
IAP2 BC Chapter

Minutes of the Executive Committee Meeting #20

November 21 2011

7:55 p.m.

Listel Hotel



Attending:

Catherine Rockandel, President
Craig Amundsen, Member Services Coordinator
Drew Ferrari, Secretary
Sarah McKinney, Treasurer
Vincent Gonsalves, Program Development Coordinator

Regrets:

Caryl Harper, Partnership Development Coordinator

Guests:

Donald Golob, (Donald Golob Consulting) Outgoing BC Chapter President/Secretary

Call to order

The meeting was called to order at 7:55 p.m.

Business Items:

1.) **Signing Authority**

Motion to have two people sign Chapter cheques at all times, with the Treasurer (Sarah McKinney) as the primary signatory, and with *either* of Vincent Gonsalves or Catherine Rockandel to act as a secondary signatory for all cheques drawn on any Chapter account.
Moved, seconded, and carried as moved.

2.) **Chapter Banking Information**

Motion for the Treasurer to gather the relevant banking information for the efficient transfer of signatories & financial information from the current signatories, Marilyn Marchment & Catherine Beavis & report back to the Executive.
Moved, seconded, and carried as moved.

ACTION: Sarah

3.) **Address for Chapter Mail**

Motion that the Treasurer`s address to act as the primary mailing address for the BC Chapter: Suite 102- 131 West 3rd Street, North Vancouver, BC, V7E 1E7
Moved, seconded, and carried as moved.

4.) **Approval of the Minutes of 2010 AGM**

Motion to direct the Secretary to change the 2010 draft minutes as adopted at the 2011 AGM, and post to website.
Moved, seconded, and carried as moved.

ACTION: Drew

5.) **Teleconferencing Among Executive**

For regular communications among the Executive, it was proposed to use someone`s existing teleconference number, for example Vincent at TransLink or Drew at Stantec. Those who have access to a teleconference network are to investigate the possibility of using their number for the purpose of regular communications among the Executive.

ACTION: all

6.) **Next meeting (Teleconference)**

It was proposed that the next meeting of the Executive take place over a lunch hour or early afternoon where possible. Catherine to circulate a list of possible dates among the participants to confirm a widely acceptable day and time.

Note that Sarah is away Dec 1-4, and Catherine is away Dec 12-18.

ACTION: Catherine

7.) **Draft AGM Minutes**

Motion to direct the Secretary to prepare the draft minutes for the 2011 AGM, and provide them to the EC at the next meeting.

Moved, seconded, and carried as moved.

ACTION: Drew

8.) **Items for Next Meeting**

- Budget & workplan for 2012
- Reimbursement of Director`s expenses

9.) **Meeting Closure**

The meeting was adjourned at 8:10 p.m.