

IAP2 BC Chapter

Executive Meeting #6
Wednesday, July 28, 2010
6:00 – 8:15 p.m.

Beavis Residence, 1837 Mahon, N Vanc.



International Association
for Public Participation

MINUTES

(Adopted August 25, 2010 EC Mtg)

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

The meeting was called to order at 6:00 p.m. It was determined that there was quorum, which is at least three of the four EC members.

Present:

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

Partnership Development Coordinator: Katherine Beavis, Service Canada.

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

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, and #5 May 4.10

It was agreed that:

- The minutes of EC Mtgs #3, 4, and 5 be adopted as presented.
- **Donald Golob** will produce PDF adopted copies, and post the minutes on the BC Chapter IAP2 webpage.

4. Chapter Governance, Structure, and Operation

a) Chapter 2010 AGM

It was agreed that:

- **The 2010 BC Chapter IAP2 AGM will be scheduled for Thursday, October 28th** in Vancouver and be held in the late afternoon, early evening in conjunction with/after a chapter education event TBD, and at a location TBD.
- The date of the AGM will be included in Member Bulletin #3 and posted on the IAP2 BC Chapter webpage.
- **Donald** will review the 2009 AGM minutes to determine which of the EC positions are up for election and report back to the EC at its next meeting with recommendations on how to proceed.

b) Chapter Charter

Nothing further to report.

c) Chapter Bylaws

The June 15, 2010 draft provided by Donald Golob was discussed:

It was agreed that:

- **For the time being, the draft will be modified and adopted as 'Operating Policies' of the BC Chapter,** and the June 15, 2010 draft Constitution and Bylaws be held in reserve in the event that the BC Chapter incorporates as a society under the B.C. Society Act and be available for reference and use in relation to the process to establishing an IAP2 Canada Affiliate, which will determine the future of chapters in Canada and their relationship to the Affiliate.

- **Donald will:**

- ♦ Modify the June 15, 2010 draft title and document language to 'Operating Policies'.
- ♦ E-mail the draft 'Operating Policies' to the EC for review prior to the next EC mtg.
- ♦ E-mail Moira Deslandes, IAP2 ED, to determine if the IAP2 board wishes to review and comment on the BC Chapters proposed Operating Policies, and if so, include them in the review process with the members as outlined below.

- **The EC will:**

- ♦ Aim to adopt the draft 'Operating Policies' in principle at their next EC mtg.

- ♦ Distribute the proposed 'Operating Policies' to the IAP2 BC Chapter members with the AGM notice asking for their input, and indicating that they will be put to the membership at the October 28th AGM for final review and comment, with an intended adoption by the end of December 2010.
- ♦ Send the proposed 'Operating Policies' to the IAP2 Board for review and comment at the same time, as recommended by Anders Ourom, LLB, a Vancouver lawyer who specializes in advising societies that Donald Golob works with, who indicated since the BC Chapter is an unincorporated organization and a chapter of IAP2 that the IAP2 Board should at least be made aware of the chapter's operating policies.
- ♦ Finalize the IAP2 BC Chapter 'Operating Policies' by the end of 2010.

d) Chapter Annual Report to IAP2

- It was reported and discussed that the BC Chapter has not received the annual member stipend yet and there have been a number of requests made to IAP2 on its status.

It was agreed that:

- ♦ **Marilyn** will continue to try to determine its status from IAP2 through Moira and report back at the next EC mtg.

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 included a clause regarding EC reimbursement policies in the June 15 draft bylaws.

It was reiterated from past EC mtgs and agreed that:

- **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.

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 May 19th Consultation 2.0 event was held, there were more attendees than expected, the event made \$23 (in contrast to the predicted loss), and that the attendees that filled out evaluations liked the event with the suggestion that similar events contain more examples than theory (it was noted that the last member survey results indicated that members wanted more theory than examples, which influenced how the May 19th session was structured).
- The room at the YWCA on Hornby worked well.
- Donald greeted the Delaney & Associates attendees at the May 31-June 4 IAP2 Certificate Training course in Vancouver.
- Donald, Marilyn, and Emma attended the BC Chapter social organized for the evening of June 1st at the Vancouver Art Gallery Café, that was well attended by those taking the IAP2 Certificate training and one or two other BC Chapter members.
- The Vancouver Art Gallery Café is a good spot to hold a social downtown, since it is rarely busy, has a large outdoor patio and indoor seating, serves food and alcohol, and there is no space use charge.
- Emma, in particular, is to be thanked on the effort she put into organizes this social event.
- Katherine had lunch with Howard Adam to further discuss his ideas on how to broaden the reach and appeal of membership and involvement with IAP2 and the BC Chapter.

It was agreed that:

- Expanding the BC Chapter's reach in BC to other organizations and groups and marketing IAP2 and the BC Chapter will be a focus of 2011.

- **Katherine** will continue to maintain contact with Howard as appropriate and draft an expansion strategy for 2011 for consideration by the EC either in December 2010 or January 2011.
- There was a June 2010 changecamp and Katherine did not receive any replies to her e-mails about the event.
- A social event will be held in Victoria in conjunction with the CTC training scheduled for the week of November 22-26 was discussed.

It was agreed that:

- **Emma** will continue to take the lead on organizing the event in conjunction with CTC and Ellen Frisch in Victoria.
 - **The BC Chapter Victoria Social Event will take place the evening of Wednesday, November 24th at the Canoe Brew Pub 450 Swift Street, Victoria.**
 - A notice of the social event will be included in Member Bulletin #3.
 - The social event will take place regardless of whether the CTC training goes ahead.
 - The social event will be open to anyone in the public participation field who wishes to attend, whether they are members of IAP2 or not.
 - The Victoria members will promote the event to their networks.
 - **Donald and Emma** have made a commitment to attend the event.
- A Chapter education session and social will be scheduled for late September in Vancouver, to coincide with the Union of BC Municipalities (UBCM) annual conference set for the last week of September.

It was agreed that:

- **A BC Chapter education session/social event will take place on Friday, September 24th in Vancouver at a location TBD.**
- First choice will be to see whether one of the IAP2 certified providers of the Emotion and Outrage one-day course are willing to come to Vancouver to present the course, at their risk.
- Second choice will be to see whether Richard Delaney would be willing to present his course on Facilitation on that day, at his risk.

- Third choice is to determine what the reaction has been to presentation of the shortened version of the first choice, called 'Why are they Yelling at Me?', which is two-hours by Stephanie of Dialogue Partners, and whether this is a possibility.
 - The intent is to not only offer the education/social event out to the BC Chapter members and those on the existing non-member contact list, but to also market it out to members of the Planning Institute of BC and the UBCM who will be coming into town for the UBCM convention being held the following week.
 - **Emma and Katherine** will take the lead in organizing the education/social event, and bring an update on this event to the next EC mtg for approval and inclusion in Member Bulletin #3.
- A Chapter education event will be held in conjunction with the 2010 BC Chapter AGM scheduled for October 28th.

It was agreed that:

- **Emma** will continue to take the lead on organizing the **education event in conjunction with October 28th BC Chapter AGM in Vancouver.**
- The first choice is to hold a joint Canadian Community for Dialogue and Deliberation (C2D2)/IAP2 BC Chapter event with a panel discussion of dialogue and deliberation and its relationship with and to public participation.
- **Katherine** will assist with making contact with C2D2 locally and identifying panel members.
- **Emma and Katherine** will bring an update on this event to the next EC mtg for approval and inclusion in Member Bulletin #3.

b) Newsletter/Bulletin Activities

Member Bulletin #3 was discussed.

It was agreed that:

- **Marilyn** will draft Member Bulletin #3 for review and finalization at the next EC mtg, with the intended circulation date of the beginning of September.
- **EC members** will continue to send her material for inclusion in the Member Bulletins.

c) Training

It was reported and discussed that:

- The BC Chapter has not received the agreed upon \$250.00 donation to the BC Chapter or the 2 free registrations for CTC's scheduled IAP2 Certificate Training Nov 22-26, 2010 in Victoria, from the April 19-23, 2010 Canadian Trainers Consortium (CTC) IAP2 Certificate Training in Vancouver.
- Delaney & Associates has provided a financial report from their IAP2 Certificate Training held May 31 – June 4 Vancouver, where the arrangement was that Delaney & Associates would donate any profits from the training to the BC Chapter to assist with its development, which indicates that the BC Chapter will be receiving just over \$4000.
- Donald sent an e-mail to Richard on behalf of the EC stating that it is up to Richard to decide whether one of the May training participants receives a refund or not based on his policies. This was based on an email from Richard asking the EC to be involved in the decision as to whether to issue a refund or not, since doing so would affect the amount of the profit which the chapter would receive.
- Richard reported to Donald that the course fee of this attendee will stay on his books till the end of 2010 as a credit, and that the attendee can use the credit on a Delaney course. If the attendee chooses not to make use of the credit, the BC Chapter will receive the course fee as additional profit from the May 2010 certificate training.
- There is a major difference in the sponsorship models between the arrangements with CTC and Delaney & Associates, and what the BC Chapter receives as consideration for the same level of involvement and promotion of IAP2 Certificate Training held in BC.
- The Victoria BC Chapter members suggested using Harbour Towers for the CTC training in November, this suggestion has been forwarded to CTC, Emma is in contact with CTC and Ellen Frisch in Victoria about the training and location, and Donald has alerted his contact at the Harbour Towers to this possibility and copied Emma and CTC about the Harbour Towers contact person.

It was agreed that:

- **Marilyn** will include appropriately worded thank yous in Member Bulletin #3 for the considerations received from CTC and Delaney & Associates for BC Chapter sponsorship and promotion of their IAP2 certificate training in BC.
- **Katherine** will have Richard Delaney mail the May training monies to Marilyn's address.

- **Emma** will continue to work with CTC to receive the \$250 donation and the 2 registrations, and discuss considerations for the BC Chapter for involvement with the CTC IAP2 Certificate Training in Victoria in Nov 2010 that is more in line with what the BC Chapter receives from Delaney & Associates.
 - **Katherine** will draft a revised sponsorship approach for 2011 for the BC Chapter for consideration and adoption by the EC by the end of December 2010.
- 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 re-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

It was re-agreed that:

- **Katherine** will continue to try to make contact with the UBCM regarding promoting the BC Chapter education and social event on September 24th to its September conference delegates

d) Chapter Webpage/Website

It was reported that:

- Katherine has fixed the links that were not working on the page.
- Donald and Emma now have administrative access and are able to update those items they are responsible for.
- 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 re-agreed that:

- **Donald** will investigate reserving the IAP2BC.ca and IAP2Canada.ca domain names and report back to the EC at its next meeting.
- **EC members** will update and maintain their sections of the BC Chapter webpage.

e) Membership Outreach

It was reported and discussed that:

- Donald had coffee with five BC Chapter members in Victoria on July 14th as part of a business trip, which included: Alan Dolan (IAP2 membership in process, Brent Menzies, Ellen Frisch, Susan Abells, and Fiona Cubitt.
- He provided an update on the BC Chapter and IAP2's move to a federation of affiliates model, that status of the Canadian affiliate and the need for volunteers to sit on a Canadian Affiliate Task Group (CATG) to develop a work plan to 1. Establish an affiliate in Canada; and 2. Apply for affiliate status with IAP2, and the planned CTC IAP2 Certificate Training in Victoria the week of Nov 22-26 and a need for suggestions on where to hold the training and a BC Chapter social event and volunteers to help Emma put these two events in place.
- Brent Menzies and Susan Abells volunteered to sit on the CATG, Ellen Frisch volunteered to assist Emma, the Harbour Towers Hotel was suggested as a location for the training, the Canoe Brew Pub was suggested as the location of the social event, and the suggestion was to hold the social event the evening of Wednesday, November 24th, which would be open to IAP2 members and anyone else in the public participation field.

6. Organizational Leadership & Advocacy

It was reaffirmed that:

- These two goals are best tabled until 2011.

7. Partnership Development

Katherine's draft partnership development strategy was discussed and:

It was agreed that:

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| <ul style="list-style-type: none">▪ Katherine will continue to revise the draft for review by the EC, based on the EC mtg discussion, and report back to the EC at its next meeting. |
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It was reported that the Canadian Affiliate Steering Committee (CASC) composed of leads from the BC Chapter (Donald Golob), Wild Rose Chapter, St. Lawrence Chapter, and Geoff Wilson from the East Coast had their first conference call in June to determine the next steps in moving forward, and that:

- The CASC agreed that:
 - A Canadian Affiliate Task Group (CATG), composed of IAP2 member volunteers from the chapters and elsewhere across Canada should be struck to develop a work plan to: 1. establish an affiliate in Canada; and 2. apply for affiliate status with IAP2, to begin work in September, and complete their task as early in the fall as possible.

- Each CASC member would solicit volunteers from their chapters or areas by July 15th.
- The CASC would hold a second conference call in late August to review the progress on volunteers and assist with the establishment of the CATG and finalization of its terms of reference.
- The CATG will be able to use the IAP2 conference number, the expectation is that they will conduct their work by conference call and on-line, and that the CATG will determine what other resources they will require to complete their task and make a request to the CATG.
- The CASC will make application to the IAP2 and the Canadian chapters for resources for the CATG to complete their work.
- Chapter leads in the United States have started similar discussions on the establishment of a US Affiliate.
- Donald asked BC members in Victoria at his July 14th meeting with them to volunteer to sit on the CATG, Amelia Shaw was approached, and Donald sent out a general call for volunteers.
- Brent Menzies, Susan Abells, Amelia Shaw, and Lucie McNeill volunteered to sit on the CATG.

It was agreed that:**▪ Donald will:**

- Send an e-mail confirmation to Brent Menzies, Susan Abells, Amelia Shaw, and Lucie McNeill with respect to their volunteering to sit on the Canadian Affiliate Task Group (CATG), and copy the EC and the other members of the Canadian Affiliate Steering Committee.
- Serve as the BC Chapter volunteers contact person on this task
- Report to the Canadian Affiliate Steering Committee that the BC Chapter EC wants IAP2 to be approached first with any request from the CATG for resources, and the chapters second; and that any request to the BC Chapter for resources be made in writing with rationale, the request, and who else is contributing through Donald for consideration at an EC mtg.

8. Other Business

There was no other business.

9. Next Meeting

It was agreed that:

- **The next meeting of the EC will be held 5:30 – 7:30 p.m., Wednesday, August 25th, location TBD**
- **Donald** will send out an agenda with a meeting confirmation at least 48 hours prior to the meeting.

10. Meeting Closure

The meeting was brought to a close at 8:15 p.m.