
IAP2 BC Chapter

Minutes of the Executive Committee Meeting #026

September 17, 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 #025

Moved that the EC Minutes #025 from April 26th, 2012 meeting be adopted as read.

Moved, seconded, and carried as moved.

ACTION: DF to issue as-adopted minutes.

4.) Reports from The Executive Committee

- Financial Update (SM)

With respect to potential chapter sponsorship of the National Conference, Sarah indicates that we are in a good financial position to offer a sponsorship. As the second largest chapter and with the knowledge that there will be a lot of BC Chapter members in attendance, it would seem natural to offer a sponsorship.

\$500 or \$1500 (informed) sponsorship level discussion. Do we get the same benefit as Wild Rose (on printed AGM materials, conference program, display, lunch sponsorship). We should be able to offer this in terms of collaboration and support to IAP2 Canada as the second-largest chapter in the country.

Moved that the BC Chapter sponsor IAP2 Canada's national conference at the \$1500.00 level.
Moved, seconded, and carried as moved.

ACTION: SM to follow up with conference coordinators to manage financial aspects of the sponsorship and CR to confirm what they might need to brand our sponsorship.

Directors Expense Claims (CR)

To follow-up with our table discussions at our in-person gathering on May 30th, Drew has updated the draft Expense Claim Form.

ACTION: DF to issue updated Expense Claim Form

- Membership & Program Development

Fall Social

Vince is planning an October 25th social event at Blue Horizon to coincide with Canadian Trainer's Collective training.

We should invite someone to provide a 20-minute speaker to stimulate discussion as an ice-breaker. Present a project or an idea (like the Enbridge presentation last time). We could issue an invitation to the membership to find someone who could deliver a short presentation. Perhaps offer an opportunity to Vince Verlaan at HB Lanarc Golder to bring a case-study in. Budget to be about \$500-600 for this event. Sarah confirms that this is a reasonable budget.

ACTION: VG to plan event announcement.

ACTION: All to seek someone to deliver short presentation.

December Training

Hosting an IAP2 training by IAP2 Canada in Vancouver, help promote it. There is a potential for revenue from this activity. We should explore this opportunity with IAP2 Canada (Anne Harding may be coordinating this). Introducing BEO & CRED programs on a three-city tour (Vancouver/Calgary/Toronto)

Member bulletin

The next bulletin is planned for after the Halifax conference with some detail about it, including summary information, photographs from conference, etc.

The bulletin will also include an AGM announcement for November – dependant on location.

ACTION: VG to investigate venues for AGM.

ACTION: CA to begin shaping the content of the next bulletin.

Website

The website is operating relatively well, but we haven't discovered all of its capabilities (such as PayPal functionality). On average, we get a new contact once every 3-4 weeks.

Members should be able to post their consultation projects, make it a tool for members to discover new tools, evaluation techniques, projects & experience. It has the capacity for a library such as links to project websites (e.g. TransLink, BC Hydro, PlaceSpeak)
We could seed it with what projects we are doing already.

Marilyn is available to help us, but the website contractor can help us set up more complex matters such as PayPal.

It was noted that no final invoice has been received for the balance of the website development from Blue Pixel (approx. \$1500.00 outstanding)

ACTION: CA to coordinate with SM to determine payment of any outstanding obligations to Blue Pixel.

- Chapter Governance & Structure (CR)

Chapter Incorporation-

Catherine has received a great deal of correspondence from IAP2 Canada.
Liability Insurance- For \$250.00 we can be added to their Director's liability insurance policy.

ACTION: all agreed that this was a very positive opportunity, although no action was identified for this item

Chapter Model-

The WildRose Chapter will be grand-fathered as a chapter with incorporated status. Having two such incorporated Chapters seems to be another organizational challenge for IAP2 Canada however, and means that IAP2 Canada will need to set up as an association of independent chapters. IAP2 Canada would prefer to see us become a chapter.

Financial Assets-

Separation of financial assets could be accommodated through an agreement. We would hold an account within the IAP2 Canada master account (Royal Bank). We have a desire to have a high level of control over our financial matters at a local level.

National Oversight-

Concern of what control we would be giving up by joining IAP2 Canada? For example, do we have to run our agendas by them for training, events, promotion, sponsorships? We would

desire to be relatively autonomous. We expect some national standards would be put into place which would apply to all chapters.

We still need clarity on these issues, and to review a draft of the Charter agreement. We need more information to make this decision on behalf of our membership.

ACTION: Catherine to speak with Amy Hennesy (Chapter Liaison representative) to articulate our issues and questions, and if we can see a draft of the Charter agreement/draft legal letter that we can review before the Halifax conference.

Membership Survey on Incorporation Matter-

Do we wish to survey our members about this issue? IAP2 wanted to vet this survey before we issue. Rather than a survey, can we place an item in the next Member Bulletin to raise the issue and cover both sides of the issue- an inquiry to our members as to what the best approach might be. Create a discussion as to member preferences. Members could e-mail specific comments

We should establish a deadline for membership response, this is time-sensitive. This issue has dragged on now for 4 months, it's been a distraction when we should be providing members with services.

We should present an Executive preference for one model or the other, and offer an opportunity for members to weigh in before it is finalized. Aim for having a decision by November AGM, does this require a vote? Only if we pursue incorporation, as we are already organized as a chapter.

- Partnership Development Strategy (CH)

The Partnership strategy needs to identify with *who* we aim to strategically partner. Caryl indicates that her strategy covers governments, business, NGO's, and individuals.

ACTION: Caryl to immediately distribute this plan among the Executive

5.) Other Business

No other business was raised

6.) Adjournment

The meeting was adjourned at 1:17p.m.