusson, Member Services Coordinator;
Anthea Brown, Member at Large/Special Projects;
Andrea Winkler, Member at Large; and
Lisa Moilanen, Vancouver Island, Partnership Development Coordinator
regrets from Heidi Klein, Member at Large

- The Chair determined that the quorum to hold and whichever is less, of the members who are entitled to vote personally present at all times. Confirmed.

2. Adoption of the Rules of Order and Agenda

a) Adoption of the Rules of Order / Agenda

The Proposed Rules of Order and the Agenda for the meeting were presented for review and adoption.

Moved, seconded, carried that the Rules of Order for the meeting and the Agenda be adopted as presented. Daniella Fergusson/ Anthea Brown.

3. Minutes of the 2016 AGM

The draft minutes of the 2016 AGM were reviewed.

Moved, seconded, carried that the minutes of the 2016 AGM be accepted as presented.
Rajvir Rav /Anthea Brown

4. Report of the Executive Committee

The reports of the BC Chapter's past year's activities and accomplishments were presented by Executive Committee members Catherine Rockandel (President). (please refer to the complete 2017 AGM Executive Report attached).

Catherine reviewed highlights, including Chapter foundations with Donald Golob. Six years of maximum term, Catherine, Drew and Sarah have served their full six years. The Executive updated the three-year strategic plan, worked to develop partnerships, member services, and internal processes. British Columbia will be hosting 2018 North American Conference in Victoria in 2018. The Chapter has hosted Deep Dive and P2 Drinks events both in lower mainland and on Vancouver Island.

Membership has grown now to 150 members as of this month.

Special thanks were offered to Emma Shea who has served as nominations chair for the Chapter for the past 6 years. Also thanks to IAP2 Canada who each year support us financially for Chapter activities and co-sponsor the Donald Golob award.

Moved, seconded, carried that the Executive report be accepted as presented:
Anthea Brown/Daniella Fergusson

· **Financial Statement** (presented by Chapter Treasurer Sarah McKinney)

It was noted that the BC Chapter has a bank balance of **\$17,962.12** as of October 12, 2017 which is an increase of \$2662.10 from this time last year. A separate investment account (RBC Money Market Fund) also contains an additional \$3517.77. (presented for information only). (please refer to the 2017 Financial Report attached)

Moved, seconded, carried that the chapter financial statement be accepted as presented.
Belinda Boyd/Emma Shea.

5. Other Business

a) Nominations Committee

IAP2 BC Member, Emma Shea, served as chair of the Nominations Committee, and the Chapter Executive expressed its appreciation for her efforts in identifying new Board candidates. The new Executive for 2017 to 2018 is being installed by acclamation.

Several existing board members continue their two-year terms:

Lisa Moilanen (President); Anthea Brown (Member at Large/Special Projects), Andrea Winkler (Treasurer), and Heidi Klein Director-at-Large.

Joining the Board by acclamation are: Natasha Horseman (Secretary); Michael Meyer (Member Services Coordinator); Mary Chudley (Director-at-Large); Marci Hotsenpiller, (Director-at-Large); and Belinda Boyd (Director-at-Large).

Thank you to the outgoing executive: Catherine Rockandel (President); Sarah McKinney (Treasurer); Drew Ferrari (Secretary). Also thanks to Daniella Fergusson (Member Services Coordinator) who is stepping down from her role as of this AGM.

The Board now has members from North Vancouver, New Westminister, Vancouver, Victoria, and Squamish.

Nominations from the floor. None received.

6. Close of Business

Membership diversity is highly valued by IAP2 BC. New board members, Natasha Horseman, Michael Meyer, Mary Chudley, Marci Hotsenpiller, and Belinda Boyd, are welcomed to the BC Chapter Board of Directors. Thanks to new Executive for volunteering their services in advance of the Chapter's activities.

There being no other business, the meeting was brought to a close by the Chair at 6:54 pm.

Motion to adjourn. Daniella Fergusson.

The meeting was adjourned at 6:54 pm.

Special Presentations

a) Donald Golob Award

The Donald Golob Award was established in 2015 after the passing of founding Chapter member Donald Golob. The Chapter sought to provide recognition to an individual who has demonstrated outstanding leadership in advancing IAP2 Core Values, and has made valuable contributions to the IAP2 organization as a "voice of the membership" by advocating for strong governance and values-based processes either through their practice and/or through their service on the IAP2 BC Executive and/or in their own practice's noteworthy actions to enhance the provincial, national and international profile of IAP2.

This year's recipient was named as Catherine Rockandel, who has served as President of the BC Chapter for the past 6 years.

b) Shauna Sylvester, SFU Morris J. Wosk Centre for Dialogue

Citizen Dialogues on Canada's Energy Future

2017 AGM Executive Report

This year marks the end of the term for myself as President, Drew Ferrari, as Secretary, and Sarah McKinney, as Treasurer. The three of us have worked together since 2011. It has been a humbling experience to grow the Chapter and work with a dedicated team of professionals.

I would also like to acknowledge the good work of our team Daniella Ferguson, Lisa Moilanen, Anthea Brown, Andrea Winkler and Heidi Klein. This team is dedicated to achieving the vision outlined in our strategic plan since 2013.

In the next three years, our vision is for the BC Chapter of IAP2 to be the leading organization in BC advocating for the practice of public participation. We aspire to engage practitioners throughout the Lower Mainland and regionally throughout British Columbia by supporting the delivery of high-level training by professional trainers and developing programming in partnership with other leading BC organizations and institutions. We also aspire to serve a new generation of P2 practitioners by creating opportunities for networking and learning that engage students.

In 2017 we updated the three-year strategic plan. I am pleased to report that aligned with that plan we have:

- Improved Chapter governance structures and operational capacity to support organizational growth, to manage emerging issues, to serve members and deliver desired services and activities. Some specific highlights included transitioning to the IAP2 Federation model, launching the Donald Golob Award and most recently becoming the host chapter for the IAP2 North American 2018 Conference in Victoria, Sept 5-7.
- Developed, promoted and delivered consistent quality educational and networking programming to members and potential members through:
 - **P2 Drinks:** An informal networking series for public engagement professionals. Events corresponded with IAP2 training offered throughout the past year
 - **Deep Dives:** These short workshops often in partnership with professional associations focus on issues and/or case studies of interest to our members
 - **Vancouver:**
 - Deep Dive, Feb 2017, “Indigenous Community Planning”
 - P2 Drinks, March 2017
 - Deep Dive, April 2017, “Engagement Evaluation”
 - P2 Drinks, May 2017
 - Deep Dive & AGM, November, 2017, SFU’s Citizen Dialogues on Canada’s Energy Future
 - **Vancouver Island:**
 - Deep Dive, April 2017, Victoria “The Government of BC’s Engagement Story Since 2012”
 - P2 Drinks, June 2017, Duncan
 - P2 Drinks, Nov 2017, Nanaimo

- Supporting member communication and development through the twice a year E- Bulletin and the Chapter website to promote training, educational and networking events, profile members, and share practitioner resources.
- Partnering with local organizations to grow and strengthen the position of the BC Chapter as the leading local “expert organization” on public participation (consultation & engagement); and to deliver events and promote training through relationships with the Planning Institute of BC, Canadian Public Relations Society, and Simon Fraser University
- Ensured financial accountability through accessible chapter finances with multiple signatories while streamlining existing accounting and record keeping systems.
- Developed and maintained mutually beneficial working relationships with IAP2 Certificate Trainers to provide training of interest to members and non-members in British Columbia in February, March, May, September, October and November 2017. The Chapter attends the training sessions to provide an overview of the Chapter and welcome participants to BC.

The impact of these activities is reflected in our membership growth. As of November 2017 the BC Chapter has 150 members.

Acknowledgments

- In addition to the Executive another member deserves recognition for her long-term support of the Chapter and work over the past few months. Emma Shea, Chair, Nominations Committee for the AGM. Thank you Emma!
- Thank you also to IAP2 Canada that provided \$2,500 to support Chapter planning and delivery of events for members.

IAP2 North American Conference

Lisa Moilanen and I attended the 2017 IAP2 National Conference in Denver, Colorado, as co-chairs for the 2018 IAP2 National Conference in Victoria. It was a great opportunity to speak with members about what they would like to see at the 2018 conference.

British Columbia was prominent at the 2017 Core Values Awards, with the Liard Aboriginal Women’s Society (LAWS) and Beringia Community Planning in North Vancouver winning the Indigenous Engagement Award, and my firm Rockandel & Associates with my client School District 38 (Richmond, BC) winning the Award for Respect for Diversity, Inclusion and Culture. More information on these projects at:

<http://iap2canada.ca/2017CVA>

The 2018 conference planning is well underway with the team confirming the theme, budget and schedule. We are grateful for the contributions of Drew Ferrari to the theme design. We would encourage members to get involved, register for the early bird when it comes out and be sure to book your hotel space early? Great opportunity for our chapter, province, and much more!

Respectfully, Catherine Rockandel, on behalf of the IAP2 BC Executive

BC Chapter Financial Report:

October 2016 to October 2017



Summary

1. **Investment Account:** \$3517.77¹ *RBC Money Market Fund*
2. **Savings Account** (Chapter Operating Fund): \$17,962.12²

Details: Chapter Operating Fund

Opening Account Balance October 12, 2016: \$15,300.02

Closing Account Balance October 12, 2017: \$17,962.12

Income (Canadian Funds):

Chapter events	\$795.00
Training	\$2,000.00
IAP2 Canada	\$2750.00
Interest	<u>\$5.69</u>
Total income	\$5,550.69

Expenses (Canadian Funds):

Administrative	\$467.93
Executive board expenses ³	\$646.94
AGM/socials/events	\$3,247.69
Awards/sponsorship	\$1000.00
Bank fees	<u>\$26.00</u>
Total expenses	\$5,388.56

¹ Last statement received for September 30, 2017. Statements provided for a three-month period.

² Last bank statement received spanned September 12, 2017 to October 12, 2017.

³ 2017 Strategic Planning Session and travel costs from outside Lower Mainland