

# IAP2 BC Chapter



## 2014 ANNUAL GENERAL MEETING

Thursday, November 20, 6:00 p.m. - 8:00 p.m.

Stantec offices, Boardrooms 11-1 / 11-2

1100-111 Dunsmuir Street, Vancouver, BC V6B 6A3

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## Draft Minutes

### IAP2 BC Chapter Members in Attendance (alphabetical by last name)

Artibise, Yuri (Consultant)  
Aucoin, Michelle (PlaceSpeak)  
Biggs, David (MetroQuest)  
Brown, Anthea (Bang the Table, IAP2BC)  
Chaboyer, Theresa  
Fennell, Emma (PlaceSpeak)  
Ferguson, Daniella (Golder Associates, IAP2BC)  
Ferrari, Drew (Stantec Vancouver, IAP2BC)  
Gillett, Sarah (Beringia Community Planning)  
Gray, Bryan (Stantec Regina)  
Johnston, Laurel (TransLink)  
Keddy, Caroline (Seascope)  
McKinney, Sarah (BC Hydro, IAP2BC)  
Mitchell, Amanda (City of Vancouver)  
Moilanen, Lisa (Stantec Victoria, IAP2BC)  
Ney, Tara (University of Victoria)  
Quintana-Kohut, Carolina (IAP2BC)  
Rockandel, Catherine (Rockandel & Associates, IAP2BC)  
Thomson, Ira (Metroquest)  
Tynan, Sean (Metro Vancouver)  
Wan, Roseanne (SFU Beedie School of Business)  
Winkler, Andrea (Metro Vancouver)  
Young, Sandy (TransLink)

### Regrets

Verlaan, Vince (Modus, IAP2 BC)

### Guests (alphabetical by last name)

Meggs, Geoff (Councilor, City of Vancouver)  
Bloomfield, Jan (Strategy Plus, IAP2 Canada)

### Chair

Catherine Rockandel, President, BC Chapter

### Minute Taker

Drew Ferrari, Secretary, BC Chapter

## 1. Call to Order, Chair's Remarks, Quorum, Attendance

- The meeting was called to order by the Chair at 6:34 pm by President Catherine Rockandel; also in attendance from the Executive Committee were:
  - Drew Ferrari, Secretary;
  - Sarah McKinney, Treasurer;
  - Carolina Quintana-Kohut, Training Coordinator;
  - Daniella Ferguson, Member Services Coordinator; and
  - Lisa Moilanen, Partnership Development Coordinator.Anthea Brown, Member at Large/Special Projects; regrets from Vince Verlaan, Program Coordinator; Deborah Jensen, Program Development; and Jackie Pichette, Youth Coordinator.
  
- The Chair determined that the quorum to hold and whichever is less, of the members who are entitled to vote personally present at all times. Confirmed.

## 2. Adoption of the Rules of Order and Agenda

### a) Adoption of the Rules of Order Agenda

The Proposed Rules of Order for the meeting were presented for review and adoption.

**Moved, seconded, carried** that the Rules of Order for the meeting be adopted as presented. Dave Biggs / Anthea Brown

### b) Adoption of the Agenda

The Proposed Agenda for the meeting was presented for review and adoption.

**Moved, seconded, carried** that the agenda for the meeting be adopted. Daniella Ferguson / Carolina Quintana-Kohut.

## 3. Minutes of the 2013 AGM

The draft minutes of the 2013 AGM were reviewed.

**Moved, seconded, carried** that the minutes of the 2013 AGM be accepted as presented. Dave Biggs / Anthea Brown

## 4. Report of the Executive Committee

The reports of the BC Chapter's past year's activities and accomplishments were presented by Executive Committee members Catherine Rockandel (President), We are now in year two of our strategic plan- delivering membership value through various means (e-Bulletin, in-person events, and website resources) & developing new members through outreach- building relationships networks and partnerships. (please refer to the complete 2014 AGM Executive Report attached)

- **Financial Statement** (presented by Treasurer Sarah McKinney)

It was noted that the BC Chapter has a bank balance of just over **\$14,095.07** as of September 30, 2014 which is a decrease of \$1467.27 from this time last year. A separate investment account (RBC Money Market Fund) also contains an additional \$3,490.87. (presented for information only). (please refer to the 2014 Financial Report attached)

**Moved, seconded, carried** that the chapter financial statement be accepted as presented.  
Sheila Ritchie / Amy Hennessy.

## 5. Other Business

### a) Nominations Committee

IAP2BC Member, Emma Shea, served as chair of the Nominations Committee, and the Chapter Executive expressed its appreciation for her efforts in identifying new Board candidates. The new Executive for 2014 to 2015 is being installed by acclamation.

Several existing board members continue their two-year terms: Catherine Rockandel (President); Sarah McKinney (Treasurer); Drew Ferrari (Secretary); Lisa Moilanen (Partnership Development Coordinator); Carolina Quintana-Kohut (Training Coordinator); Daniella Fergusson (Member Services Coordinator); and Anthea Brown (Member at Large/Special Projects).

Joining the Board by acclamation as Directors-at-Large/Special Projects are Andrea Winkler (Metro Vancouver) and Michelle Aucoin (PlaceSpeak).

A special thank you to our retiring volunteer directors Jackie Pichette (Youth Coordinator), Deborah Jensen (Program Coordinator) and Vince Verlaan (Member at Large/Special Projects).

## 6. Close of Business

Membership diversity is highly valued by IAP2BC. Two new Committee members are welcomed to the BC Chapter Board of Directors. Thanks to new Executive for volunteering their services in advance of the Chapter's activities.

There being no other business, the meeting was brought to a close by the Chair at 6:54 pm.

**Motion to adjourn.** Daniella Fergusson.

The meeting was adjourned at 6:54 pm.

## 2014 AGM Executive Report

The BC Chapter is in year two of its strategic plan. At the annual January work planning session, the Executive agreed to focus on two specific objectives:

- Delivering membership value through the E-Bulletin, In Person Events and Website resources
- Developing new members through outreach specifically building relationship networks and partnerships

### Programming

The chapter delivered on these objectives in the following ways:

- March 12, 2014 Event: Getting Past the Usual Suspects Topic focused on increasing the amount and diversity of engagement. A partnership with SFU the event featured three guest speakers Tessica Truong, Engaged City Task Forces; Michael Alexander, SFU City Conversations and Claire Havens, SFU Centre for Dialogue. 40 people attended and it was audio recorded and linked to the powerpoint to create a video (using volunteer resources) that is posted on the IAP2 Canada and BC website as practitioner resources.
- October 23, 2014 Event: Topic: Engaging Ideas Lets Talk about Public Engagement on Vancouver Island. The purpose of the event was to deliver on the Chapter's strategic plan goal to provide programming in other areas of the province where the Chapter has members. The BC Chapter has been developing a Community of Practice model to attract practitioners to events to identify key issues of interest to them. 15 People attended. A description of the event and pictures were provided to IAP2 Canada for its fall newsletter.

The outcome of the event is a commitment by participants to build an engagement community on Vancouver Island with events to learn, grow and share at. Helping people understand what engaging or consulting the public really means was mentioned and how a focused group such as this could bring true awareness and understanding of the IAP2 spectrum and core values. As well people want to get together quarterly or so to share the good, bad and ugly from a practitioner standpoint, discuss case studies and techniques. Moving forward email communications will begin with this group, hoping people will share topic ideas, offer to host and we hope to grow this Vancouver Island engagement community. Looking at the partnership opportunities around events in particular with other local organizations such as PIBC and CPRS on the Island was also supported, as many of the attendees were members of one of these organizations.

- AGM - The Chapter recorded the 2013 AGM and linked the Powerpoint slides to create a presentation that was uploaded to the IAP2 BC & Canada website as a member resource in January 2014. The AGM is also a networking event that members appreciate. The AGM is attended by individuals interested in learning more about IAP2 BC. The chapter has attracted new members and directors from AGM events.

### Member Services & Development

- E- Bulletin – emailed to members twice a year in the Spring and Fall. The E-Bulletin promotes training, events, profiles members, and shares practitioner resources.
- Website – Significant updates and improvements were completed in 2014 to this resource for members and non-members. The website promotes training and events, shares practitioner resources, links to IAP2 Canada.
- In 2014 IAP2 BC sponsored a University of Victoria student to attend the IAP2 National Conference in Winnipeg. This sponsorship is aligned with the chapter's goal is to build the capacity of P2 research and resources for in BC.

### Training Activities

IAP2 BC promotes training offered by the Canadian Trainers Collective in exchange for a small donation that supports the delivery of Chapter programs and events for members. Other IAP2 training organizations have been invited to participate in this program but have declined. The Chapter promoted the following CTC programs:

- IAP2 Certificate Program in Effective Public Participation  
When: March 10 to 14, 2014
- Emotion, Outrage and Public Participation (EOP2)  
When: March 17 and 18, 2014
- The IAP2 Foundations Program  
November 17-21, 2014

### Challenges in 2014

- Community of Practice Events were planned based on information provided by members about what they wanted in terms of programs, timing, etc. The Chapter organized and promoted events through email and the website. For the event in Victoria and New Westminster there were no registrants and both events were cancelled.
- The lesson learned is that events are successful if organized and promoted by P2 practitioners around a specific topic or in a specific area or through partnership, with a Chapter director as champion and the Chapter providing financial resources for food and beverages.

### Governance Activities

Over the past year the executive have negotiated with IAP2 Canada to ensure that a new Chapter Agreement protects the interests of the members and the Chapters financial resources. This process should be completed by year-end.

- In addition as the representative for Chapter relations with IAP2 Canada I have participated in monthly conference calls with other chapters to discuss issues and struggles related to governance, events and membership value.
- Provide updates to IAP2 Canada and the BC Chapter website and newsletters to keep members apprised of issues and events.

### Membership

- We continue to attract new members but there is also attrition from members who drop off after a year or two for a variety of reasons. A recommendation has been made to IAP2 Canada to follow up with members that do not renew. The membership list database was a topic of discussion at the 2014 conference as some chapters suggested that it is difficult to navigate. IAP2 Canada indicated that they continue to work on improving functioning.
- In 2013 BC Chapter reported - 114 members In 2014 - 113 members

Respectfully submitted,  
Catherine Rockandel, President

Financial Report: See attachment



**BC Chapter Financial Report:  
October 2013 to October 2014**

**Summary**

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- 1. Investment Account:** \$3,490.87<sup>1</sup>  
*RBC Money Market Fund*
- 2. Savings Account (Chapter Operating Fund):** \$14,095.07<sup>2</sup>

**Details: Chapter Operating Fund**

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**Account Balance October 10, 2014:** **\$14,095.07**

**Income (Canadian Funds):**

Chapter Events	\$345.00
Training	\$1,200.00
Interest	\$16.38
<b>Total Income</b>	<b>\$1,561.38</b>

**Expenses (Canadian Funds):**

Sponsorship/Donations	\$892.50
Executive Board Expenses <sup>3</sup>	\$662.72
AGM/socials/events	\$1,467.43
Bank Fees	\$6.00
<b>Total Expenses</b>	<b>\$3,028.65</b>

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<sup>1</sup> Last statement received for September 30, 2014. Statements provided for a three-month period.

<sup>2</sup> Last bank statement received spanned September 12, 2014 to October 10, 2014.

<sup>3</sup> Venue/refreshments/travel expenses for 2014 Strategic Planning Session and miscellaneous