
IAP2 BC Chapter
Minutes of the Executive Committee
Meeting #030

February 04, 2013

12:00 p.m.

Teleconference



Attending:

Catherine Rockandel (CR), President
Craig Amundsen (CA), Member Services Coordinator
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.) Agenda

Review Status of the Strategic Plan development

3.) Review and Adoption of EC Minutes #029

Adoption of minutes of previous meeting EC Minutes #029 from December 5th, 2012 was deferred to the next meeting.

ACTION: reminder to include this item in the agenda of the next Executive Committee meeting.

4.) Strategic Plan Discussion

Programs

Program Coordinator is able to reach out to membership in other areas related to their needs/desires for programs.

Members Services

Goals: To increase & diversify membership to 300 by 2015. Website recognized as a strategic industry tool. Host or partner a national or international conference or event. Newsletter to be issued at a minimum of quarterly. Goal: to maintain an active social media presence. To leverage social media tools to support membership

To ensure a diverse, well-rounded membership of governmental, institutional, private, individual consultants, students, emerging leaders.

Financial/Treasurer

Streamlining existing accounting & record-keeping systems, ensuring financial accountability to membership. Consistency with IAP2 reporting requirements. Long & short-term budgeting process support, insurance requirements are met.

Training Coordinator

Develop a mutually-beneficial relationship between IAP2BC and P2 trainers. Develop training policy further. Identify & develop channels for promotion of training opportunities.

Partnership Development

Identifying a realistic approach to partnerships, what are natural alliances, focused yet well-rounded approach to partnership-building. Continue dialogues with those with whom we already have conversations.

Secretary

To provide support to both individual board members and the larger Membership in the administrative, governance, membership and collaborative activities of the Chapter. Develop content for Board support or orientation manual.

Accountability & Transparency: ensure that records of discussions and meeting are consistently kept and made available to the membership.

Support the ongoing development of communication tools, templates, graphics & collateral materials which serve to capture discussions, decision-making processes, and the evolution/development of the Chapter, and which meet the Reporting requirements of IAP2 Canada. Ensure consistency of the branding & identity of the Chapter with IAP2 Canada and IAP international.

Note:

Please submit your Strategic Plan notes to Catherine within the next 24 hours so that she can begin to collate them into a draft document, which can then be uploaded for the Board for review.

5.) Other Business

RE: Prince George Event

CR indicates that a Prince George event will be a challenge to pull off in the timeline before March- may be moved to a later date.

RE: Training Policy

Dialogue Partners have not yet agreed to our policy. CTC has agreed to it, Delaney & Associates we have not yet heard from at all.

Sarah indicated that in a call to Marilyn Marchment (previous Treasurer), she recalls Richard Delaney donating the profits from a training program that he conducted (approx. \$4000). We in turn provided advertising to our membership list & a corresponding social event. No agreement was put in place. At the time he did it as a business development exercise. He may have assumed that this put him in stead for future events.

Our training policy need to put the same terms in place for all trainers so that it doesn't appear that we favour any particular trainer or organization over another.

RE: Chapter FaceBook Account

Carolina volunteers to create a Facebook account for the BC Chapter. Carolina to connect with Dave Biggs to coordinate with LinkedIn account.

RE: Board Manual

It was discussed that a Board orientation or training manual can be a useful tool for new Board members to get quickly up to speed on Board matters. In addition to staggered Executive Committee terms, a board manual helps with the continuity of one Board to the next.

RE: E-Mail Correspondence Vault

It is possible to set up e-mail repositories in our Drop-Box account such that Boards which follow ours may have a record of e-mail correspondence. The folders may be set up according to topic, or by Executive Committee portfolio position (President, Treasurer, etc.)

RE: Planning for the Spring Symposium

Discussion: To have a Conference call to begin planning format and content of the spring symposium- Carolina, Vince, Catherine, Lisa agreed to take part, but all are welcome to call in using the regular conference call number. 1-877-647-3411 (participant passcode # 299214) 12:00- 1:00 p.m. Thursday February 7th.

ACTION: Those who can call in to assist in the planning for the symposium are welcome to call in.

6.) Adjournment

The meeting was adjourned at 1:06 p.m.