

IAP2 BC Chapter



2012 ANNUAL GENERAL MEETING

Thursday, November 22, 6:00 p.m. - 8:00 p.m.

Blue Horizon Hotel

1225 Robson Street, Vancouver, BC

Draft Minutes

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

Amundsen, Craig (PR Associates)
Biggs, David (MetroQuest)
Brown, Anthea (SustaiNet)
Ferrari, Drew (Stantec Consulting Ltd.)
Golob, Donald (Donald Golob Consulting)
Gonsalves, Vincent (TransLink)
Helmer, Megan (PR Associates)
Hennessey, Amy (Fortis BC)
Johnston, Laurel (TransLink)
Lesage, Jason (Life Sciences)
Moilanen, Lisa (Stantec Consulting Ltd.)
Quintana-Kohut, Carolina (Communica Public Affairs)
Rockandel, Catherine (Rockandel & Associates)
Sexton, LeaAnne (TwoWay Consulting)
Shea, Emma (Communica)
Tokaryk, Deena (PR Associates)
Wiseman, Kaely (Stantec Consulting Ltd.)

Regrets

Harper, Caryl (Vancouver Island Health Authority)
McKinney, Sarah (Context Research)

Guests (alphabetical by last name)

Kristiansen, Karin (District of West Vancouver)
Purdy, Bob (PBC)

Chair

Catherine Rockandel, President BC Chapter

Minute Taker

Drew Ferrari, Secretary

Call to Order, Chair's Remarks, Quorum, Attendance

- The meeting was called to order by the Chair at 6:34 p.m.
- The Chair welcomed everyone, introduced the minute taker and the members of the Executive Committee (EC) (Catherine Rockandel, President; Drew Ferrari, Secretary; Vincent Gonsalves, Program Coordinator; Craig Amundsen, Member Services Coordinator; and regrets from Treasurer, Sarah McKinney
- Thanks extended to Past-President Donald Golob and Emma Shea, gratitude for the strong governance framework that they have established for the Chapter.
- The Chair determined that the quorum to hold and conduct the meeting has been met as required in the BC Chapter's Operating Policies and Procedures clause 6.2.1 which states: Quorum at a general meeting is 20% or 10, 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 reviewed.

Moved, seconded, carried that the Rules of Order for the meeting be adopted as presented.

b) Adoption of the Agenda

The Proposed Agenda for the meeting were reviewed.

Moved, seconded, carried that the agenda for the meeting be adopted

c) Allowing non-members to attend as guests.

Moved, seconded, carried to allow non-members to attend the AGM as guests.

3. Minutes of the 2011 AGM

The draft minutes of the 2011 AGM were reviewed.

Moved, seconded, carried that the minutes of the 2011 AGM be accepted as presented.

4. Report of the Executive Committee

The report of the Executive Committee was presented by Catherine Rockandel (President), Drew Ferrari (for Treasurer Sarah McKinney), Craig Amundsen (Member Services Coordinator), and Vincent Gonsalves (Program Coordinator).

- **Financial Statement** (presented by Secretary Drew Ferrari)

It was noted that the BC Chapter has a bank balance of just over \$15,382.67 as of October 12, 2012 which is a decrease of \$115.93 from this time last year. A separate investment account (RBC Money Market Fund) also contains an additional \$3454.97.

Discussion:

Is the annual income typical? Yes, essentially same number of events & activities as previous year.

Do we have non-profit status? No we have association status, although we are extended non-profit rates from RBC.

Money market funds- are they the best vehicle for creating interest? Board can investigate this, low risk but high interest.

Moved, seconded, carried that the chapter financial statement be accepted as presented.

- **President's Report** (presented by Catherine Rockandel)

The Chapter has adopted IAP2's new logo branding and corporate identity. The Executive meets monthly by teleconference, thanks to Stantec for providing this service. Our activities including scheduling & managing events, socials, spring symposium, IAP2 training, developing the new website initiated by previous Board. Chapter bulletin, IAP2 Canada liaison conference calls (organized by Amy Hennessey). We welcome trainers to BC as well as the participants, and are currently developing a training policy. Supporting development of regional members. (Prince George Chapter event), BC government event in spring 2013, C2D2 Ardent Singh (Kamloops) (Canadian Community for Deliberation & Dialogue) a virtual organization interested in partnering on an event for spring 2013.

Current IAP2 Canada- Internationally Canada is part of a federation of affiliates, chapter charter model which allows unincorporated organizations to take part (emerging organizations such as Great Lakes, Maritime, St. Lawrence, Capital Region). Member fees are used to provide stipends to emerging chapters, and as an established chapter, we can apply for monies to support a special event or activity. Wildrose has been grandfathered as a standalone chapter. IAP2 Canada has assured us, and this assurance will be made in writing, such that BC can protect and control its own finances, raise its own funds and control them, and that any monies raised in BC can go directly to IAP2BC member activities. This will form the basis of the chapter charter agreement between IAP2Canada and BC.

For the first time this year, director's & officer's liability insurance has been purchased through arrangements with IAP2 Canada.

CRED/BEO training offered through Ann Patillo through IAP2 Canada, WildRose & IAP2BC have been cancelled for December 2012 and will be moved to Spring due to low enrollment. More partnerships between BC and Alberta, programming which is complementary, and to hold our spring symposiums 30 days apart.

COMMENT (Donald Golob)- WildRose was already incorporated as an independent legal entity. What kind of agreement needs to be put in place to protect BC's interest? What happens to the assets in the event that the Chapter dissolves? Do they get transferred to WildRose?

(Amy Hennessey) Most Chapters do not want to focus on governance issues, but rather on offering activities & events to their members. What do Chapters want?

Discussion: Why do membership fees go to IAP2 international and IAP2 Canada, but not to the local chapter to which they belong? Once a year we can apply for a grant to run an event. "as a member I want to know that monies flow both ways". \$ Divided up 3 ways (local, national, international) so some monies flow back to the local level. Centralized administration is seen to keep costs in hand. IAP2 Canada needs to maintain the national structure and a strong structure. We are sustained by volunteers on a local level, but IAP2 Canada needs to support updated membership lists. Not much visible benefit as a local member readily seen. IAP2 Canada is less than 1 year old, how long will this structure last, we need to be sustainable too at a local level.

IAP2 Canada has hired SOS (shared administrative organization) with IAP2 USA to manage administrative activities.

- **Program Development Coordinator's Report** (presented by Vincent Gonsalves)
Active over the past year with both learning events and social opportunities, including:
 - February
 - Victoria gathering of Chapter members - Amelia Shaw, President, IAP2 Canada hosted a discussion with Anita Wasiuta, Marketing Manager from BC Transit and Sarah Webb, Climate Action Program Coordinator from the Capital Regional District.
 - Anita shared how BC Transit converted a 40 foot bus into a consultation venue for the public to discuss long-range transit plans for the region.
 - Sarah spoke about the steps the Capital Regional District took to encourage citizens to shift their travel behaviors to reduce greenhouse gas emissions and provide insights on regional transportation issues using a "train the trainer" approach.
 - March
 - We held our first social in conjunction with the Canadian Trainers Collective certificate training.
 - April
 - Dialogue Partners certificate training

- May
 - Our BC Spring Symposium was held in May.
 - The theme of the symposium was “Creative Engagement” and we were very fortunate to have several excellent presenters.
 - From what I heard everyone was very happy with the symposium, so thanks to everyone who helped bring it all together.
 - Delaney and Associates certificate training May.
- October
 - Dialogue Partners certificate Training
 - Canadian Trainers Collective certificate Training
 - Vancouver Certificate Training– May 2011 (Delaney & Associates)
 - Social & Discussion with Vince Verlaan from HB Lanarc Golder.
- November
 - AGM

Program Activities In Progress/Suggestions

- Looking forward to next year the Executive Committee will be seeking new ways to engage and grow the chapter. Our goal is to host more social discussions, reaching members in the South of Fraser, Okanagan, Vancouver, and Victoria. Early in the New Year we will be contacting members in these regions to get their help hosting events. So if you know anyone who would be keen on helping please have them contact me and I will be happy to have their help.
 - In the new year the Chapter will be seeking ways to offer more advanced training or specialty workshops: engage professionals in BC and other chapter members to discuss their own experiences
 - Encourage chapter members to lead/organize events of their choice, while ensuring alignment with BC chapter
- **Member Services Coordinator’s Report** (presented by Craig Amundson)
- A year of growth for our Chapter, 40 new members over the past year. We have a goal of 300 for membership by end of next year. With the addition of a paid staff person at IAP2 Canada, many of our membership issues are generally improving.

Our new website was launched in April www.IAP2BC.CA, and we have been actively using it to promote events and training opportunities to the membership. It is a powerful tool that we are just beginning to use more effectively. Members can post comments, ideas, articles, case studies, references.

IAP2 Canada joint programming initiatives. Bulletin is due in the next couple of weeks. Please ask for help if you need assistance with bulletin.

Discussion: BCSLA’s Friday File is a good example of a communication tool with events, work opportunities. A LinkedIn group network can be readily set up for the Chapter, and Dave Bigg’s has offered to set this up.

IDEA- Membership roster- post on website? Perhaps with name & location only to protect privacy?

- **Partnership Development Coordinator's Report** (presented by Catherine Rockandel)
Caryl Harper resigned from Board 28 days ago from this position. The Board wishes to thank Caryl for her contributions over the past year. The IAP2BC Chapter Partnership Development Strategy draft document is her work.
Caryl had to resign due to family reasons. We would accept nominations from the floor for the Partnership Development Coordinator position on the Board

Moved, seconded, carried that the report of the Executive Committee be accepted.

5. Other Business

a) Nominations from the Floor for Partnership Coordinator Position

Due to the mid-term departure of Caryl Harper from the Executive Committee position of Partnership Development Coordinator, and owing to the fact that this was less than 30 days prior to the AGM, and therefore did not allow the Executive Committee time to issue a formal call for nominations, we will be accepting nominations from the floor by a member in good standing to fill this vacant position.

NOMINATIONS- Lisa Moilanen (Stantec Victoria), Anthea Brown (SustaiNet)

Lisa Moilanen (Stantec) & Anthea Brown (SustaiNet) stand for the position of Partnership Coordinator for the remaining term (1 year) of the position on the BC Chapter Executive Committee. So appointed by the Executive Committee.

Dave Biggs (MetroQuest) as part of the membership committee to support the development of social media opportunities (Title to reflect)and will assist Craig.

Spring Symposium **Lea Ann Sexton** (Two-Way Consulting) will assist Vince with spring symposium planning.

b) Executive Committee Appointment – IAP2 BC Training Coordinator Position

Policy has been drafted, and position description as well appointed by the Executive Committee Carolina Quintana-Kohut (Communica), with event planning experience.

Comments from the floor:

On behalf of IAP2Canada, Catherine has represented our Chapter very well, and it has been a pleasure to work with her. - Amy Hennesey

That there is a full slate of capable people willing to step into these roles is positive, and I congratulate the Executive on moving the chapter into areas where it needs to go. The Chapter is flourishing, we are well on the way. It will only continue as the membership continues to step forward to fill roles. - Donald Golob

It would be worthwhile to consider the creation of staggered term positions through change in bylaws and allow overlap in roles, continuity.

6. Close of Business

There being no other business, the meeting was brought to a close by the Chair at 7:50 pm.

Motion to adjourn.

DRAFT