

IAP2 BC Chapter

Executive Meeting #3

Thursday, March 11, 2010, 6:10 p.m. - 8:10 p.m.
Browns, Lonsdale Ave, North Vancouver



MINUTES

(Adopted July 28, 2010 EC Mtg)

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

The meeting was called to order at 6:10 p.m.

Present:

President/Secretary: Donald Golob, Principal, Donald Golob Consulting.

Members Services Coordinator/Treasurer: Marilyn Marchment, Principal, big think communications inc.

Partnership Development Coordinator: Katherine Beavis, Service Canada.

Program Coordinator: Emma Shea, Communica Public Affairs, Inc.

2. Review and Adoption of the Agenda

The agenda was adopted as presented, with the suggestion and agreement that the agenda be revised to reflect the goal categories in the strategic plan

3. Review and Adoption of Minutes of EC Mtg #2 Jan 21.10

It was agreed that:

- The minutes of EC Mtg #2 Jan. 21.10 be adopted as presented.
- **Donald Golob** will provide Katherine Beavis with a PDF copy of the adopted minutes, and Katherine will post the minutes on the BC Chapter IAP2 webpage.

4. Chapter Governance, Structure, and Operation

a) Chapter Strategic Plan

It was discussed and agreed that the EC meetings will be focused on providing an update on how we are doing in relation to the achievement of the strategic plan.

b) Chapter Charter

It was reported that:

- The proposed BC Chapter Charter was approved by the IAP2 Board at its February 24, 2010, with the following changes to the wording (underlined) in the 'IAP2 Training' section of the proposed charter due to the arrangement IAP2 has with the trainers, which is outside the BC Chapter's control:

Anyone organizing IAP2 training within the province of BC as a courtesy will notify the BC Chapter and potentially agreement on the respective roles, responsibilities, mutual expectations of, and benefits to the trainer(s) and the BC Chapter.

- The IAP2 Board has decided to use the BC Chapter Charter as a model for other chapter charters in a pilot program

It was identified that it was decided at the BC Chapter November 2009 AGM that the Chapter Charter would be sent to the BC members for adoption by a vote, once it was approved by the IAP2 Board.

It was agreed that:

- **Donald** will e-mail the BC Chapter EC's appreciation for the approval of the Chapter Charter and set out the next steps in the approval process by the BC members to the IAP2 ED and President.
- **Donald Golob** will update the wording in the Chapter Charter and provide Marilyn with a PDF copy and the wording for an e-mail to be sent to the members for voting.
- Adoption of the Chapter Charter will be by a simple majority of those members who vote, who vote in favour.
- **Marilyn** will e-mail the Chapter Charter with voting instructions to the members, and e-mail the results of the vote to the EC members at the close of voting.
- **Donald** will notify the IAP2 ED and President on the results of the vote, and if it is adopted by the BC members, sign it on behalf of the BC Chapter and e-mail a PDF copy to the IAP2 ED and President and e-mail a copy to Katherine Beavis for posting on the BC Chapter webpage; and report back to the EC at its next mtg on the status and recommendations on what to do if the BC members do not adopt the Charter.

c) Chapter Bylaws

The draft BC Chapter Constitution and Bylaws drafted by Donald and distributed to the EC members prior to the meeting were briefly reviewed.

It was reported by Donald that:

- The draft C&B is modeled after C&B's that would have to be submitted to the BC Registrar of Companies as part of the incorporation process under the Society Act.
- It leaves out some of the clauses that do not apply to the BC Chapter as an unincorporated chapter of IAP2.
- It includes the details that Donald and Anders Ourom, LLB teach societies in BC to include, in an effort to make sure the bylaws answer questions rather than raise them.
- This will make it easier if the BC Chapter decides to incorporate as a society in BC, and provides a sound operating basis for the chapter nonetheless.
- They have not been vetted by a practicing lawyer, and Donald can provide this draft as a volunteer as long as he is not remunerated for his time.
- Consideration should be given to whether they should be reviewed by a practicing lawyer.
- Anders Ourom, LLB, the local lawyer who specializes in advising incorporated societies and charities in BC he works with has indicated by telephone conversation that:
 - ♦ Even though the BC Chapter is an unincorporated entity the documents can be called the Constitution and Bylaws.
 - ♦ It is important to put the phrase in the footer on each page "An unincorporated chapter of IAP2" to ensure it is clear that the BC Chapter is a society incorporated in BC under the Society Act
 - ♦ The documents should be sent to the IAP2 Board for review and adoption as a policy, since the BC Chapter is an unincorporated chapter of IAP2.
- He has reread the draft he provided and has identified some further refinements.

It was agreed that:

- Time needs to be set aside by the EC to review the draft in detail.
- **Donald Golob** will revise the draft based on where he sees further refinement required, identify those key areas that the EC should focus its attention on in a review, and send the revised draft highlighting these key areas to the EC for review as soon as he is able.
- **The EC** will decide at its next meeting how to proceed with this project.

d) Chapter Annual Report to IAP2

Marilyn reported that she is able to submit the annual report now that the accounting for the April 2009 symposium has been completed.

It was agreed that:

- **Marilyn** will submit the Chapter Annual Report for 2009 to IAP2 without delay, ask in her e-mail when the chapter can expect it's annual per member stipend with the submission of the report, and report back to the EC at its next meeting.

e) 2010 Operating/Work Plan & Budget

The template of the 2010 Operating/Work Plan and Budget provided by Katherine and Emma prior to the meeting were reviewed.

It was agreed that:

- The template of the 2010 Operating/Work Plan and Budget would be adopted and refined.
- **Katherine** will develop a similar operating/work plan and budget template for 2011 and 2012 and begin moving tasks into each of these years as the EC works through its priorities for the three years of the strategic plan.
- **Katherine and Marilyn** will be responsible updating the 2010 Operating/Work Plan and Budget and providing updates at each EC meeting.

The \$ 762.79 expenses Donald incurred in attending the NA IAP2 member meeting in Phoenix, AZ at the end of January as the President of the BC Chapter were discussed in terms of reimbursement.

It was agreed that:

- 100% of Donald's expenses to attend the Phoenix mtg as the BC Chapter President will be reimbursed by the chapter.
- **Donald** will submit an invoice to **Marilyn** with the details of the expenses for reimbursement by cheque from the BC Chapter account.
- Reimbursing 100% of these expenses is being done because of the circumstances and does not set a precedent for the Chapter.
- **Donald** will draft some proposed reimbursement policies based on his experience with similar groups for review by the EC at its next meeting.
- **The EC** will review and agree on reimbursement policies for the remainder of 2009.

The request from Amelia Shaw, BC member and IAP2 Board member, that the BC Chapter contribute money to help pay Canadian IAP2 Board member Geoff Wilson's costs to attend the March 2010 IAP2 Board meeting in Melbourne, AUS was discussed.

It was agreed that:

- The chapter will provide \$250.00 to help cover the costs of Geoff Wilson's attendance at the March 2010 IAP2 Board meeting in Melbourne, AUS.
- It is important to do so in this instance in order that the largest number of IAP2 Board members be present at this meeting, since the Board will be making a decision whether to adopt the federation of affiliates model for IAP2.
- Providing this money does not set a precedent for the chapter funding the costs of IAP2 board members to attend IAP2 Board meetings.
- **Donald** will e-mail Amelia Shaw with this news and request that Geoff submit an invoice to **Marilyn** for the \$250 after the meeting, if he is able to attend.
- **Marilyn** will report back to the EC as appropriate after the March IAP2 Board meeting on the status of this contribution and payment.

5. Serving and Recruiting Members**a) Educational and Networking Events****i) Annual Event Calendar**

The draft 2010 Event Calendar developed by Emma was reviewed.

ii) 2010 Events

Events for 2010 were discussed and it was agreed that this is a priority for the chapter. From the discussion:

It was agreed that:

- **A ½ day education event on e-consultation will be organized for mid-May in Vancouver.**
- A mid-May event will not interfere or complete with Richard Delaney's IAP2 Certificate training scheduled for Vancouver at the end of May.
- **Emma** will take the lead in organizing the event, and **Marilyn** will contact Patti and Kirsten who have a 2.5 hours presentation on this topic about presenting.
- **A conference call of the EC will be set for lunch time on Wed. March 31 to decide on a go-no go for the event**, or earlier if Emma has the information for the EC to make this decision.
- **Emma** will set up the conference call.
- **Katherine will investigate holding a BC Chapter evening social gathering in Victoria in the fall of 2010** in conjunction with Richard Delaney's IAP2 Certificate training.
- This would serve as a good opportunity to bring IAP BC Chapter members and other non-member P2 practitioners, C2D2, and IAF people together on the Island.
- **An education event in Vancouver will be organized in conjunction with the 2010 BC Chapter AGM for late October or early November.**
- **The EC** will decide on the date of the 2010 AGM at its next meeting.
- **Katherine** will contact Howard Adam about the June 2010 changecamp being organized on citizen engagement and report back to the EC at its next meeting.

iii) Newsletter/Bulletin Activities

Marilyn was congratulated on the distribution of BC Chapter Member Bulletin #1 in early February.

Marilyn reported that the costs of the template have been covered, and that it is in MS Word which gives here the ability to do the updates.

It was agreed that:

- **Marilyn** will investigate whether the bulletin can appear as the body of an e-mail in contrast to an attachment that has to be opened.
- **A short e-bulletin** for distribution in the next few weeks will be discussed to provide an update to members in between the Member Bulletin at the March 31st EC conference call, in relation to publicizing the mid-May education event.

iv) Training

BC Chapter organization and sponsorship of IAP2 training in BC was discussed, with specific reference to:

- The IAP2 training scheduled for BC in 2010 by the Canadian Trainers Consortium (CTC), Delaney & Associates Inc., and Dialogue Partners.
- CTC's IAP2 Certificate Training scheduled for April and Emma's discussion with them regarding the BC Chapter's sponsorship, and the short lead time.
- Delaney & Associates IAP2 Certificate Training scheduled for late May in Vancouver and the fall in Victoria.
- Delaney & Associates proposal that the BC Chapter co-sponsor an IAP2 Certificate Training program with the City of Vancouver as per the proposed arrangement he sent by e-mail to Donald.
- Dialogue Partners scheduled Emotion, Outrage, and Public Participation course scheduled for Vancouver in 2010.
- The IAP2 Board's arrangements with IAP2 Trainers that they will ideally approach and reach agreement with the BC Chapter regarding the Trainer's holding of training in BC but it is not mandatory, as reflected in the IAP2 Board's approval of the BC Chapter Charter with this change in wording under the IAP2 Training section of the Charter.
- The focus of the Chapter on organizing educational events as outlined above for 2010, which does not include organizing IAP2 training events, especially given the schedule already in place with the Trainers.

- The desire of the Chapter to take advantage of reaching agreement with the Trainers for the training scheduled for 2010.
- The desire of the Chapter to develop a policy on involvement with and sponsorship of the Trainers' training scheduled for BC to ensure the value that the Chapter can provide and what the Trainers are able to provide in return is explicit and measurable.

It was agreed that:

- The BC Chapter will not organize its own IAP2 training courses for BC in 2010.
- The BC Chapter will seek to reach agreement with the Trainers who have scheduled IAP2 Training in BC for 2010 on the BC Chapter being a sponsor.
- **Emma** will contact the Jan at CTC about the BC Chapter's sponsorship of their April training in Vancouver, reach a tentative agreement and report back to the EC as soon as possible for a decision.
- **Donald** will forward copies of Richard Delaney's e-mail to Katherine.
- **Katherine** will contact Richard at Delaney & Associates to discuss the BC Chapter's sponsorship of their May and fall 2010 IAP2 Training, the possibility of holding a BC Chapter social event one evening during his fall 2010 training in Victoria, their proposal to co-sponsor IAP2 Certificate with the City of Vancouver, and the idea of investigating the holding of an IAP2 Certificate Training program at the UBCM convention in September 2010, and report back to the EC as soon as possible for decision.
- **Katherine** will contact Stephanie at Dialogue Partners to discuss BC Chapter sponsorship of their Emotion, Outrage, and Public Participation course in BC in 2010, and report back to the EC as soon as possible for decision.
- **Katherine** will draft a BC Chapter IAP2 Training Sponsorship policy that outlines the value that the Chapter can provide, what it can do as part of the sponsorship, how the value will be measured, and what the BC Chapter wishes to have in return from the Trainers, and how this would be measured, and bring a draft to the EC for review as soon as possible.

iv) Chapter Webpage/Website

The BC Chapter webpage on the IAP2 website was discussed.

It was agreed that:

- The BC Chapter will utilize the webpage provided to the chapter on the IAP2 website for 2010.
- **Marilyn and Katherine** will update the webpage as much as possible, as soon as possible.
- **Marilyn** will propose a method for updating the webpage, which may include the use of paid administrator assistance to do so, to the EC at its next meeting.
- **The BC Chapter** will investigate the establishment of its own website and the costs for inclusion in its 2011 operating plan and budget by December 2010.

6. IAP2 Restructuring

It was reported that the IAP2 Board will be making a decision whether to adopt the federation of affiliates model at its March 25, 2010 Board meeting in Melbourne.

7. Other Business

- a) IAP2 Chapter Annual Return – as above.
- b) Chapter per member stipend from IAP2 – as above.
- c) Latest Chapter membership list

Donald reported that he has made some calls to BC members, that he has a mixed reception, and that he will continue to call the members in the coming weeks.

- d) Chapter non-member contact list – tabled until the next meeting.

8. Next Meeting

It was agreed that:

- **Emma** will arrange a conference call for lunch time on Wed. March 31st (or earlier) to decide on a go-no go for the mid-May ½ educational event.
- The next meeting of the EC will be set at the March 31st conference call and take place in mid-April.
- **Donald Golob** will set up the next EC mtg by e-mail with the other EC members.

9. Meeting Closure

There being no other business, the meeting was brought to a close at 8:10 p.m.