
**IAP2 BC Chapter
Executive Committee Meeting Notes
Meeting #048**



January 18 2017

Nuba Restaurant, 3116 West Broadway

Vancouver, BC

5:30 p.m.

Annual Strategy Planning Meeting

Attending:

Catherine Rockandel (CR), President

Drew Ferrari (DMF), Secretary

Lisa Moilanen (LM), Partnership Development Coordinator

Sarah McKinney (SM), Treasurer

Daniella Fergusson (DF), Member Services Coordinator

Andrea Winkler (AW), Director at Large/ Special Projects

Heidi Klein (HK), Director at Large/ Special Projects

Regrets:

Anthea Brown (AB), Special Projects- Electronic Media

Trista Hill (CQK), Training Coordinator

Call to Order

The meeting was called to order at 6:15pm

Agenda

1. Welcome

2. Discussion: Situational Analysis

- What are we doing that is really effective?
- What could we do to be even more effective?
- What blocks or obstacles do we need to overcome to achieve our goals in 2017?

3. Focus: What are the one or two most critical goals to focus on in 2017?

Directors to review strategic plan in advance of meeting to identify to critical goals. For example:

- Deliver *P2 Drinks* and *Deep Dive* program events in 2017
- Conduct survey of members to inform events and new strategic plan focus
- Update governance documents
- Other goals

4. Brainstorm: What are we committed to realistically accomplishing by November 2017?

What are possible measureable accomplishments?

For example:

- *P2 Drinks*: How many? Possible locations?
- *Deep Dives 2017*: potential speakers
 - Sara Gillett, Beringia: Indigenous Community Planning (February)
 - Mark Szabo, U of C: Making Sense of Environmental Conflicts through Complexity Theory
 - Steve Williams: Evaluating P2 Practices through Mapping
 - Suzanna Haas Lyon: Evaluation Tools
- Other accomplishments

5. Actions

What are the launch and ongoing activities as well as benchmarks to realize goal(s)?

What are the roles, coordination and communication required? Whole group reviews the plan

For example:

- Directors at Large in year 2 or longer, what specific roles are you committed to? Program coordinator for an event; Training coordinator....

6. Conclusion

DISCUSSION

2.: Situational Analysis

What are we doing that is really effective?

- What are we “jazzed” about? What can we take on that won’t leave our small group of volunteers burned out?
- Events in which we divided up tasks among our team, spreading responsibility for programs. Last year we brainstormed ideas, developed well-delivered events, teams taking on each event, shared workload model was successful, focus on delivering value to the members.
- IAP2 Canada’s Aboriginal Community of Practice Committee- how to bring that into the work of our Chapter? BC’s members’ interest for this work is high, but we have to consider our capacity to be able to tie the work into what we are already doing, rather than starting new initiatives. They need to develop case studies and encourage Indigenous practitioners to take part. IAP2’s Research Committee format was successful, so the Aboriginal Community of Practice emulated that model for its structure. The difficulty is the limited capacity of the volunteer base in individual chapters to take on the work- the pool of volunteer resources is limited. Just a caution. They seem to need to clarify and *communicate* their goals and objectives, and reconcile the International Association’s direction.
- The planning meeting at the start of each year to establish goals has been very worthwhile, and gets all Exec members on the same page, establishing clear, concrete goals for the coming year.
- Deep Dives and P2 Drinks were well-received, balanced social activity with learning opportunities. Engaging more participants outside of Vancouver and Victoria through live-streaming or caching/archiving past presentations.
- Holding events when there is a training happening has been very productive in terms of engaging potential new members, and linking them into the network of practitioners.
- Daniella sends promos out for training, which becomes a cue to Sarah to send out invoices to trainers.
- On Vancouver Island, developing partnerships with other organizations has been fruitful. For example, Justice Institute (JIBC) should be a partner and reach out to them, as we have with SFU. Heidi took the mediation course there, so she might have a sense of how best to approach them. Cross-promotions with other professional organizations, such as PIBC have been beneficial in enlarging our membership.
- We are considered Canada’s most stable and consistent chapter, but we guard against burnout of our volunteer board.

What could we do to be even more effective?

- Getting out of Vancouver & Victoria. Engaging more widely with members thru live-streaming of events and case studies. Could also be filmed, or broadcast via FaceBook Live or Periscope are new tools. Possible to Create a YouTube channel for our recorded events. Participants can post questions in Google Hangout.
- Leverage our existing relationships, such as JIBC, SFU, UBC, PIBC, AIBC, etc.

What blocks or obstacles do we need to overcome to achieve our goals in 2017?

- Improve profile of BC site within IAP2 Canadas website, highlight YouTube channel. Can we somehow elevate local content within the IAP2 Canada website, make it easier for people to find.

3. Focus: What are the one or two most critical goals to focus on in 2017?

Directors to review strategic plan in advance of meeting to identify to critical goals. For example: deliver P2 Drinks and Deep Dive program events in 2017

- Developing our technological capabilities to enfranchise our membership more widely. Explore other channels for event distribution. Deepening the value to members. Do we need further knowledge? equipment? technology?
- P2 Drinks are low-effort and well-received. Deep Dives are a good opportunity to engage partners, e.g. Deep Dives Beringia on Aboriginal Engagement (April/May), & Susanna Haas Lyon on Evaluation.
- Conduct survey of members to inform events and new strategic plan focus.
- Build capacity by working with a not-for-profit to support their work in engagement - or mentoring program.
- Build awareness through our newsletter of IAP2 Canada initiatives, such as the Mentoring program or Aboriginal Community of Practice.
- Assess what could be our role in training?
- Develop a skills bank to allow members to network with one another- you have to be a member to access the skills bank (IAP2 Canada has this already) can we promote this thru the Bulletin?
- Other goals- leverage what we are already doing, leverage our personal networks, member service for our current members, and also encouraging new membership thru partnerships (e.g. PIBC). Planners are also interested in a FailFest such as “ethics fails”, as well as evaluation strategies.
- Member service for current members, and also bringing on new members.
- **Governance-** Update our operating policies & procedures to align with IAP2 Canada. Catherine has been reviewing this with Amelia Shaw to update. Key changes include allowing a maximum of 13 Directors on the Board, and create similar key positions to the IAP2 Canada Board. Introduction of a new Vice-President position. President, Vice-President, Treasurer, Secretary, with the other positions are considered Directors-at-large
- **Succession planning-** two year terms currently. Assuring a smooth transition to a new working Board is important work for the coming year as three key positions need to be replaced for the coming year. Andrea was interested in mentoring to take over role of President, but has now re-considered. We can appoint an interim Vice-President. Lisa to mentor with Catherine to eventually assume President role. Lisa will be co-chairing the

2018 Conference Planning Committee. Andrea is interested in mentoring to be the Treasurer role. Trista would like to be Training Coordinator for the coming year. We think that this can work remotely from Whitehorse. We need to see if anyone is interested in assuming the role of Secretary. Consider identifying other talented, creative people who could contribute to the work of the board. Including an additional member from the Island, *and* at least one from the Interior.

4. Brainstorm: What are we committed to realistically accomplishing by November 2017?

What are possible measureable accomplishments?

For example:

- *P2 Drinks*: How many? Possible locations? March, May & September at Devil's Elbow?
- Vancouver Island event, primarily through CPRS partners, training or information session to build capacity on the Island, focus on IAP2 approaches, values (*not* a training, but introduce people to IAP2)
- Building on IAP2 Canada's mentoring program, what could we offer members regionally?
- *Deep Dives 2017*: potential speakers
 - Sara Gillett, Beringia: Indigenous Community Planning (February)
 - Suzanna Haas-Lyon: Evaluation Tools (April)
 - Mark Szabo, U of C: Making Sense of Environmental Conflicts through Complexity Theory
 - Steve Williams: Evaluating P2 Practices through Mapping
- AGM Event (Online Engagement?)

5. Actions

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Directors at Large in year 2 or longer, what specific roles are you committed to? Program coordinator for an event; Training coordinator....

- Supporting successful succession planning.
- Consider Chapter contributions to the North American Conference in 2018 in Victoria, host a signature kick-off event- what is this? What does it look like? Distribute the core values awards at this event. Cocktail reception Victoria Conference Centre. Approximately 300 attendees are expected.
- Whitehorse P2 Drinks event proposed by Trista, they have a venue and a framework already in mind.

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- Lisa to try to host 1 or 2 events on the Island, including mid-Island, possibly with partnership with UVic, ideally in conjunction with an Island training if one is planned.
 - Lisa notes that it might be timely to address health care as a practitioner focus, revisit partnerships we already have in place.
 - Canadian Trainer's Collective (CTC) want to have a P2 certification information event, with support of our Chapter, March in Vancouver. CTC will be sponsoring it, and they would like if we could act as local hosts.
 - Online Engagement tools-can we have an event this without endorsing a specific tool or platform. Let's hear instead from practitioners/clients about their experience on a project, such as Port Metro Vancouver used Engagement HQ, or Richmond School District used Bang the Table. Perhaps focus a portion of each Deep Dive presentation on online tools and practices. Or focus on this at the AGM. As long as we can avoid having it as a 'sales' event. Or have them all attend and relate the key elements of their platform. Ethalo Decisions, Metroquest, PlaceSpeak. Be sensitive to potential conflicts of interest.
 - Reporting back on last year's member survey both in the bulletin and orally at a P2 Drinks event to close the loop for members. Reflect back what we heard from the membership.
 - At a P2 Drinks using different techniques to practice in a safe space (games night) try a technique. Twitter Town Hall, Revolving Conversations, clickers, etc. Use it to plan Conference session ideas for 2018. Have a graphic facilitator capture it live.

6. Conclusion

Bulletin timing, beginning of February will include a letter from President.

adjournment 8:07 pm

Next Meeting:

Will be organized on Meeting Wizard by Catherine. next meeting will be in February sometime after Family Day.

Come to the meeting prepared with ideas for possible events, what possible dates would work, and who you would like to partner with.