
IAP2 BC Chapter
Minutes of the Executive Committee
Meeting #049



April 6, 2017
12:00 p.m.
Teleconference

Attending:

Catherine Rockandel (CR), President
Drew Ferrari (DMF), Secretary
Sarah McKinney (SM), Treasurer
Daniella Ferguson (DF)
Heidi Klein (HK)
Lisa Moilanen (LM)
Andrea Winkler (AW) (joined at 12:10 pm)

Regrets:

Anthea Brown (AB)

1.) Call to Order

The meeting was called to order at 12:03 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 #048

Moved that the EC Minutes #048 from February 22ND, 2017 planning meeting of the Executive be adopted as amended.

Moved, seconded, and carried as moved.

Note: February 22nd meeting was not official due to lack of quorum. Daniella, Andrea and Catherine discussed upcoming event planning.

Lisa had a change – please confirm

ACTION: DF to issue as-adopted minutes of Meeting #048.

4.) Executive Committee Reports and Discussion

Financial Update (SM)

Information:

- currently have a balance of over \$15,000 as of March 10th, deposited cheque from Daniella from previous event. CTC invoice going out today for promoting March training.
- There is also still \$3500 in the long-term investment account.

Membership Development & Services (DF)

Upcoming bulletin next week contains:

- next April 27th Deep Dive
- April 27th for Vancouver Island Event also on April 27th (Victoria)
- June Training- Delaney & Associates (Vancouver)
- Catherine will provide a President's message for bulletin
- Like to include a Practitioner Profile from Interior- Pam Robertson (Kamloops) (Beringia, Heidi Klein, Drew Ferrari, MetroQuest have been featured in profiles in the past)

Chapter Membership- new members Catherine follows up to welcome new members and contact those whose memberships have lapsed.

As of March 31st 132 people currently carry memberships, up from 119 in December of 2016.

ACTION: Catherine to follow-up with Pam Robertson in Kamloops to profile in Bulletin

ACTION: Lisa to find out when IAP2 Canada wants to issue calls for 2018 Conference committee members

ACTION: Daniella to prepare bulleting formatting

Training & P2 Drinks Event /Try a Technique Update (All)

Thursday March 15th event debrief. The event was held at Devil's Elbow in conjunction with the CTC training.

Led by Andrea & Daniella- congrats to them, approx 20 people attended. Clicker decision-making session planned had a technical difficulty, so they went instead with an analogue technique, but there was not a natural break in the evening to introduce the topc, so they instead did a quick overview presentation rather than a hands-on demonstration/try-out. They read the room to understand that the crowd preferred just an information session.

Lesson learned- we can't try anything too complex as people were looking for something light to ingest. Very interesting mix of people from very experienced to brand-new practitioners in communications. Insight from Heidi- people might prefer to have the event start earlier, so there is not too long of a gap between the time from when the training ends and our event begins. Perhaps 5:30 pm to 8:00 pm. Also consider location of our event in relation to the training location, although

each of the three trainers uses different venues. (Delaney uses a Broadway hotel), (Dialogue Partners and CTC tend to use the Blue Horizon on Robson).

New Training Coordinator to replace Trista

Trista has resigned from IAP2 BC, as Training Coordinator. We need a short-term plan to bridge this role until the AGM. Should be someone in the Lower Mainland- attends the trainings and welcomes participants, and liaises with training coordinators. Re-visit this.

Next Training is by Delaney & Associates May 31/June1. Who will provide welcome to training participants on behalf of Chapter?

May 31st P2 Drinks Event will be a Pecha Kucha-style offering. Daniella had previously offered MODUS as a venue, but Delaney has expressed an issue with the event being held at the office of someone who they perceive to be a competitor, although we don't perceive this to be a conflict of interest, and Catherine offered a calm, measured response to Delaney. IAP2 does not promote individual businesses over any other.

Discussion: We can try to seek a more 'neutral' venue. Neither Catherine nor Daniella are going to be in town on the day of the event. We have always relied on our member organizations supporting our activities with venues, unless we always use a 'neutral' venue like the YWCA, but then there are logistical issues with projectors, screens, catering, etc. It would be precedent-setting if we are pressured into moving the event, when MODUS has kindly offered us their venue. The venue was offered without 'strings' and there will be no promotion of MODUS as a business. Delaney are not paying for anything related to the social/information event, but rather for the promotion of their own training. We must be prepared to respond to Delaney when they react to our decision.

Options: Keep the venue at MODUS, change to a neutral venue, or change to hotel where Delaney is holding their training.

Decision: Keep the venue at MODUS, extend the invitation to Delaney and their training participants.

P2 Drinks: Andrea will manage the P2 technique (Pecha Kucha with online engagement tools with Metroquest, Bang the Table (Mark), Placespeak, Etehlo, and others? MODUS offices are on Richards Street (2 blocks from Canada Line). On-site food, etc.

Catherine and Daniella are out of town. Anthea will be away. Andrea, Drew & Heidi will be attending. Sarah is a maybe attending.

Start event earlier at 6:00-8:00 pm

set-up at 5:30 pm

Drew will undertake liquor permit, liquor purchase and bar service.

ACTION: Daniella to include an announcement in the upcoming bulletin.

ACTION: Catherine has the banner, will drop off to Daniella at the MODUS office.

Deep Dive Events (All)

February 16 event debrief- what worked? What could be improved?

April 27th event planning and promotion activities (three weeks from now). Ticket sales are underway, approx 10 tickets sold already. This will be a Go-To-Meeting broadcast as well.

Catherine will be setting up, Daniella and Drew there on April 27th, Anthea will not be there for technical set-up. Theme is Engagement Evaluation with Susanna Haas-Lyon. Notify participants to download Go-To-Meeting software ahead of time.

Event Logistics:

Date: April 27th. 2017

Event: 6:30-8:30pm

Theme: Engagement Evaluation

Guest Presenter: Susanna Haas-Lyon

Location: YWCA on Beatty Street.

Set up: 5:30pm

Anthea - Go To Meeting coordination/ lap top/Sushi platter

Drew - Liquor, Licence and bar set up

Catherine - cheese/vegi snacks (less than last time) / IAP2 banner / projector / microphone and portable PA so people on call can hear audience / Starbucks gift card and IAP2 thank you card for speaker

If anyone that can arrive at 5:30pm to help Drew, Anthea and Catherine with room set-up, that would be helpful.

Vancouver Island Event Update (LM)

Vancouver Island Event also on April 27th.

IAP2 National Conference Updates (LM/CR)

Information: item tabled

Governance (CR)

Discuss and approve Updates to Chapter Operating Policies and Procedures

Discussion: Catherine, along with Amelia Shaw, has reviewed our Chapter's Operating Policies and Procedures, and has made recommended changes such that they align with those of IAP2 Canada. This step is necessary since the BC Chapter falls under the auspices of the wider Canadian organization, and there needs to be alignment with policies and procedures. The draft was circulated to IAP2 BC Executive last week, with a minor amendment this morning.

CR moved that the updates made to the BC Chapter's Operating Policies and Procedures be adopted as presented.

Moved (HK), seconded (SM), and carried as moved.

ACTION: Adopt the updated BC Chapter Operating Policies and Procedures Manual

IAP2 Canada Governance Update: YouTube Channel

Information: item tabled

2017 workplan development from January planning session

Discussion: Catherine asked everyone to review to see that we haven't dropped anything major through the cracks.

AGM 2017

Board members should already be considering recruiting additional talent (4 new board members) for the Fall, include this in the President's Letter for the general membership as well, to get membership thinking about it.

5.) Other Business

AMEBC Aboriginal Relations Committee

Discussion: Heidi tells us that a Gathering Place Event in January has an Aboriginal Engagement element to it, in which our membership might take a role.

Also, the redrafting of their Aboriginal Engagement Guidebook will happen this year, and they will be seeking opportunities for IAP2 BC members to take part in updating it. Perhaps a joint event in the Fall of 2017? Perhaps in conjunction with or coordinated with our AGM?

6.) Next Meeting

Catherine will canvas for a meeting date in May to coordinate further activities.

7.) Adjournment

The meeting was adjourned at 1:01 p.m.