

IAP2 BC Chapter



2013 ANNUAL GENERAL MEETING

Thursday, November 21, 6:00 p.m. - 8:00 p.m.

Holiday Inn, Metrotown, Rooms A & B

4405 Central Boulevard, Burnaby, BC

Draft Minutes

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

Amundsen, Craig (PR Associates)
Biggs, David (MetroQuest)
Brown, Anthea (SustaiNet)
Bruski, Kasia (Sierra Systems)
Campbell, Sherry (Sierra Systems)
Ferrari, Drew (Stantec Consulting Ltd.)
Gonsalves, Vincent (TransLink)
Hennessey, Amy (Fortis BC)
Jensen, Deborah (City of Nanaimo, Community Development Planner)
Johnston, Laurel (TransLink)
Neilson, Allan (NWCI)
Olson Lund, Jen (City of Vancouver)
Purdy, Bob (Fraser Basin Council)
Pentland, Anna-Louise
Quintana-Kohut, Carolina (IAP2BC)
Ritchie, Sheila (Metro Vancouver)
Rockandel, Catherine (Rockandel & Associates)
Singh, Arjun
Tynan, Sean
Verlaan, Vince
Wan, Roseanne (SFU Beedie School of Business)

Regrets

Shea, Emma (Communica)
McKinney, Sarah (Context Research)
Moilanen, Lisa (Stantec Consulting Ltd.)
Ferguson, Daniella (Golder Associates)

Guests (alphabetical by last name)

Joseph, Bob (Indigenous Corporate Training)

Chair

Catherine Rockandel, President, BC Chapter

Minute Taker

Drew Ferrari, Secretary

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

- The meeting was called to order by the Chair at 6:31 pm by President Catherine Rockandel; Drew Ferrari, Secretary; Vincent Gonsalves, Program Coordinator; and Craig Amundsen, Member Services Coordinator also in attendance from the Executive Committee; with regrets from Treasurer, Sarah McKinney and Partnership Development Coordinator, Lisa Moilanen.
- 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 presented for review and adoption.

Moved, seconded, carried that the Rules of Order for the meeting be adopted as presented. Carolina Quintana-Kohut / Craig Amundsen

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. Vince Gonsalves / Vince Verlaan.

3. Minutes of the 2012 AGM

The draft minutes of the 2012 AGM were reviewed.

Moved, seconded, carried that the minutes of the 2012 AGM be accepted as presented. Dave Biggs / Deborah Jensen

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), Craig Amundsen (Member Services Coordinator), and Vincent Gonsalves (Program Coordinator).

- **Financial Statement** (presented by Secretary Drew Ferrari for Treasurer Sarah McKinney) It was noted that the BC Chapter has a bank balance of just over \$15,562.34 as of September 30, 2013 which is a increase of \$179.67 from this time last year. A separate investment account (RBC Money Market Fund) also contains an additional \$3472.61.

Discussion:

Do you present forecasting financials for the upcoming year as other non-profits do?

Yes, in so far as planning essentially an equivalent number of events & activities as the previous year.

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

- **President's Report** (presented by Catherine Rockandel)
- **Programs (Vince Gonsalves)**
- **Member's Services** (Craig Amundsen)
BC Chapter has 114 members currently, new Chapter website up and running

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 2013 to 2015 is being installed by acclamation.

Several existing board members ran again. Catherine Rockandel (President), Sarah McKinney (Treasurer), Drew Ferrari (Secretary), Lisa Moilanen (Partnership Development Coordinator), Carolina Quintana-Kohut (Training Coordinator) put themselves forward for a second term of service.

Dave Biggs, as part of the membership committee, had been identified in a role to support the development of social media opportunities assisting Craig Amundsen.

Discussion:

Dave requests greater connectivity with the Board through the coming year, so we can manage and communicate better among our enlarged membership base. Board to examine how his skills can be better leveraged, especially working with Daniella to

ramp up Twitter, Linked-In and FaceBook presence.

Youth Coordinator- Jackie Pichette (Castlemain Group)

Membership Coordinator- Daniella Ferguson (Golder Associates Ltd.)

Program Coordinator- Deborah Jenson (City of Nanaimo)

Directors at Large, Special Projects- Vince Verlaan and Anthea Brown

A special thank you to our retiring volunteer directors Vince Gonsalves (Translink) and Craig Amundsen (PR Associates). Over the past two years Vince was the lead behind the fabulous symposiums and social events enjoyed by members. Craig was the link to our members through the E-bulletin and member updates.

Other News –

IAP2 Core Values Awards- see of September 28th to 30th

Emotion Outrage &Public Participation Training by Canadian Trainer's Collective (CTC) to Vancouver (March 17 & 18, 2014) and Edmonton (October 27 & 28, 2014).

6. Close of Business

Membership diversity is highly valued by IAP2BC. Five 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 6:58 pm.

Motion to adjourn. Arjun Singh.

The meeting was adjourned at 6:58 pm.