

IAP2 BC Chapter
Executive Meeting #5
Tuesday, May 4, 2010
5:30 – 7:15 p.m.
Brown's, Lonsdale Avenue, N Vanc.



MINUTES

(Adopted July 28, 2010 EC Mtg)

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

The meeting was called to order at 5:30 p.m.

Present:

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

Partnership Development Coordinator: Katherine Beavis, Service Canada.

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

Absent with notice:

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

2. Review and Adoption of the Agenda

The agenda was adopted as presented.

3. Review and Adoption of Minutes of EC Mtg #3 Mar 11.10 & #4 Mar 31.10

Tabled until next meeting of the EC.

4. Chapter Governance, Structure, and Operation

a) Chapter 2010 AGM

It was agreed that:

- The 2010 BC Chapter IAP2 AGM will be scheduled for the latter half of October in Vancouver and be held in the late afternoon, early evening in conjunction with/after a chapter event TBD
- The date will be determined at the next mtg of the EC

b) Chapter Charter

It was reported and discussed that:

- The BC Chapter Charter was approved by a simple majority of the BC Chapter members by e-mail vote
- The BC Chapter Charter has been signed by Donald Golob on behalf of the BC Chapter, and Desley Renton on behalf of IAP2 and it is now officially adopted by both the Chapter and IAP2
- It has been posted as a PDF on the BC Chapter webpage on the IAP2 website
- A notice of its adoption was included in the recently sent Member Bulletin #2 to the BC Chapter members
- A PDF copy was forwarded by Donald Golob to Richard Delaney, Chair St. Lawrence Chapter, IAP2 as per his request
- Donald Golob has retained the original MS Word signed version for the BC Chapter's records, and has a back up copy

c) Chapter Bylaws

It was reported and discussed that:

- This remains a project in process, and requires review and approval by the EC for an adoption vote by the members at the recommendation of the EC

It was agreed that:**▪ Donald will:**

- ♦ Review the draft constitution and bylaws that he has developed and make any further revisions
- ♦ E-mail the draft to the other EC members for comment to him by e-mail by May 21st
- ♦ Make any appropriate revisions to the draft and distribute to the EC for the next EC mtg

- **The EC** will review and decide on the proposed BC Chapter IAP2 Constitution and Bylaws at its next mtg, and set out the steps to gain the approval of the BC Chapter members by vote and the IAP2 board.

d) Chapter Annual Report to IAP2

It was reported and discussed that:

- The 2009 BC Chapter Annual Report to IAP2 as required under the BC Chapter Charter has been submitted by Marilyn to IAP2
- Marilyn is checking with IAP2 on the status of the 2009 BC Chapter member stipend

e) 2010 Operating/Work Plan & Budget

It was reported and discussed that:

- The 2010 Operating/Work Plan & Budget requires updating and that it will be a working document over the course of the year
- Donald has yet to develop Exec reimbursement policies
- The \$250.00 donation to Geoff Wilson for IAP2 board meeting in Australia approved at the last EC mtg was not used by Geoff.

It was agreed that:

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| <ul style="list-style-type: none">▪ Katherine and Marilyn will update the 2010 Operating/Work Plan & Budget for the next EC mtg▪ Katherine will develop 2011 – 2012 templates as agreed to at the EC Mtg #3 as soon as possible and by the October AGM |
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5. Serving and Recruiting Members

a) Educational and Networking Events

i) Annual Event Calendar

It was reported and discussed that:

- The Annual Event Calendar has been posted on the BC Chapter webpage on the IAP2 website
- Emma will continue to update the Calendar as new information is available

ii) 2010 Events

It was reported and discussed that:

- The April 15th social night was successful although there were few BC Chapter members in attendance other than the Chapter EC, Howard Adam and Colin Ellis, the CTC Trainers, and a good number of their training participants
- The Consultation 2.0 event has been set and advertised for the morning of May 19th from 9-12 noon at the YWCA Program Centre on Hornby, the registrations stand at 13 (break even is 24), Marilyn has sent out a reminder, payment by PayPal through the BC Chapter website and fax registration to Emma has been set up, and that the BC Chapter will take a small loss on the event; that there is a CPRS consultation event planned for the week before our event
- Everyone is to be congratulated on the enormous amount of effort and persistence it has taken to put the systems in place for this event and to get it organized

It was agreed that:

- **Katherine** will contact Richard Delaney to ask that he promote the May 19th session to his contacts in BC and Alberta
 - **Emma** will contact CTC to ask that they promote the session to their contacts in BC; and contact Wild Rose Chapter to ask that they promote the May 19th session to their members and contacts
 - **Donald** will contact Moira at IAP2 and ask that she sent an e-mail to those who have taken IAP2 Certificate training in BC to advertise the May 19th session
- Howard Adam at Sustanet have been in e-mail discussions with primarily Katherine with copies to the EC about suggestions on how to broaden the reach and appeal of membership and involvement with IAP2 and the BC Chapter
 - Katherine has arranged to have lunch with Howard to discuss his ideas further

It was agreed that:

- **Katherine** will report back to the EC after her meeting with Howard on how to move forward with his suggestions
- There is a June 2010 changecamp planned

It was agreed that:

- **Katherine** will obtain the details on the June 2010 changecamp from Howard and distribute to the BC Chapter members
- The CTC is planning to hold IAP2 Certificate training in Victoria in November and that this would be a good opportunity to hold a Chapter social night in conjunction with the training

It was agreed that:

- **Emma** will contact CTC about holding a BC Chapter social event one night of their Victoria training and report back to the EC at its next meeting
- As noted above, it was agreed to hold a Chapter education event in conjunction with the 2010 BC Chapter AGM in the latter half of October

It was agreed that:

- **Emma** will suggest a topic and date for the October event to be held in conjunction with the 2010 BC Chapter AGM for the next EC meeting, with the suggestion that it be a panel discussion in the areas that Howard Adam works in and is familiar with
- Katherine has been in discussions with Stephanie regarding the Emotion and Outrage course as noted in the c) Training below, and that holding a BC Chapter evening social event in conjunction with the training

It was agreed that:

- **Katherine** will contact Stephanie regarding holding a BC Chapter evening social event in conjunction with the Emotion and Outrage course in Vancouver later this year
- There may be an opportunity to hold a BC Chapter social event in conjunction with the Delaney & Associates IAP2 Certificate training being held in Vancouver May 31-June 4, and that holding an event on a harbour cruise would be a great idea to investigate

It was agreed that:

- **Katherine** will contact Richard Delaney about holding a BC Chapter social evening event during his May 31 – June 4 IAP2 Certificate Training in Vancouver
- **Emma** will investigate a harbour cruise as the social event and report back to the EC as soon as possible

b) Newsletter/Bulletin Activities

It was reported and discussed that:

- Member Bulletin #2 has been distributed
- A Member Bulletin #3 should be sent by the end of June

It was agreed that:

- A decision on the content and timing of Member Bulletin #3 will be made at the next EC mtg

c) Training

It was reported and discussed that:

- Donald attended the April 19-23, 2010 Canadian Trainers Consortium (CTC) IAP2 Certificate Training in Vancouver and welcomed the participants on behalf of the BC Chapter, and the BC Chapter sponsored the training and advertised it to its members and non-member contacts

- Katherine has made arrangement for the BC Chapter to sponsor and promote the Delaney & Associates IAP2 Certificate Training scheduled for May 31 – June 4 Vancouver, and that a BC Chapter rep will need to attend
- Donald has not sent the Delaney & Associates/BC Chapter letter to City of Vancouver as provided by Richard Delaney to ask them to co-sponsor a training session

It was agreed that:

- **Donald and Katherine** will work with Richard Delaney to approach the City of Vancouver about the BC Chapter and the City of Vancouver co-sponsoring IAP2 Certificate Training
- Katherine has been in discussion with Stephanie regarding Emotion & Outrage IAP2 Training in BC for the fall and has suggested holding it in conjunction with the Union of BC Municipalities annual conference, which is in the latter part of September, and as noted above, Katherine will talk with Stephanie about a Chapter social evening, and the BC Chapter sponsorship agreement
- Katherine has tried to make contact with the UBCM without success at this point

It was agreed that:

- **Katherine** will continue to talk with Stephanie about the scheduling of the Emotion and Outrage course in Vancouver in September and report back to the EC at its next meeting
- **Katherine** will continue to try to make contact with the UBCM regarding promoting the E&O course to its September conference delegates
- The framework for a BC Chapter Training Sponsorship Policy is in place but not in complete written form
- The St. Lawrence Chapter contacted Katherine regarding how the BC Chapter is approaching the sponsorship of IAP2 Certificated training by the Canadian trainers
- CTC has provided the BC Chapter with two registrations to its November 2010 Victoria IAP2 Certificate Training as part of its sponsorship agreement with the BC Chapter
- Emma needs to follow up with CTC about a donation to the BC Chapter as part of the Chapter's sponsorship of their April training in Vancouver

It was agreed that:

- **Emma** will follow up with CTC about their donation to the BC Chapter for the April training sponsorship and report back to the next EC meeting
- **The EC** will decide how to use the two CTC IAP2 Certificate training registrations for Victoria at its next meeting

d) Chapter Webpage/Website

It was reported that:

- Katherine has updated the webpage
- Some of the links are not working on the page
- Donald and Emma should have administrative access to be able to update those items they are responsible for
- Marilyn can maintain responsibility for the layout of the page to keep it consistent
- The BC Chapter has access to a second page that it is not using that could be used for internal EC purposes only as a repository for BC Chapter documents
- The BC Chapter should move to reserving the IAP2BC domain name, at .ca, for its own use, and it would make sense to look to reserving IAP2Canada as Canada moves to forming an Affiliate

It was agreed that:

- **Donald** will contact Moira at IAP2 and request that he and Emma be given administrative access to the BC Chapter webpage on the IAP2 website, and will investigate the use of the second available BC Chapter webpage for EC use, and report back to the EC at its next meeting
- **Donald** will investigate reserving the IAP2BC.ca and IAP2Canada.ca domain names and report back to the EC at its next meeting
- **Katherine** will check the non-working links on the BC Chapter webpage

e) Membership Outreach

It was discussed that:

- Some way needs to be found to provide EC access to the non-member database to add contacts so it doesn't have to all go through Marilyn, and to look to the EC to send out notices of BC Chapter events to their contact networks

6. Organizational Leadership & Advocacy

It was discussed that:

- These two goals are best tabled until 2011

7. Partnership Development

It was reported and discussed that:

- Katherine intends to have a draft of a partnership development strategy for mid June

It was agreed that:

- **Katherine** will develop a draft partnership development strategy by June 21st
- The IAP2 Board voted to move to a Federation of Affiliates organizational model for IAP2 at its April meeting
- The IAP2 Board is working on the implementation process
- It makes sense for at least the Canadian IAP2 chapters and members to begin discussing the formation of an affiliate in Canada, its relationship to the Chapters, and the relationship to the US and Mexico

It was agreed that:

- **Donald** will monitor the IAP2 Board affiliate implementation process, begin to make contact with the other Canadian chapters and members to determine how to proceed with the discussions in Canada, contact Amelia Shaw regarding the process, and report back to the EC at its next meeting

8. Other Business

There was no other business

9. Next Meeting

It was agreed that:

- **The next meeting of the EC will be held in mid-June**
- **Donald** will send out a doodle with tentative dates to the EC for decision
- **Donald** will invite Amelia Shaw to attend

10. Meeting Closure

The meeting was brought to a close at 7:15 p.m.