

IAP2 BC Chapter

Executive Meeting #2

Thursday, January 21, 2010, 5:30 p.m. - 7:30 p.m.
Brown's 18th & Lonsdale, North Vancouver



MINUTES

(Adopted March 11, 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.

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

Partnership Development Coordinator: Katherine Beavis, Service
Canada.

Absent with Notice:

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

2. Review and Adoption of the Agenda

The agenda was adopted as presented.

3. Review and Adoption of Minutes of EC Mtg #1 Dec 10.09

It was agreed that:

- The minutes of EC Mtg #1 Dec 10.09 be adopted as presented.
- **Donald Golob** will provide Katherine Beavis with a PDF copy, and Katherine will post the minutes on the BC Chapter IAP2 webpage.

4. 2009 AGM

a) Draft minutes posting on website

It was reported that a PDF copy of the minutes were e-mailed to Katherine Beavis by Donald Golob.

It was agreed as per the Dec 10.09 EC Mtg that:

- **Katherine Beavis** will post the draft AGM minutes on the BC Chapter website.

b) Info to Members (under agenda item #9)

5. Chapter Charter

a) Finalization of Chapter Charter

The proposed revised draft of the Chapter Charter as provided to the EC prior to the meeting by Donald Golob was reviewed. It was identified that IAP2 sent a revised Chapter Charter Template and that the proposed revised draft varies from the template and addresses a number of the issues identified by the BC Chapter members at the November 2009 AGM and by the EC at its December 2009 meeting.

It was agreed that Donald Golob will:

▪ Make the following revisions to the revised draft:

- ♦ Under the 'Revenue Retention' section ensure that the word 'retained' means ownership by the BC Chapter.
- ♦ Under the 'Voluntary Winding Down section' ensure that it refers to the chapter ceasing to operate by providing written notice to IAP2 of its decision to wind down voluntarily, or by not meeting its compliance requirements with IAP2.
- ♦ Under the 'Chapter Liaison to IAP2' section include that the BC Chapter Liaison will participate in the Chapter Liaison conference calls and other related activities'.
- ♦ Under the 'IAP2 Training' section to change the wording after 'reaching agreement on the' to 'roles and responsibilities of the trainer(s) and the chapter including the benefits received by the Chapter'.

- Submit the proposed Chapter Charter by e-mail to Amelia Shaw (the IAP2 Board Member responsible for chapters) and Moira Deslandes (IAP2's Executive Director) immediately for review to determine whether there are any questions.
- Submit the proposed Chapter Charter to IAP2 by the required time line for the February 2010 board meeting.
- Report back to the EC and the membership with the decision of the IAP2 Board for a vote on its adoption by the BC Chapter members as set out in the minutes of the November 2009 AGM minutes.

b) Operation of the Chapter Executive

Most of the items from the Dec 10.09 EC Mtg Minutes were addressed under (c).

Katherine Beavis reported that she submitted the last invoice from the Chapter Administrator to Marilyn for payment, and that the person will be available as needed.

Marilyn Marchment reported that she contact Janette Loveys about taking on a project but has not heard back from her yet, and that she has approached Vincent Gonsales about organizing a spring chapter event.

c) Operation of the Chapter

Donald Golob reported that:

- He has started a draft of the Chapter Operating Parameters but was not able to complete them in time for the EC Mtg.
- The draft will include the items from (c) above as noted in the Dec 10.09 EC Mtg #1 minutes.
- He **will complete the draft of the Chapter Operating Parameters for the next EC mtg.**

6. Chapter Strategic Plan

a) Finalization of Strategic Plan

The proposed final 2009-2012 BC Chapter Strategic Plan as distributed to the EC prior to the meeting by Donald Golob was reviewed.

It was agreed that:

- The 2009-2012 BC Chapter Strategic Plan be adopted as presented.
- **Donald Golob** will e-mail a PDF copy to Katherine Beavis.
- **Katherine Beavis** will post the PDF copy on the Chapter webpage.

7. Chapter Finances

a) Chapter bank acct & signing authority

It was agreed as per the Dec 10.09 EC Mtg that:

- **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.

b) Investment policies

The item from the Dec 10.09 EC Mtg #1 Minutes will be addressed under item 5 (c) above.

8. 2010 Operating Plan & Budget

a) Operating Plan & b) Budget

It was reported that:

- The draft 2010 BC Chapter Operating Plan and Budget has not been drafted yet.

- Emma Shea and Katherine Beavis plan to meet in the coming week to complete this task.

It was agreed that:

- The 2010 Operating Plan and Budget will cover the entire operation of the chapter, not just the events.
- The US\$10 per BC Chapter member stipend that is expected to be forthcoming from IAP2 will be added to revenue for 2010.
- \$2000 to cover the possible legal costs associated with incorporating the BC Chapter as a society under the BC Society Act, \$2000 for the possible legal costs of developing an agreement between the BC Chapter and a possible Canadian Affiliate, and monies to cover EC member expense reimbursements and for the 2010 AGM be added to the 2010 budget
- A spring educational event in the Lower Mainland (for April) and a fall (possibly October) educational/marketing event in Victoria be planned for in the operational plan and budget.
- Planning for the spring and fall events will get underway immediately, spearheaded by **Marilyn Marchment**.
- **Katherine Beavis & Marilyn Marchment will assist Emma Shea** with the drafting of the proposed BC Chapter 2010 Operating Plan and Budget for the next EC Mtg.

9. Chapter Communication/Marketing/Sponsorship

a) Vanc Sun Keeping Track notice of Exec

It was reported that the notice of the BC Chapter Executive members was included in the Monday, December 21, 2009 Business section of the Vancouver Sun newspaper on page C9.

b) Bulletin to Members

It was reported that the Bulletin is being finalized.

It was agreed that:

▪ **Marilyn Marchment** will:

- ♦ Attempt to have her graphic designer develop a template for the Chapter Bulletin at no cost, and have the BC Chapter pay for the designer's time if required.
- ♦ Have the draft of the bulletin finished by Monday, Jan. 25, 2010.
- ♦ E-mail the draft to the EC committee for review.
- ♦ E-mail the bulletin to the BC Chapter members as soon as possible the week of Jan 25 – 29.

c) Chapter page on IAP2 website

It was reported that the chapter page has been updated, and that Marilyn Marchment will assume responsibility for keeping it updated.

d) Delaney Jan 2010 Certificate Training Sponsorship

It was reported that Delaney & Associates Inc. conducted IAP2 Certificate Training in Vancouver Jan 11-15, 2010, that attendance was minimal due to a number of factors, and as a result the BC Chapter did not realize any revenue from the hosting agreement.

It was agreed that:

- A written agreement setting out the roles and responsibilities of the trainer(s) and the BC Chapter is required for future arrangements such as this.

10. IAP2 Restructuring

a) IAP2 member consultation process – BC chapter member involvement

Having a chapter member event to engage the members in this process to provide input to the IAP2 board by the end of Feb 2010 deadline was discussed.

It was agreed that:

- A webinar set for the week of Feb 15-19 makes the most sense.
- **Donald Golob** will contact Blair McNaughton at the Wild Rose Chapter to arrange to make use of the Chapter's WebEx subscription that the Chapter has made available free of charge to other chapters.
- **Marilyn Marchment** will include a notice of the planned webinar in the Chapter Bulletin.

b) NA member meeting in Phoenix, Jan 29 – 31 – attendance in person and on-line

Donald Golob reported that:

- Plans are being finalized for the IAP2 North American member meeting in Phoenix, Arizona Jan 29-31, 2010.
- 30 NA members are expected to attend in person and that arrangements are being made to have a blog operating during the meeting and set times for other NA members to participate via an on-line webinar.
- The purpose of the meeting is to discuss the needs of members in NA, how best to organize to fulfill these needs, and to prepare a response to the IAP2 Board's preferred Federation of Affiliates organizational model.

- Some of the attendees will prepare a summary from the meeting on the afternoon of Jan 31 to send to the NA members for their input in February for submission of a final report to the IAP2 by the end of February.
- He has been part of the organizing committee and the working group that has been developing the specific agenda and process for the organizing committee.
- The IAP2 Board has provided US\$5000 to offset the costs of holding the event, and that part of the money will go to covering food costs for the attendees.
- A special hotel rate has been negotiated for attendees.
- He will be attending the meeting, along with at least two other Canadian chapter representatives.

It was agreed that:

- It is important that the BC Chapter President attend in person.
- Other EC members will participate on-line as their schedules allow.
- The position of the BC Chapter Executive is that it makes the most sense based on what is known and the direction the IAP2 appears to be going in toward adopting a 'Federation of Affiliates Model' to organize an affiliate in Canada separate from the US.
- The feeling of the EC is that this makes sense because of the legal issues of a joint affiliate and where it would be incorporated and the differences in public engagement in the two countries.
- Donald Golob will make this position known at the meeting in Phoenix as appropriate.
- **Donald Golob** will pay the costs of his participation up front.
- Reimbursement of his costs to attend will be discussed and decided at the next EC mtg as part of the approval of the BC Chapter 2010 Operating Plan and Budget.

11. Other Business

a) IAP2 Chapter Annual Return

It was identified that the BC Chapter is required to file its annual informational return with IAP2 as part of IAP2's non-profit reporting requirements in the US.

Marilyn Marchment reported that:

- She is in the final stages of preparing the return and will submit it to IAP2 as quickly as possible.
- She will e-mail a copy of the return to the EC members.

- Submission of the return will trigger the payment of the per chapter member stipend by IAP2 that is expected to be approved by the IAP2 Board

b) Chapter per member stipend from IAP2

It was reported that the IAP2 Board is expected to approve the payment of a US\$10 per chapter member stipend for 2010.

Marilyn Marchment reported that submission of the annual chapter return will trigger the payment of the per chapter member stipend by IAP2.

As noted above, this will be added as revenue for the BC Chapter 2010 Operating Plan and Budget.

c) Latest Chapter membership list

It was reported that the IAP2 ED e-mailed a copy of the latest BC Chapter membership list as an excel worksheet to Donald Golob, who forwarded it to the EC members, and that the chapter membership currently stands at 65 members.

d) Follow up with lapsed IAP2 members in BC

It was reported that IAP2 would like the BC Chapter to be the pilot for checking up on lapsed members.

It was agreed that:

- **Donald Golob** will contact the IAP2 Executive Director and request a list of lapsed IAP2 members in BC
- The EC will determine how to approach the lapsed members at its next EC meeting.

12. Next Meeting

It was agreed that:

- The next meeting of the EC will take place after the chapter member webinar to discuss the restructuring of IAP2 the week of Feb 15-19 and by the end of February or the first week of March at the latest.
- **Donald Golob** will set up the next EC mtg by e-mail with the other EC members.

13. Meeting Closes

There being no other business, the meeting was brought to a close at 7:30 p.m.