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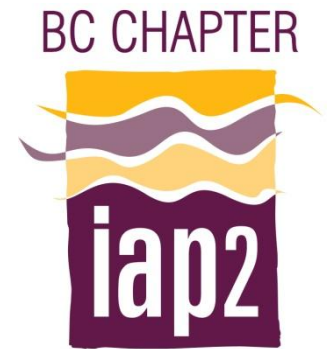
## IAP2 BC Chapter

### Minutes of the Executive Committee Meeting #023

January 17, 2012

12:00 p.m.

Teleconference



International Association  
for Public Participation

#### 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 12:05 pm

#### 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 #021

Moved that the EC Minutes #021 from November 29<sup>th</sup>, 2011 meeting be adopted as read.

Moved, seconded, and carried as moved.

ACTION: Drew to issue as-approved minutes.

#### 4.) Reports from The Executive Committee

Transfer of files from past to current EC:

- **Program Development** materials

Vincent has all of the materials and files from Emma Shea

- **Partnership Development** files

Caryl has not yet received these from Catherine Beavis

- **Member Services** files

Craig has received these from Marilyn Marchment, including the membership list and layout for the bulletin. Still needs to get website up and running. A draft of the first membership bulletin is underway, question of what should we include? President's message to be edited down to

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300 words, other items to include... treasurer's report, membership issues? Target date for issue end of January, deadline for items to Craig by end of this week. Include Executive Committee names and e-mail links.

- **Financial** files

Sarah has received files from Marilyn Marchment. Update on transfer of signing authority and current banking issues. We now have signing authorities in place. The type of bank account that we currently have needs updating to fit our organizational structure (a business account). New cheques to be ordered with space for two signatories. Various names for the organization over the years were on file, and needed to be cleaned up within the bank files (Sarah has seen that old versions of the names have been deleted).

Note: Vince joined at 12:17 pm

We are not a registered/incorporated society- discussion required. Our bylaws have been set up to accommodate us registering as a society- but the chapter is not currently a legal entity. Wild Rose is incorporated society and stand-alone. Society status supports the goals of establishment of a business account, liability protection for directors, and greater organizational credibility. Drawback is it is costly to file paperwork, so there is some \$ implications. There are forms available for a "do-it-yourself" incorporation.

ACTION: Catherine to investigate the process for incorporation, bylaws and operating procedures

5.) **Other Business**

**a.) Executive Committee Budgets and Workplan**

2012 Master Budget

No overall budget was passed along to us, but Sarah does have a list /outline of individual budget line items (incoming & outgoing) to use as a guide. Similarly, no specific template available for workplan, but Catherine has distributed one for us to use and fill in for our individual components of the workplan, including anticipated *activities*, *timelines*, and *resources* required.

**Membership**

Craig sees a need for some member communications regarding annual fees, reminders to members. In terms of expenditures, there may be some expenses tied to website- further discussion will be needed as we make decisions regarding investment in certain website functionality (such as ability to register for Chapter events online).

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A questions was raised as to whether we expect a return on BC membership fees from national (IAP2 Canada)?

ACTION: Catherine has made an inquiry regarding this, but needs to prompt them to respond to our inquiries to better understand how this works.

### **Events**

An annual events program is still largely wide open, but Vincent is preparing a draft event plan, including training & combinations of training and social events. Ideally, training should occur not just in Vancouver, but in venues outside Vancouver as well (Okanagan, Vancouver Island, and Northern BC- Prince George). Caryl thinks that there would be large interest from the Island, and Donald Golob is now in Nanaimo, so would have an interest in seeing something occur on the Island. Catherine has attempted contact members in Prince George, but they have so far been non-responsive.

We should further review membership list to identify concentrations of members as possible opportunities for event loci. Most registered practitioners in Lower Mainland and Victoria. Trainers are identified on the registration list. Craig to distribute current membership lists.

#### PRELIMINARY 2012 EVENT SCHEDULE TO INCLUDE:

- Vancouver event
- Victoria event
- Spring Conference event
- AGM, and
- one other event (to be determined)

IAP2 International website has all the scheduled trainings listed for each month. There has been some buzz that Dialogue Partners is no longer affiliated with IAP2? They have usually provided a kickback of \$500.00 to local organizations-

ACTION: Catherine to confirm with Stephani Roy-MacCallum status of the Dialogue Partners current relationship with IAP2.

ACTION: Vincent to check with Emma to see how the annual training calendar was typically developed and communicated to members.

### **Partnership Development**

Chapter Guide for Engagement

The preparation of an engagement guide is a key outcome for the partnership development workplan. Caryl is currently working with Vancouver Coastal on a workshop to present community engagement based on VIHA & VC practices, essentially walk people through the

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how-to of CE. It may be possible to adapt these and other existing guides for our own needs, obviously giving credit to sources, adapt it our use as a Chapter guide for engagement for communities.

ACTION: ALL, for the February meeting – have individual draft components of the workplan ready to share with the Exec Committee, including working budget.

**b.) Reimbursement of EC Expenses**

To be able to fairly reimburse reasonable out-of-pocket expenses incurred by members of the Executive Committee in the process of conducting Chapter business, Craig sourced and distributed an example expenses guideline for us to potentially use as a template. The example provided was for a non-for-profit organization, so while the ability for Directors to donate their expenses to the IAP2 BC for a charitable tax receipt is not possible, the rest of the format and expense guidelines looked reasonable.

ACTION: Drew to adapt the claim form and expense guidelines specifically for our use, and then circulate a draft to the EC.

ACTION: ALL- compare charge-out rates with other organizations to see if they are fair and reasonable.

**c.) IAP2 Canada Update**

- In early January, IAP2 Canada did a limited distributed their workplan draft, then it is to be sent to all members in February. Sarah caught a couple of irregularities in her review, and these were passed along to IAP2 Canada. Catherine to keep the rest if the EC posted on emerging developments from IAP2 Canada. We are advised that the St. Lawrence Chapter is currently collapsing. Eastern Chapters are generally struggling in getting established.

**d.) Other Business**

It was agreed that the next meeting of the EC should occur in February 2012, Catherine to schedule using Meeting Wizard.

ACTION: Catherine to poll members of EC and set up next meeting in the month of February. No other business was raised.

**6.) Closing**

The meeting was adjourned at 12:58 p.m.