
IAP2 BC Chapter

Minutes of the Executive Committee Meeting #027

October 22, 2012

12:00 p.m.

Teleconference



International Association
for Public Participation

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 12:02 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 #026

Moved that the EC Minutes #026 from September 17th, 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)

Sarah met with the bank to confirm statement receipts, all in order for the past year. Will bring Vince cheques for next week's event. New cheques will not be re-printed for the time being, they are okay with us not being incorporated.

- Chapter Governance & Structure (CR)

IAP2 Canada Director's Liability Insurance-

Liability Insurance- For \$200.00 /year we can be added to their Director's liability insurance policy, a Chapter commercial insurance policy is also available for \$250.00/year. It is not clear whether this covers us at events. Typically this covers bricks and mortar operations, computers, equipment, etc.. Sarah to confirm

Moved that IAP2 BC buy Director's Liability Insurance coverage through IAP2 Canada for \$200.00/year. Moved, seconded, and carried as moved.

ACTION: Sarah to confirm coverage of the commercial policy.

New Strategic Plan Development 2013-2016

Preparing a draft strategic plan, working individually on portions of it and coming together early in January to pull it together.

ACTION: All to develop their portions of the plan in draft format.

Partnership Strategy

Caryl Harper has tendered her resignation for family reasons. Thanks were provided to Caryl for her work in preparation of the draft Partnership Strategy. She has agreed to assist where required to further the work outlined in the plan.

ACTION: Caryl to provide the document in MS Word format so that it can be included
Caryl to follow up with Richard Delaney regarding future training opportunities on Vancouver Island.

November 2012 AGM Planning-

Date of November 22nd is confirmed for the 2012 AGM. All Exec Committee members should be prepared to deliver a short report on their activities through the year.

ACTION: Drew to deliver Sarah's Treasurer's report in her absence.

Review bylaws for inconsistencies with respect to bi-annual elections. We can accept nominations from the floor, or the Executive may appoint a member in good standing for an Executive position.

ACTION: Craig and Catherine to draft notification to membership

- Membership & Program Development (VG)

October Social Update

Vince is planning an October 25th social event at Blue Horizon to coincide with Canadian Trainer's Collective training. 25 attendees confirmed. Jan Bloomfield has invited Vince to come & address the training and extend a welcome from IAP2 BC. In future, we could ask for a small fee to attend.

Vince Verlaan at HB Lanarc Golder will bring a case-study in a deliver a short presentation.
Budget to be about \$300-400 for this event.

Catherine should welcome guests, then Vince introduces Vince, Catherine will thank guests.

IAP2 Conference, Halifax

Catherine & Vince hosted a table at the conference. Despite a helium shortage in Nova Scotia, chocolates & flowers attracted passersby. Networking was limited at breaks by the need for participants to rush to next session to get a seat.

Many BC members attended, and contacts made, including Fraser Health- with potential plans for a 'Beyond the Bridge' social (Vicki Swan), Central City in Surrey. Host an event "across the bridge" and promote IAP2 activities, and attract new membership. Caryl added that she has been working with Fraser Health and Jaimie Graham in particular.

CR attended Chapter liaison sessions, met with Wild Rose representatives who wish to work with us more collaboratively. Chapter liaison teleconference meetings happen monthly, and we should have an alternative for CR in case she cannot attend.

- Training (CR reporting)

December 2012 Training

December 6/7 Australasia partnering with IAP2, this is moving forward in Calgary & Vancouver 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)

ACTION: Announce this at the social

February 2013- Igniting Engagement: Why Stories Matter

Patty LaCroix (1 day, \$395.00 x 20 attendees) offering course to IAP2 members, we would agree to promote the event, but not take the financial risk. It should complement the training offered by CTC / Dialogue Partners/ and others.

Spring 2013- Partner Training & IAP2 Social

Delaney / BC Government in Victoria, Prince George, Kamloops (C2D2), David Hume (BC Government Community Engagement).

Catherine met with Richard Delaney, he indicated that he would offer \$50.00 for every person who attends back to the chapter to host an accompanying social event. Catherine was clear that we do not offer exclusive arrangements with any particular trainer. We need to be careful not to offer too many socials, and not overburden ourselves with planning these types of events, and

that they are not conflicting or overlapping in dates. Collaborating upon our resources should allow us to build on existing strengths.

Website Updates (CA)

The website is operating relatively well, but we haven't discovered all of its capabilities (such as PayPal functionality). It would be good to have "Tools" enabled on our website as per Richard Delaney's "Tools" page updated? We can't provide a direct link to Delaney's Tools page as he rightly offers access only to those who have paid to attend his trainings.

ACTION: CA to upload new IAP2 logo. CA to upload past Executive Committee minutes.

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

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

Craig has added DropBox functionality to enable materials to be securely uploaded and shared among the Executive Committee.

Member bulletin update (CA)

The next bulletin is planned for end of October to include Halifax conference information 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: CA to begin shaping the content of the next bulletin. CR to write President's Message.

Membership list now includes 170 BC Chapter members. Master list should reside in DropBox so everyone has access to the most current list.

- 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

Dialogue Partners, CTC & Delaney we have done some promotion/publicity for their trainings in exchange for a donation. This is typically done by cheque in the amount of \$500.00 and they often offer a half-price registration which we can offer to our membership

We should invoice them and/or create a contract which stipulates our agreement.

6.) Adjournment

The meeting was adjourned at 1:12 p.m.