
IAP2 BC Chapter
Minutes of the Executive Committee
Meeting #039



October 28 2014
12:00 p.m.
Teleconference

Attending:

Catherine Rockandel (CR), President
Drew Ferrari (DMF), Secretary
Carolina Quintana-Kohut (CQK), Training Coordinator
Lisa Moilanen (LM), Partnership Development Coordinator
Sarah McKinney (SM), Treasurer
Daniella Fergusson (DF), Member Services Coordinator
Anthea Brown (AB), Special Projects- Electronic Media

Regrets:

Jackie Pichette (JP), Youth Partnerships Coordinator
Deborah Jensen (DJ), Program Development Coordinator
Vince Verlaan (VV), Partnerships Coordinator

1.) Call to Order

The meeting was called to order at 12:03 pm

2.) Agenda

1. Call to Order
2. Review and Adoption of Agenda
3. Review and Adoption of EC Meeting Minutes #037 from June 25, 2014.
4. Executive Committee Workplan Reports
 - Program Planning Update (All)
 - Oct 22 Vancouver Island event report (Lisa)
 - Nov 20 AGM: nominations, notices, speaker, food/beverage
 - Member Services Update (Daniella)
 - Bulletin, Social Media, Website, etc.
 - Training Update (Carolina)
 - Partnership Development Update (Lisa)
 - Financial & Insurance Update (Sarah)
5. Other Business:
 - IAP2 National Conference Update (AB)
6. Meeting Adjournment

Moved that the Agenda be adopted as presented.

Moved, seconded, and carried.

3.) Review and Adoption of EC Minutes# 037

Approval of the EC Minutes #037 from the June 25 2014 teleconference.

Moved that the Minutes of June 25th be accepted as presented.

Moved, seconded, and carried.

ACTION: Drew to issue as approved minutes

Also add to minutes the motion placed before the Executive Committee by e-mail regarding support to the IAP2 Annual Conference 2014 in Winnipeg, providing financial support to a needy individual to attend.

MOTION: "That the IAP2 BC chapter approve \$850 funding for the 2014 IAP2 Conference sponsor a citizen bursary specifically to allow a University of Victoria student to attend the conference."

Moved, Seconded, and adopted as presented.

ACTION: Drew to include in October meeting minutes, and Catherine arranged for cheque to be prepared for IAP2 Canada.

4.) Executive Committee Workplan Reports and Discussion

4a.) Program Planning Update

October 22nd Vancouver Island event report (LM)

15 attendees, at Moxie's in downtown Victoria (appetizers), included networking and small world café to ask "why engagement is important to them?, what style of event would they like to participate in? what issues are of interest to them?" A good mix of participants attended, private, institutional, educational, civic government, etc.

People are looking to take part in practitioner case studies, useful tools, new practices, best practices- ideally in an informal setting. Cross-membership in PIBC, CPRS.

Lessons learned- casual, semi-structured evening, interactive, supporting a community of engagement people.

ACTION: Lisa is preparing a short summary, and will distribute to Executive Committee.

November 20th AGM

Location: in the 4th week of November will allow folks to put their name in for Board positions. Set a date for November 20th AGM. Drew has booked the Stantec Boardroom 4:00 p.m. to 8:00 p.m. at Suite 1100- 111 Dunsmuir Street.

Nominations:

- Deadlines have have now passed for nominations, Jackie Pichette is not going to run again, and she is seeking someone to act as replacement youth director.
- We have one new nominee, Michelle Aucoin- (PlaceSpeak) as a director at large, so she will be acclaimed.
- Three board vacancies- one director at large, one program development coordinator, youth director

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- Catherine has accepted the defacto resignation of Deborah Jensen as Program Development Coordinator as she has not been in communication with the Board for a number of months, despite numerous attempts by Catherine to contact her.
 - Confirm if we can accept nominations from the floor?

ACTION: Catherine to review bylaws to determine if we can accept nominations from the floor of the AGM.

Notices: have been issued

Agenda:

- 6:00- 6:30 p.m. networking/socializing
- 6:30 p.m. Call to Order, Chair Remarks
- Confirmation of quorum
- Adoption of the Minutes of the 2013 AGM
- Report of the Executive Committee
- Chapter Financial Report
- Other Business
 - Report of the Nominations Committee
 - Installation of the New Executive members
 - Thank you to outgoing Executive members
- Meeting Closes
- 7:00 p.m. Presentation by Geoff Meggs

Speaker: Councillor Geoff Meggs will speak on regional transportation and the role of public participation on this important issue.

Food/Beverage: Carolina has serving it right, and can assist with the bar. Drew/Lisa to arrange food & beverage available for the evening (CostCo platters)

Time: 6:00 – 8:00 presentation, elevator access for AGM attendees (Drew to confirm access)

Promotion:

- need for everyone to promote the AGM and encourage attendance.
- e-mail reminder to be sent (Daniella) on or about November 13th

IAP2 Chapter Grant Deadline

Catherine is completing the grant is planning to submit for a 2014 Chapter Development Grant (\$1000) to make growth possible in our chapter. To be submitted this week.

4b. Member Services Update (Daniella)

Website issues were experienced last month, ran out of server space, and the issue has now been sorted out. Our three-year hosting contract expired Nov 9th of last year. Will require renewing through Raylene at Blue Pixel. We are seeking a basic plan with higher capacity. (1-year contract is 7.00/month or three years at 5.00/month)

September bulletin was issued, another can be issued post-AGM or early in the new year after our first executive committee strategy meeting.

4c. Training Update (Carolina)

Nov 17-21 CTC training is happening, so we can invite them to our AGM and speaker. Carolina is meeting with Gail Simpson from CTC. Training is at Blue Horizon, so we should come by and give them greetings from the BC Chapter and invite them to AGM.

ACTION: Catherine to attend and extend the invitation to them.

Training opportunities on the Island were a question for many attendees at the Oct 22nd event in Victoria.

Amelia Shaw is planning to move to the Island, and she is now affiliated with Dialogue Partners. She has an administrative contract with IAP2 Canada to manage chapter agreements and other tasks.

4d. Partnership Development (Lisa)

no additional items

CPRS and PIBC members attended our event in Victoria.

4e. Financial Update (Sarah)

Insurance coverage is all in place, with non-profit entity liability insurance as well as professional general liability insurance. Names of new Board members to be updated after the AGM. Current balance is over \$14,000. Next two weeks she is preparing financial report for the AGM.

5.) **Other Business**

- IAP2 National Conference update- held in Winnipeg in September, Catherine and Anthea attended. We sponsored a student from UVic .

Good feedback on awards dinner, sessions, good content in sessions, a few moderator & tech issues, but minor. Keynote speakers were excellent. Tech sessions overlapped other content. Collecting feedback from attendees through evaluation forms. (approx. 160 attendees from both Canada and US)

- the finalized Chapter agreement from IAP2 Canada has been sent around by Catherine to all Board members, and she seeks written feedback from each Board member before next Friday (either approval or proposed edits). Approving Catherine signing it on behalf of our Chapter.

ACTION: all Board members to reply with written feedback to Catherine regarding the Chapter agreement and whether you support her signing it on behalf of the BC Chapter.

6.) **Adjournment**

The meeting was adjourned at 12:53 p.m.