
IAP2 BC Chapter
Minutes of the Executive Committee
Meeting #034

February 06, 2014

12:00 p.m.

Teleconference



Attending:

Catherine Rockandel (CR), President
Drew Ferrari (DMF), Secretary
Lisa Moilanen (LM), Partnership Development Coordinator
Carolina Quintana-Kohut (CQK), Training Coordinator
Anthea Brown (AB), Special Projects- Electronic Media
Deborah Jensen (DJ), Program Development Coordinator
Jackie Pichette (JP), Youth Partnerships Coordinator
Vince Verlaan (VV), Partnerships Coordinator

Regrets:

Sarah McKinney (SM), Treasurer
Daniella Fergusson (DF), Member Services Coordinator

1.) Call to Order

The meeting was called to order at 12:02 pm

2.) Agenda

1. 2013 November AGM Minutes – Any further changes required
2. Adoption of IAP2 Canada Chapter Agreement in principle
3. Review 2014 Strategic Objectives and Tasks identified by Directors
 - a) Events, March etc. (Van and Island events)
 - b) Member Communications & Outreach
 - c) Professional Development & Training

Moved that the Agenda be adopted as presented.

Moved, seconded, and carried.

3.) Review and Adoption of EC Minutes# 032 & #033

Moved that the EC Minutes #032 from May 2013 and September 2013 meeting be adopted as read.

Moved, seconded, and carried as moved.

ACTION: DMF to issue as adopted minutes.

4.) Executive Committee Reports and Discussion

Financials & Banking Update (SM)

Sarah requires a brief experience overview from all new Board members, for the Director's insurance:

As an example:

Sarah McKinney - Treasurer - BC Chapter IAP2

November 2011 - Present

Occupation/experience:

BC Hydro - Stakeholder Engagement Advisor

July 2012 - Present

Context Research - Communications Consultant

February 2008 – July 2012

Canadian Cancer Society - Communications and Marketing

January 2007 - February 2008

Sarah wonders if we have a new count (#) of BC members? Catherine is expecting to get an updated list shortly from IAP2 Canada.

Sarah will be putting Deborah's expense cheque in the mail to Catherine today (she needs to co-sign), who in turn will mail it off to Deborah.

Sarah has a note in to our bank contact to set-up a meeting on changing co-signing authority to Anthea – Sarah will update everyone once she has the details of what is involved.

5.) Other Business

5a.) 2013 November AGM Minutes – Any further changes required?

Catherine Rockandel, Lisa Moilanen, and Vince Verlaan have all provided notes for corrections/updates to the draft circulation. Drew to update and issue as a final draft. It will be presented for adoption by the membership at the 2014 AGM.

ACTION: DMF to issue as updated draft minutes.

5b.) Adoption of IAP2 Canada Chapter Agreement in principle

Several drafts have been circulated, and we received many comments, including four pages of notes from Donald Golob, Vince Verlaan responded as well with notes to a recent version. Latest changes have been made to insurance notes. Can we adopt it in principle, so that we may proceed with getting Director's insurance through IAP2 Canada?

Discussion:

Anthea raised the question re: Section 7.5 of chapter fees being raised (the word “may”) is too ambiguous, Member groups are distributed funding from IAP2 Canada by application for a grant, rather than the previous model as a stipend. Wild Rose has expressed similar concerns regarding distribution of funds to member organizations.

7.5 Fees from membership dues collected by IAP2 Canada may include a portion designated for Chapter activities and support, and will be disbursed by IAP2 Canada according to policy.

Can we ask them to change the wording from ‘may’ to ‘will’ distribute funds to member organizations?

Motion: That the BC Chapter adopt the Draft IAP2 Canada Chapter Agreement in principle, and to also express our concerns over the language used therein, particularly in Section 7.5 from ‘may’ to ‘will’ disburse a portion of funds to member organizations.

Moved, seconded, and carried as moved. Unanimous.

ACTION: CR to advise IAP2 Canada that the BC Chapter has adopted the agreement in principle.

5c.) Review 2014 Strategic Objectives and Tasks identified by Directors

Chapter Strategic Objectives:

- a) To build the profile of IAP2 BC as an expert organization
- b) To add value for members through events and networking
- c) To partner with aligned organizations to build profile and add value

Activities: achieve our objectives through various activities

a) Events

March at SustainNet’s offices etc. (Van and Island events)
Hot topic discussions to raise our profile, engage members

Daniella and Anthea are meeting this week to discuss March event- date of Wednesday March 12th, with a goal of getting university students involved in a PechaKucha-style event.

How do we invite attendees? Through Carolina’s e-mail database, EventBrite distribution (charge a nominal fee? A small fee tends to make people feel more committed). Carolina can set up EventBrite (\$5 students, \$10 other guests)

Roseanne Wan (Ng) is SFU’s Beedie’s Manager, Student Engagement and Recruitment is the key contact, and may allow us to use her student database to contact potential student attendees. Her number is 778-782-6833.

SustainNet’s capacity allowable could accommodate 100 people so we should target that

number of attendees. FaceBook or Twitter promotion as well. CTC is running a training that week as well (at BCIT), so we should extend the invitation to them. Catering options- PotLuck Catering or Peake of Catering. Use the process as a model with a number of steps that can be recreated for subsequent events.

Consider risk/exposure when serving alcohol at events. If we sell it, we will require a liquor license. Check SustainNet's insurance to see that it covers the potential liability of guests consuming alcohol on the premises. We should also use 'Serving It Right' accredited servers. (Drew has Serving It Right, are there others?)

Vancouver Island event likely in April (Deborah and Lisa) are considering holding a coffee klatsche- type event as Wild Rose does. Possibility of partnering with planning groups on the Island. Membership list will help Deborah understand who the Island membership is. April target for this event. Small fee could also be charged for the event (again through EventBrite).

New Westminster event in May (Drew and Carolina) –possible topic ' the few versus the many-how do we address the needs of the region and the local impacts' This would be of interest with respect to the transportation challenges of the area. Drew has identified a possible venue at Heritage Grill.

b) Member Communications & Outreach (through electronic media largely)

Anthea and Daniella are meeting to work on the electronic media strategy. Enhance member communications and outreach through social media, IAP2BC website, and partnerships.

c) Professional Development & Training

The Canadian Trainers Collective will be offering training in Vancouver in just a little over a month:

- **IAP2 Certificate Program in Effective Public Participation** When: March 10 to 14
- **Emotion, Outrage and Public Participation (EOP2)** When: March 17 and 18

Also of note- On the most recent IAP2 Canada teleconference, Catherine learned that the Wild Rose Chapter has taken control of the trainings, issuing RFP to training contractors, managing the registration and collecting monies, etc. This approach allows them to bring in greater revenues through the trainings.

6.) New Business

Lisa noted that the IAP2 Wild Rose Chapter AGM is approaching– they will be partnering with the Planning Institute and the CPRS and having a co-presentation at their AGM.

No other new business.

7.) Adjournment

The meeting was adjourned at 12:51 p.m.