

# IAP2 BC Chapter

## Executive Meeting (EC) #1

Thursday, December 10, 5:30 p.m. - 7:30 p.m.

Brown's 18<sup>th</sup> & Lonsdale, North Vancouver



International Association  
for Public Participation

### MINUTES

(Adopted at Jan 21.10 EC Mtg)

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

The meeting was called to order at 5:40 p.m. All four members of the Executive Committee (EC) were in attendance as follows:

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

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

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

**Partnership Development Coordinator:** Katherine Beavis, Service Canada.

#### 2. Review and Adoption of the Agenda

The agenda was adopted as presented.

#### 3. 2009 AGM

##### a) Draft minutes

It was reported by the Donald Golob that the draft minutes were as distributed to the EC in preparation for this meeting, that Amelia Shaw's comments have been sent to her to review but that so far no response had been received, that the draft minutes are ready to be posted on the BC Chapter website and that the minutes will remain draft until the 2010 AGM.

##### **It was agreed that:**

- **Donald Golob** will e-mail a PDF copy of the 2009 AGM Draft Minutes to Katherine Beavis
- **Katherine Beavis** will post the draft AGM minutes on the BC Chapter website.

##### b) Cost (under agenda item #6)

It was reported by the Emma Shea that the cost for the Wine Room at Steamworks was \$500.

**It was agreed that:**

- If possible, a cheaper location should be found for the 2010 AGM and members be made aware in the AGM notice of the cost of the venue, given the few members who attended the 2009 AGM notwithstanding their RSVPs.

c) Info to Members (under agenda item #8)

**It was agreed that:**

- **Marilyn Marchment** will alert the BC Chapter members to the location of the 2009 AGM draft minutes in the upcoming member bulletin.

**4. Chapter Charter**

a) Finalization of Chapter Charter

The member resolution on the Chapter Charter passed at the 2009 AGM was reviewed, which reads as follows:

**Moved, seconded, carried that:**

The Proposed Chapter Charter be accepted as presented with the following changes:

- That the working of the Charter ensure that IAP2 members from other regions can be member of the BC Chapter.
- That any changes to the BC Chapter Charter be made by the membership at a duly called and constituted meeting of the members, which includes face-to-face and electronic meetings.
- The Chapter Executive be given the authority to make any additional changes to the Charter they deem are in the interests of the Chapter, and to work with the IAP2 Board to reach joint agreement on a BC Chapter Charter and the Executive to bring it back to the BC membership for final approval.
- The members of the interim planning group, those involved in the July 2009 planning meeting, and those who provided comments on the draft charter be thanked for their efforts.

**It was agreed that:**

**Donald Golob** will:

- Revise the Chapter Charter to reflect the desires of the membership from the AGM
- Review the proposed Charter to identify any additional changes that should be considered
- E-mail a proposed revised Chapter Charter to the Exec Committee for the next EC meeting.

b) Operation of the Chapter Executive

The operation of the Chapter Executive was discussed.

**It was agreed that:**

- Job Descriptions

**Donald Golob** will review the job descriptions included in the draft Chapter Strategic Plan and make recommendations on revisions based on his work in this area for the next EC meeting.
- Chair

The President will be the chair of the EC meetings, and in his absence the EC members will appoint a chair for the meeting.
- Meetings

The EC will determine meet as it sees fit, will attempt to meet once a month, and try to meet in the last week of each month, at a predetermined time and date to provide as much lead time as possible.
- Quorum

Quorum for EC meetings will be any 3 EC members.
- Minutes

The Secretary will keep the minutes of the meetings and prepare the agendas and background material
- IAP2 Membership of Exec Committee Members

EC members must be members in good standing of IAP2 at all times.
- Arrangement with Chapter Administrator

The assistance of the contract administrative assistance be brought to a close and the EC members take over the person's responsibilities for the time being.

**Katherine Beavis** will inform the contract administrator of this decision, make arrangements for her final payment, thank her for her assistance, and report back at the next EC meeting.
- Formation of committees around Exec duties

**Marilyn Marchment** will contact Janette Loveys, Manager, Visitor Services and Community Development in Regional Parks, Capital Regional District and Vincent Gonsalves Community Relations Coordinator, Public Involvement Department, Translink, the two unsuccessful candidates in the recent EC elections for President and Program Coordinator respectively, and discuss their involvement in special projects to assist the Chapter, and report back at the next EC meeting.
- Reimbursement for out-of-pocket expenses

**Donald Golob** will propose a clause wrt reimbursement of out-of-pocket expenses for EC members for review at the next EC meeting as part of the Operation of the Chapter.

c) Operation of the Chapter

**Donald Golob** will draft proposed operating parameters for the Chapter based on the work he does in this area for the next EC meeting.

5. Chapter Strategic Plan

a) Finalization of Strategic Plan

The member resolution on the Chapter Strategic Plan passed at the 2009 AGM was reviewed, which reads as follows:

**Moved, seconded, carried that:**

- a) The Proposed Chapter Strategic Plan be accepted as presented with the following comments:
  - That the Strategic Plan be recognized as a living document
  - That the comments encouraging external marketing for new members be incorporated into the Strategic Plan.
- b) It be recognized that the Chapter Executive may make any changes to the Strategic Plan they deem are in the interests of the Chapter, and to implement it as they see fit.
- c) The Chapter Executive provide regular updates to the membership on the progress with implementation of the Strategic Plan.
- d) The members of the interim planning group, those involved in the July 2009 planning meeting, and those who provided comments on the draft plan be thanked for their efforts.

**It was agreed that:**

**Donald Golob** will:

- Revise the Strategic Plan to reflect the desires of the membership from the AGM
- Review the Strategic Plan to identify any additional changes that should be considered
- Revise the 'Target Audiences' identified on page 2 to read 'Primary BC-based members of the public participation community, members and non-members' and to avoid the use of 'practitioners' to avoid the impression that suppliers are not part of the target community
- E-mail a proposed revised Strategic Plan to the Exec Committee for the next EC meeting.

6. Chapter Finances

a) Chapter bank acct & signing authority

**It was agreed that:**

- Location of and name on account

**Marilyn Marchment** will e-mail the details of the financial institution name, location, and account number for the BC Chapter bank account to Donald Golob for inclusion in the minutes/records of the EC/Chapter

- Monthly statements

**Marilyn Marchment** will report on the financials of the Chapter at each EC meeting

- Signing authority

**Marilyn Marchment and Katherine Beavis** will continue to have signing authority on the Chapter bank account and cheques will continue to require one of their two signatures to be issued

**Marilyn Marchment** will continue to be the main signer/issuer of cheques for the Chapter and **Katherine Beavis** will take her place as required.

- Payment approval process

The EC will review and approve any Chapter expenditures at its meeting, unless circumstances dictate otherwise and in such cases the EC will be informed at its next meeting and ratify the decision.

b) Investment policies

**Donald Golob** will draft a proposed investment policy for the Chapter as part of the proposed Chapter Operating Parameters.

7. 2010 Operating Plan & Budget

**It was agreed that:**

**Emma Shea** will draft a proposed 2010 Operating Plan and Budget for the next EC meeting.

8. Chapter Communication/Marketing/Sponsorship

**It was agreed that:**

a) Vanc Sun Keeping Track notice of Exec

**Donald Golob** will e-mail notice of the BC Chapter 2009-2011 Executive to the Vancouver Sun to be included in the Keeping Track section of the paper, which is listed in the Monday edition of the Business Section of the newspaper each week, and report back to the next EC meeting.

b) Bulletin to Members

**Marilyn Marchment** will prepare a member bulletin and e-mail it to the EC for review asap, with the intention that it be e-mailed to the members prior to the holiday break, covering the following topics:

- President's message
- New Executive

- New Chapter website
- AGM report
- IAP2 member engagement process on IAP2 restructuring
- Advertisement for the BC Chapter sponsored Delaney & Associates IAP2 Certificate Training scheduled for January 2010 in Vancouver.

c) Chapter page on IAP2 website

It was reported by Katherine Beavis that a BC Chapter page has been set up on the IAP2 website.

**It was agreed that:**

**Marilyn Marchment and Katherine Beavis** will keep the webpage updated.

d) Delaney Jan 2010 IAP2 Certificate Training Sponsorship

**It was ratified that:**

The BC Chapter is sponsoring the Delaney & Associates Inc IAP2 Certificate Training scheduled for January 11-15 at BCIT downtown as verbally agreed to by the EC at the 2009 Chapter AGM.

**Marilyn Marchment and Katherine Beavis** have electronically distributed the notice of the training to the BC Chapter members and the non-members on the Chapter contact list.

Delaney & Associates Inc. requires a minimum number of attendees to hold the training, which has not been reached yet.

The BC Chapter will receive the net revenue from the training if it goes ahead.

**It was agreed that:**

At least one of the EC members will attend the start of each of the certificate courses on behalf of the BC Chapter and to promote membership in IAP2.

**Donald Golob** will work with the EC to determine who this will be if the training goes ahead.

**Katherine Beavis** will e-mail the information she received from Delaney & Associates Inc. regarding the sponsorship arrangements to Donald Golob.

**Emma Shea**, with **Katherine Beavis's** assistance, will research and bring draft options for BC Chapter sponsorship of IAP2 certificate training, and advertising to BC Chapter members by others and proposed rates and policies (such as the recent request by Myriam LaBerge to advertise her facilitation training courses to the BC Chapter membership, with a discount on the rates), to the next EC meeting.

**9. IAP2 Restructuring**

a) IAP2 member consultation process

The member engagement process that is underway was reviewed.

Donald Golob reported that Anne Carroll, an IAP2 board member from the U.S., and a small group of other key IAP2 leaders in the U.S. are looking to organize a face-to-face meeting of IAP2 leaders in Canada and the U.S. early in 2010 to discuss the proposed IAP2 Federation of Affiliates model in relation to IAP2 and the U.S./Canada.

It was reiterated that the BC members will be reminded of the engagement process involvement opportunities and deadlines in the upcoming BC Chapter member bulletin.

**Whether to organize a gathering of the BC Chapter members early in the new year was discussed but no decision was made.**

b) St. Lawrence Chapter Cdn Affiliate webinar

Donald Golob reported that he and Katherine Beavis were part of the webinar organized by the St. Lawrence Chapter which had Anne Patillo, former IAP2 President, who is heavily involved with the Australasia Affiliate, as the guest speaker. Anne provided an overview of the Australasia Affiliate and provided an opportunity for the IAP2 chapter and other leaders from across Canada to ask questions about the Australasia experience.

**10. Other Business**

There was no other business.

**11. Next Meeting**

January 21, 2010. 6 p.m. – 8:00 p.m., at a location to be decided.

**12. Meeting Closes**

There being no other business, the meeting was brought to a close at 7:40 p.m.