
IAP2 BC Chapter

Minutes of the Executive Committee Meeting #024

March 28, 2012

12:00 p.m.

Teleconference



Attending:

Catherine Rockandel (CR), President
Craig Amundsen (CA), Member Services Coordinator
Drew Ferrari (DF), Secretary
Sarah McKinney (SM), Treasurer
Vincent Gonsalves (VS), Program Development Coordinator
Caryl Harper (CH), Partnership Development Coordinator

1.) Call to Order

The meeting was called to order at 12:04 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 #023

Moved that the EC Minutes #023 from January 17th, 2012 meeting be adopted as read.

Moved, seconded, and carried as moved.

ACTION: Drew to issue as-approved minutes.

4.) Reports from The Executive Committee

- Program Development (VG)

Third Party Events-

Vince has received several requests to promote 3rd party events.

Community engagement practices & application of tools in Enbridge Northern Gateway project coffee chat at Blue Horizon, light refreshments with small group discussion (30 max.) proposal by Emma Shea, issue invitation by end of week (March 31).

We should prepare a standard declaratory statement to preface third-party events stating that we are not the sponsor of the event, nor endorse the content- Vincent & Craig to draft this statement.

April 16th training by Delaney & Associates

April 17, 18, & 19 Dialogue Partners Training

Spring Symposium-

May event (mid to end of May), date to be confirmed, May 24th tentative

Subjects/themes: **engaging youth & multi-cultural groups**, a common challenge, (YouthEd, Co-Design Group, ICON at UBC (Chinese & Punjabi communities) Dr. Kendall Ho, morning presentation, lunch, afternoon presentation, possible to undertake **graphic recording/facilitation** of the symposium (Tanya Gatsby).

Symposium to be followed by an early evening social.

Provide any additional ideas or possible contacts to Vince.

In our history with Dialogue Partners, they have financially supported past efforts and provided discounted attendance to our members, should we formalize relationship with Dialogue Partners or standardize the criteria that we should use for everyone with whom we have a relationship? Let's be clear about what they get out of the deal? Promote their training without 'spamming' our member's e-mails. e.g. we will put it on our webpage and put out two promotional e-mails if they provide the wording/ad copy. This activity falls between Partnership and Member Development mandates, they should work on this together. This would apply to paid activities/events, free events would be exempt.

We should not offer to take on any of the related organizational tasks associated with any third party event, aside from promoting it and sending out information about the events to our members.

- Governance (CR)

Chapter Incorporation-

Emerging from our previous discussion, we are not a registered/incorporated society. Our bylaws have been set up to accommodate us registering as a society- but the chapter is not currently a legal entity. Wild Rose Chapter (Alberta) is an 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 are some financial implications. There are forms available for a "do-it-yourself" incorporation.

Catherine was tasked with investigating the process for incorporation, bylaws and operating procedures. In Catherine's meeting with Anders Ouram (our lawyer), he raised a number of issues, including the need for IAP2 Canada to pursue a hybrid model, as Wild Rose Chapter is already incorporated. We will need have to have a legal agreement in place with IAP2 to use the name. Bylaws will need to be adapted, fee collection, management of members, appointment/election of Directors etc. will need to be addressed.

We have received a draft Memorandum of Understanding (MOU) discussion (Association vs. Chapter Model) from IAP2 Canada, which they would like IAP2 BC to sign off on.

IAP2 wants the Chapter model and have each Chapter sign the MOU, however BC is the only other standing body (besides Alberta), with others Chapters only yet emerging. IAP2 Canada is a shell containing only two entities, with Wild Rose already incorporated. There is a need to protect IAP2 BC'S assets in the case of a dispute. We no longer receive a stipend from IAP2 Canada from members that we generate locally/regionally. What then is the value and incentive in being a member of IAP2 Canada?

Action: Catherine to contact IAP2 Canada, indicate that the BC Chapter will not ready to move forward with signing the MOU until our questions and concerns are clearly addressed, we would like to maintain our control over our own financial assets.

Questions: Do Wild Rose members register through IAP2 Canada or through Wild Rose itself?
How is IAP2 Canada spending their revenues? Chapter model and the separate agreement with Wild Rose?

Our website is under IAP2 International.

This portion of the meeting adjourned at 1:02 p.m., the balance of agenda items to be continued at next meeting.

Note: Meeting Resumption- April 18, 2012
Call to order 12:09 pm

Attending: **Catherine Rockandel** (CR), President
Craig Amundsen (CA), Member Services Coordinator
Drew Ferrari (DF), Secretary
Sarah McKinney (SM), Treasurer
Vincent Gonsalves (VS), Program Development Coordinator

Regrets: **Caryl Harper** (CH), Partnership Development Coordinator

Spring Symposium Planning

Symposium opening- share recent P2 success stories from among the gathered participants, should we `seed` the conversation with someone prep a story to start the conversation.

Incorporating graphic recording - to demonstrate it as a tool, understand Tanya`s experience as a graphic recorder, effective uses of the technique, how to sell it as a service to clients. A brilliant means of communication, how it engages diverse audiences, distilling dialogue into images. Perhaps present as a mock consultation, illustrate the conversation. Min. 45 minute presentation + 15 minutes questions.

Youth Engagement- Beyond Mapping: Methods for Co-Designing with Youth
90 minutes, presentation by Susan Ng Chung, possible assistance by youth facilitators.

Multi-Cultural Engagement

Still looking for a viable presenter- (Vince Verlaan a possibility, but he was also a presenter at a previous symposium.) SUCCESS BC might be a contact, to understand their targeted audiences and techniques. Municipalities such as Vancouver or Surrey have a multicultural team, or provincial departments which have this mandate. Aboriginal & First nations already have established procedures so might not be appropriate for this event.

ACTION: CA to research possibilities for speakers or presenters.

Want to be able to offer an honorarium to presenters. Symposium sponsors to be sourced by Vince. \$200 possible for each presenter.

ACTION: Sarah to set up Pay Pal account to allow participants to remit. (\$100.00 for member, \$125.00 for non-members)

Expense Forms

Review and update of expense forms is underway and requires a change to reimbursement rates for mileage and accommodation

ACTION: Drew to revise and distribute as a second draft

- Partnership Development (CH)

Past EC files that were transferred from Catherine Beavis have been lost, but will re-send to Caryl.

ACTION: Caryl to review and develop a draft workplan for review at our next meeting.

- Financial Update (SM)

Sarah has not been receiving monthly bank statements so is investigating that. Needs to order new cheques, but is holding off until decision is taken with respect to incorporation. Still has lots of existing cheques.

Process payments for the symposium expenses by having Vince charge to personal account and then be reimbursed through the Chapter's account.

PayPal account will be set up for the spring symposium.

- Governance (CR)

Amelia Shaw and Anne Harding believe that it would be valuable to speak directly to the entire Board and answer our questions. General agreement that this would be useful as long as we speak beforehand and are all on the same page. For example- What is the hybrid model, financial liability questions, director's insurance, etc.

We will come online as a Board at 12:00 noon to discuss together, and then invite them in at 12:15 pm to join the discussion.

ACTION: Catherine to send out a meeting request to all participants, and to develop the list of questions and circulate prior to the teleconference

- Member Services (CA)

For the next member bulletin, Craig is adding content and finalizing write-up for Symposium.

Target issue for next week. Craig to add the symposium to the new website as well. New website is ready to start-up. The old website should automatically re-direct to the new site, need technical assistance on this. Catherine's *'President's Message'* should also be updated to reflect symposium and new website announcements.

ACTION: Craig to finalize bulletin content and prepare for distribution.

Website Management (godaddy, etc.)-

Craig will be the new website administrator on godaddy.

5.) Other Business

No other business was raised.

6.) Closing and Adjournment

The meeting was adjourned at 12:51 p.m.