
IAP2 BC Chapter

Minutes of the Executive Committee Meeting #022

November 29 2011

12:00 p.m.

Teleconference



Attending:

Catherine Rockandel, President

Craig Amundsen, Member Services Coordinator

Drew Ferrari, Secretary

Sarah McKinney, Treasurer

Vincent Gonsalves, Program Development Coordinator

Caryl Harper, Partnership Development Coordinator

1.) Call to Order

The meeting was called to order at 12:00 noon

2.) Review and adoption of Agenda

Moved that the Agenda be adopted as presented.

Moved, seconded, and carried as moved.

3.) Review and Adoption of EC Minutes #020

Moved that the EC Minutes #020 from the November 21st, 2011 meeting at the Annual General Meeting be adopted as read.

Moved, seconded, and carried as moved.

4.) Review and adoption of Draft 2011 AGM Minutes

Moved that the Draft Minutes from the November 21st, 2011 Annual General Meeting be adopted as draft, to be forwarded to the 2012 AGM for adoption.

It was noted that Sarah McKinney's name in the list of attendees was not in bold as other names in the list, and should be made bold.

Moved, seconded, and carried.

5.) Other Business

a.) BC Chapter Website

Website Project Management

Moved that Project Management activities of the Chapter Website remain with Marilyn

Marchment.

Moved, seconded, and carried.

Administrative Access

Moved that administrative access privileges to the Chapter website be extended to Vincent Gonsalves and Craig Amundsen.

Moved, seconded, and carried.

Domain Administrative Fees

Moved that the BC Chapter provide a cheque to Blue Pixel in the amount of \$1269.76, upon completion and turnover of the live website to the Chapter, according to the terms of the contract with Blue Pixel.

Moved, seconded, and carried.

b.) File Transfer Update from Existing Executive Committee

- Drew F. reported that the transfer of Secretarial files from Donald Golob was essentially complete prior to the AGM.
- Catherine R. also reported that Donald Golob had similarly transferred the majority of the President's files to her prior to the AGM.
- Vincent G. Is setting up a meeting with Emma Shea to coordinate transfer of Program Development materials.
- Caryl H. is expecting to transfer files from Catherine Beavis for the Partnership Development portfolio.
- Craig A. Has arranged to meet with Marilyn Marchment for transfer of Member Services files.

c.) Signing Authority Transfer Update

- Sarah M. Reported that she had not yet had an opportunity to meet in person with Marilyn Marchment but this was expected to happen within the next week. The designated signing officers (Treasurer Sarah McKinney, as well as designated alternates Catherine Rockandel and Vincent Gonsalves) will be required to meet in person at the main branch of the RBC to complete the transfer of signing authority.

d.) Executive Committee Budgets and Workplan

- Craig A. reported that Marilyn had put together a preliminary workplan for the coming year with a training in April and a social event. Caryl H. Indicated that Catherine Beavis had also developed a draft workplan for partnership Development activities.
- Since we do not yet have access to the global Chapter budget information, it was agreed that a separate meeting of the EC should occur in December to specially focus on Chapter workplan and budget, once everyone has had an opportunity to connect with their counterparts on the previous Executive.

- Catherine R. suggested that some of our activities might have a greater focus on committee work, and that others beyond the EC have already expressed interest in taking on some activities (such as Janis Magnuson) . Sarah indicated she has skills to offer in event planning & website design, Drew also has a background in event planning & graphic design, and Catherine is interested in assisting with regional partnership development and outreach activities.

e.) Reimbursement of EC Expenses

Motion to reimburse reasonable out-of-pocket expenses incurred by members of the Executive Committee in the process of conducting Chapter business, as approved by the Executive Committee and according to Chapter guidelines.

Moved, seconded, and carried.

This will require the development of guidelines for expenditures and reimbursement, to define what may be considered 'reasonable' expenses. Craig will source an example for us to use as a template.

f.) Teleconferencing among Executive Committee

Traditionally, the EC has used the existing teleconference account of an EC member where possible. Drew F. indicated that he had the support of Stantec to use his teleconference number to allow the EC to conduct its business by teleconference as necessary for the foreseeable future.

Motion for the Executive Committee to continue to use the teleconference account of a member until necessity dictates otherwise.

Moved, seconded, and carried.

g.) December Member Bulletin

- Craig A. needs to meet with Marilyn Marchment to confirm requirements and process for completing the Member Bulletin. Caryl is able to send Craig a sample of the previous Membership Bulletin for his reference. Marilyn has a template for the production of the bulletin, but it is not yet known what program she uses to produce it.

- It was agreed that the third week of December should be a target date for distribution of the next newsletter/bulletin, in order to inform the membership of AGM events. Emma Shea provided both Catherine & Drew with some photos that she took at the AGM, if we wish to include any images in the next edition.

- Item tabled until next meeting.

h.) Other Business

No other business was raised

6.) **Closing**

The meeting adjourned at 12:37 p.m.