
IAP2 BC Chapter
Minutes of the Executive Committee
Meeting #029

December 05, 2012

12:00 p.m.

Teleconference



Attending:

Catherine Rockandel (CR), President

Craig Amundsen (CA), Member Services Coordinator (joined meeting at 12:40 p.m.)

Sarah McKinney (SM), Treasurer

Vincent Gonsalves (VG), Program Development Coordinator

Drew Ferrari (DF), Secretary

Lisa Moilanen (LM), Partnership Development Coordinator

Carolina Quintana-Kohut (CQK), Training 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.

Discussion: Drew asked that an item regarding IAP2 Canada marketing materials be added to Other Business.

Moved, seconded, and carried as amended.

3.) Review and Adoption of EC Minutes #028

Moved that the EC Minutes #028 from November 9th, 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 had no financial matters to bring to the Board's attention. The investment account to be left where it is for the time being, although we might revisit it in Strategic Planning session to see if there is another instrument to accrue better interest.

For Chapter Director's insurance, Sarah has forms to be filled out for the application process which the insurer then reviews. Commercial insurance is required to protect us from potential litigation at a third-party venue. All directors will need to sign the Director's Insurance policy.

ACTION: Sarah will be following up on the liability insurance documentation and process for directors insurance and circulate the information on what the commercial insurance covers.

- Chapter Governance & Structure (CR)

Welcome to new Executive Committee Members

Catherine extended a welcome to new Executive Committee members **Lisa Moilanen**, Partnership Development Coordinator, and **Carolina Quintana-Kohut**, Training Coordinator.

Discussion: Catherine has been trying to bring new directors up to speed on their roles and current issues. Lisa has been appreciative of the information that has been provided. A committee update from Partnership Development is welcomed at every meeting of the Executive Committee.

November 2012 AGM Debrief

Discussion: Learnings from AGM. Sarah was missed at the AGM. Generally went well and there was high participation. Next year we might try to streamline the information that we present to people during the event to keep people's interest higher.

Lisa noted that lunch AGM's have been used by the Wildrose Chapter, coupled with a speaker event to generate interest and attract attendance. They also alternate locations (between Edmonton & Calgary) and include speakers on relevant current topics. Usually 11:30- 1:00 p.m.

Revised Operating Policies & Procedures

Discussion: Catherine has proposed changes to the Part 8 of the Chapter Policies & Procedures to reflect new Executive Committee roles. There is also a need to include greater detail in the position descriptions of the various Executive Committee roles.

Moved that the Chapter Operating Policies & Procedures be revised as per Catherine's proposed changes to include the training coordinator role (and the training policy), in sections 8.13 and 8.14.

Moved, seconded, and carried as moved.

ACTION: Individual directors should review their role description to determine if it needs to be updated to better reflect the scope of their role. This discussion will be included at January's Strategic Planning meeting.

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. CR identified two possible evenings in January- either Tuesday January 8th or Tuesday January 22nd. The 8th is looking most likely.

Prior to this, individual directors will need to look at their portfolios and to identify strategies and priorities prior to the meeting. Also, directors need to review their individual role description if it needs to be updated to better reflect the scope of their role.

ACTION: CR to re-send the existing Strategic Plan on which Directors may base their format. She will also confirm the date once Sarah and Craig have responded.

- **Program Development (VG)**

2013 Program

Vince gave a summary of last year's events at the AGM, and is looking forward to a busier year in 2013. Meeting schedule in 2013 is uploaded to DropBox.

Discussion: Should we select an alternative date for February's event (other than the 14th) for a February social event. Note that February 11th is BC's new family day. Larger vision to start connecting people outside of Vancouver proper (south of Fraser, Victoria, prince George, interior, etc.)

Promotional Material

Pop-up banner & other promotional materials would be useful for having at such events. See further discussion under 'Other Business'.

Letter of Agreement for Trainers

Receiving a stipend from trainers to the IAP2 chapter has been a tradition in BC and Alberta to assist in promotion. We'd like to formalize this arrangement by writing it down in a letter of agreement. Delaney & Associates for example, have said that they have donated in the past, but there is no record on this. We'd like to clarify this matter before the training event in Victoria in the spring of 2013. (this applies to CTC, Delaney & Associates, and other trainers as well).

ACTION: For January Board meeting, Carolina (CQK) to develop a draft letter of agreement that we can distribute to trainers.

- Partnership Development

CR has been establishing contact with SFU Beatty School of Business, Dean & Executive Director, and the Manager of Student Engagement at SFU. She has also been in touch with SFU's "Public Squares"- Shauna Sylvester for potential joint venture initiatives.

LM is acting to meet informally & develop relationships with individuals on Vancouver Island.

- Member Services Update (CA)

Member Bulletin Update

Discussion: Presidents letter will be updated and given to Craig to insert in newsletter. Carolina Quintana-Kohut as well as Emma Shea have both offered to assist with newsletter tasks such as writing, editing, etc.

ACTION: Catherine to update president's letter based on meeting discussion. The Christmas bulletin is to be issued Tuesday or Wednesday next week to members. (CA)

Website Update

Discussion:

- If Executive has anything to post to the website, send it as an e-mail attachment to either Vince or Craig to have them upload it to the website.

- Craig and Vincent trying to follow up with website administrator to find out what administrative 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.

5.) Other Business

Draft graphic materials from IAP2 Canada.

IAP2 Canada has distributed some draft branding collateral, including a banner ad, thank-you notes and postcards (bilingual). They have indicated that we can order such material from them and they can also customize with our Chapter identity.

ACTION: Drew to inquire about banner pricing for customized banner & thank you cards. Can our grant monies with IAP2 Canada be applied to such marketing materials?

AGM Materials Reminder

Drew needs meeting notes from both Vince & Craig from AGM to include in minutes.

6.) Adjournment

The meeting was adjourned at 12:59 p.m.