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**IAP2 BC Chapter**  
**Minutes of the Executive Committee**  
**Meeting #035**



March 24, 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  
**Vince Verlaan** (VV), Partnerships Coordinator  
**Sarah McKinney** (SM), Treasurer  
**Daniella Fergusson** (DF), Member Services Coordinator

**Regrets:**

**Jackie Pichette** (JP), Youth Partnerships Coordinator  
**Deborah Jensen** (DJ), Program Development Coordinator

**1.) Call to Order**

The meeting was called to order at 12:02 pm

**2.) Agenda**

1. Call To Order
2. Review and Adoption of Agenda
3. Review and Adoption of EC Meeting Minutes from Feb 6, 2014 (Drew)
4. Executive Committee Workplan Reports
  - a. Delivering Membership Value
    - Spring Bulletin Production Update: lead, deadlines, etc
    - March 12 Social Update/Debrief (Leads: Anthea and Daniella)
    - April 29 Victoria Social Planning (Leads: Lisa and Deborah)
      - o Community of Practice/Social Events (Catherine and Vince)
    - Training Update (Carolina)
    - Engaging Students Update (Jacquie)
  - b. Membership Outreach to Develop New Members
    - Excel non-member contact list development for Bulletin distribution and event promotion
    - Partnership Development Update (Lisa)
  - c. Governance Tasks
    - Quarterly IAP2 Canada Chapter Liaison Call Update (CR)

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- Website Update (CR)
  - Financial Update (Sarah)
  - September NA Conference Planning (CR)

5. Other Business:

Moved that the Agenda be adopted as presented.

Moved, seconded, and carried.

**3.) Review and Adoption of EC Minutes# 034**

Moved that the EC Minutes #034 from the February 2014 teleconference be adopted as read.

Moved, seconded, and carried as moved.

**ACTION: DMF to issue as adopted minutes.**

**4.) Executive Committee Workplan Reports and Discussion**

4a.) Delivering Membership Value

• Spring Bulletin Production Update: lead, deadlines, etc  
Daniella to take this on, previously done by Craig, Drew to send template to Daniella. Emma Shea is interested in assisting with this and is available to us.

• March 12 Social Update/Debrief (Leads: Anthea and Daniella)

- 35 attendees participated in the evening
- Anthea putting together an event planning template for future events, to consider such issues as fire code, etc. event license was required for \$25.00 (purchased by Drew), food and alcohol requirements, etc.
- \$345.00 collected, although we didn't quite break even, cost outlays were higher by approx. \$115.00
- future events should consider this kind of cost, so we need to be aware of event costs and we should at least seek to break even, although there are strong benefits of exposure and potential new members. Set a desired minimum no. of attendees to ensure that we at least break even, since we no longer get a stipend from IAP2 Canada
- Catherine is preparing an i-movie of the event so that we can upload everything to our chapter website.
- additional event photos available from Anthea's office, she will send to Catherine.
- lessons learned- be clear on the invite that food and a drink are provided. Perhaps shorter duration, more participatory agenda, engaging. Participants left happy. Let speakers know the time limit. Our events should be models of participation themselves.

• April 28 2014 evening Victoria Social Planning (Leads: Lisa and Deborah)

- Lisa, to be held at Stantec. Vince & Catherine to integrate their community of practice approach to events
- Community of Practice/Social Events (Catherine and Vince)  
content stimulate discussion, discuss environmental sustainability in BC, and its relation to wider field of public participation. Bring practitioners together to discuss, let's talk about it, it's not didactic, but a collective inquiry. Ask tough questions. Three web articles that Vince has

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sourced regarding resources and creating shared value. Sustainable resource development-economic vitality and the role of P2 practice in addressing the challenge. 20 minutes of slides and a couple of hours of discussion.

- this could be done in Victoria, then in Kelowna, Kamloops (Arjun Singh), move it around . Link it into places where Vince and Catherine are already traveling. Perhaps May in New West (with Catherine)
- local groups could provide a venue and set up social aspects, promote it locally, while we provide the facilitated discussion.
- needs a crisp descriptive statement/introductory paragraph (Vince to write), content development (framing slides), facilitation notes, then logistics. Frame the description so it is inclusive of all P2 practitioners. Less formal structure, to be able to break off into small discussion groups.
- targeting existing practitioners who would be interested in the discussion.

- Training Update (CQK)

- no check received from Dialogue Partners
- Ft. St. John /Dialogue Partners. We have not been asked to promote it Delaney & Associates planning a course in Vancouver in May, but they have also not asked us to promote it. They are not seeking for us to promote their activities.

- Engaging Students Update (Jacquie)

- no current update on this initiative

#### 4b.) Membership Outreach to Develop New Members

- Excel non-member contact list development for Bulletin distribution and event promotion
- attendees at CTC training, Catherine collected e-mail addresses. Non-members in the P2 community – add clients, colleagues.

- Partnership Development Update (LM)

- Lisa has been in touch with Emma Shea, and her connection with CPRS (Canadian Public Relations Society) to potentially cross-promote events and activities.
- Lisa has been updating Partnership Development Strategy and revising based on recent board discussions. Needs updating of potential contacts of organizations and individuals as potential partners.
- 21 IAP2 members on Vancouver Island currently, 15 in Victoria area.

#### 4c.) Governance Tasks

- Quarterly IAP2 Canada Chapter Liaison Call Update (CR)

- Catherine takes part in quarterly calls. She reports that Wild Rose had put out an RFP for trainers to deliver some of their own training, outside of IAP2. Their experience was that they selected a trainer, but didn't realize that the when they backed out and the contract was breached in the eyes of the contractor threatened to take legal action.

- Website Update (CR)

- Our website has been doing updates, including links and upload documents. For example, create a community of practice page or repository. Let's be a resource for our members. Send items to Daniella for upload.

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- Financial Update (SM)
    - expenses for the last event are being processed.
    - Director's insurance still requires brief bios from a couple of Directors (Deborah). They also need the latest membership numbers. (117 members currently)
    - Anthea being added as a second co-signer for financials
  
  - September NA Conference Planning (CR)
    - Catherine is planning to attend, and Anthea is on the program committee. Anthea would like to see us all vote for the sessions that we would like to see included. Anthea is coordinating the presenters.

Have a replacement banner made. Drew to coordinate this, and determine content.

## **5.) Other Business**

## **6.) Adjournment**

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