
IAP2 BC Chapter
Minutes of the Executive Committee
Meeting #028

November 09, 2012

12:00 p.m.

Teleconference



Attending:

Catherine Rockandel (CR), President
Craig Amundsen (CA), Member Services Coordinator
Sarah McKinney (SM), Treasurer
Vincent Gonsalves (VS), Program Development Coordinator

Regrets:

Drew Ferrari (DF), Secretary

1.) Call to Order

The meeting was called to order at 12:00 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 #027

Moved that the EC Minutes #027 from October 22nd, 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)

SM has now received the past Royal Bank statements that she had not yet received. In addition she received a \$3500 investment statement that has a different account number from savings account. She is investigating whether this is money that has been invested in the savings account.

She also looked at the past several years of records to locate the record for the \$5,000 deposit that Richard Delaney, says his firm provided to IAP2BC. There is neither record of this amount nor any reference to money from Delaney & Associates

ACTION: SM to ask Marilyn and Royal Bank about investment account. CR to ask Richard Delaney for more information about the \$5,000 he said his firm donated to IAP2BC. Sarah also reported that she will be following up on purchasing the liability insurance for directors and getting more information on what is covered by the commercial insurance this week.

- Chapter Governance & Structure (CR)

Discuss of Code of Conduct document

Discussion: IAP2 Canada provided the document and approved IAP2 BC use. The executive has reviewed the adapted document for IAP2 BC use and no changes are required.

Moved that IAP2 BC approves and adopts the code of conduct and conflict of the interest document. Moved, seconded, and carried as moved.

ACTION: The current Executive will sign code of conduct and bring the signature page to the AGM for the secretary's files. Catherine will bring a copy to the AGM in case there are nominations from the floor for the recently vacated Partnership Coordinator Role.

November 2012 AGM Approach & Management

Discussion: The executive agree that there is benefit to staggered executive member positions rather than all directors elected for the same two year term. This would allow for continuity and support information sharing between existing and new executive members. Currently the partnership coordinator role description includes training. This is a large portfolio and would be better served by two people.

The Partnership Coordinator submitted their resignation with less than 20 days to the AGM. This does not leave enough time as per IAP2BC Operating Procedures and Policies to create a nomination committee and/or have a call for election. Section 10.2 (s) allows for nominations from the floor. Should only one nomination be put forward then the executive can appoint the member at the close of the meeting 10.2 (u)

Moved that the Executive will announce the vacant partnership coordinator position at the AGM and ask for nominations from the floor.

Moved, seconded, and carried as moved.

Moved that at the close of the AGM the Executive will appoint member Carolina Quintana-Kohut to act as Training Coordinator for one year.

Moved, seconded, and carried as moved.

ACTIONS:

1. An email will go to the members to inform them that the Executive is going to make a change to the Operating Policies and Procedures to remove training from section 8.13 and create a new section 8.14 that describes a new role Training Coordinator.
2. At the AGM the Executive will present the new Training Coordinator role description to the membership
3. The Executive will explore further changes to the Operating Procedures and Policies in terms of yearly elections and director terms in January at the Strategic Planning Meeting.
4. At the close of the 2012 AGM the executive will appoint Carolina Quintana-Kohut, IAP2 BC member to the role of IAP2BC Training Coordinator for one year.

- IAP2 BC Training Issues (CR)

Clarify Understanding with Delaney & Associates

Discussion: CR committed to meet with Richard Delaney and Associates to discuss issues related to training. This has not been possible because his wife's mother is in hospital in Ottawa.

Training Policy and Training Coordinator Role Description Development

Discussion: A draft training policy is in development. It has been uploaded to the IAP2 BC Executive Drop Box for collaborative development. Currently IAP2 BC receives funds from trainers for promotion and coordination of logistics support. An example of the benefit of this support was shared by VG. Recently CTC had 8 participants registered after further email distribution to members registration rose to 12. IAP2 BC requires a finalized training policy and training role description for the new executive position before the AGM. One responsibility of the new training coordinator would be to work with trainers to get a written agreement from the trainers. This could be a template agreement developed by IAP2 BC.

ACTION: IAP2 Executive members will work together to finalize the Training Policy and the Training Coordinator Role description, a draft of which has been uploaded to Drop Box in advance of the AGM. Once finalized the Policy and Role description would be distributed to Carolina Quintana-Kohut for her review.

Australasia Training Update

Discussion: The time of year is causing problem. Executive members have completed follow up

calls to their contacts in organizations that expressed interest. All member organizations have been sent information via email and it is on website. Members are saying that their organizations are booked day and night until early December to finish public consultation projects before the end of the year. For example: Translink members interested in attending are unable to because of service optimization consultation. The executive asked whether IAP2 Canada could reschedule for January next year.

ACTION: CR to follow up with IAP2 Canada to report back and suggest revised date

Wild Rose Alberta Chapter Training & Events Collaboration Update (CR)

Discussion: CR spoke with Kim Collins of IAP2 Alberta Wild Rose Chapter. They are interested in coordinating and cross promoting training and symposiums. The draft focus of their spring symposium is *Pushing the Boundaries: What is your edge?*

They will be asking members through crowd sourcing this question, then using the top 3 answers to inform the development of topics for their spring symposium. We agreed that they would time their symposium in April and BC would stick with its usual timing in May. We agreed to foster collaboration and information sharing about our programs to each others members.

New Strategic Plan Development 2013-2016

Discussion: The executive would prefer to update individual Strategic Plans and then come to a meeting to present, discuss and create the new strategic plan in early January.

ACTION: CR to create meeting wizard request for an in person dinner meeting 5:30 -8pm in early January on a Monday or Tuesday at Steamworks restaurant.

- Membership & Program Development (VG)

Draft Program Schedule

Discussion: Vince has uploaded a new schedule into Drop Box for 2013 and would like to get some feedback on the ideas he has generated.

ACTION: The executive would review the schedule and get feedback to Vince.

Member Bulletin Update

Discussion: Presidents letter has been inserted. As is a link to IAP2 Canada on conference update in page two.

ACTION: Catherine to update presidents letter based on meeting discussion. Vince to add paragraph reflecting on conference. The bulletin is to be distributed Tuesday or Wednesday next week to members.

Website Discussion

Discussion: Marilyn suggested contractor may be coming in under budget and their may not be any monies outstanding. Craig to follow up

- Craig and Vincent trying to follow up with website administrator to find out what admin privileges does she still need to be on there. Is there other work we need her to do? Want to start using Google Analytics, which requires html code.

ACTION: Vincent send Sarah an admin access to website so she can set up Google Analytics for all pages. Craig will follow up with Blue Pixel regarding outstanding monies

5.) Other Business

6.) Adjournment

The meeting was adjourned at 1:10 p.m.