

ANNUAL GENERAL MEETING

Lord Nelson Hotel
Halifax, Nova Scotia
May 19, 2016
7:30 am

Attendees (list attached)

Minutes

1. Call to order

The meeting was called to order by the President at 7:40 am.

2. Adoption of the Agenda

It was moved by Janice Harper and seconded by Samantha Murphy that the Agenda be adopted as presented.

MOTION CARRIED

3. Adoption of the Minutes of the 2015 Annual General Meeting

It was moved by Tracey Wade and seconded by Elaine Mitchell that the Minutes of the 2015 Annual General Meeting be adopted.

MOTION CARRIED

4. President's Report

The President gave an overview of her report highlighting activities at CIP and the relationship with API; the PSC agreement and how the four Atlantic provinces will be represented by API; API by-law restructuring process proposing a federation organization style; change in administrative support transitioning from CIP to API; changes to Executive Director role with increased responsibility; fee increase with these added responsibilities; API awards of excellence deadline for submission September 19, 2016; list of volunteers recognized in report and formal thanks given; CIP representative role opportunity.

The President took a moment to recognize the commitment shown by Jennifer in her role as Executive Director. Jennifer is retiring effective the end of July.

The President took a moment to recognize the commitment shown by Nancy Griffiths in her role as Treasurer. Nancy is retiring from the position.

The President took a moment to thank Council.

The report was received.

5. President Elect's Report on CIP Council Matters

The President Elect gave an overview of her report highlighting activities at CIP; FutureForward Task Force report overview and outcomes; 13 person board, 7 regional positions – Atlantic seat not API specific, fellows seat, students seat, and three at large members. All seats are elected from within; CIP voting on by-laws is taking place May 19, 2016; new board to be elected; wide range of positions available; once a nomination is accepted by CIP, evaluated against criteria; looking for more than one candidate for each position; electronic election – slate ratified at CIP Conference in Quebec City; as everything is shifting at CIP this reflects on API and how we will function going forward.

The report was received.

6. Discussion of API By-laws

The President outlined the new model of the API Board, the proposed governance structure, explaining that the branches will be the members; membership will be participating at the branch level. All provincial by-laws will need to be changed to reflect this overall change. Once the draft has been developed, it will be provided to the general membership for consideration. A vote on the by-laws will take place in the near future.

7. Treasurer's Report

- a) Auditor's Report (Review Engagement Report)
 - b) Appointment of Auditors
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- a) The Treasurer provided an overview of the Review Engagement Report. API has a balanced budget and any differences are due to conference losses/profits. .

It was moved by Janice Harper and seconded by Samantha Murphy that the Review Engagement report be accepted as presented.

MOTION CARRIED

- b) The Treasurer proposed Gregory Stokes as the auditor.

It was moved by Nancy Griffiths and seconded by Tracey Wade that Gregory Stokes be appointed as the Auditor for 2016.

MOTION CARRIED

8. Branch Reports

- a) Newfoundland and Labrador
- b) New Brunswick
- c) Nova Scotia
- d) Prince Edward Island

The reports were received.

9. Student Representative's Report

The report was received.

10. Executive Director's Report

The Executive Director provided an overview of her report; more teleconference with Council to minimize costs of meetings; email communication tracking is critical to ensure that emails are received; Joint Advisory Group which is the association of all Executive Directors with semi-annual meetings provides good overview of how other PTIAs are structured and operate; the ability to work across the country is critical and this is what we are working toward.

The report was received.

11. Membership Committee's Report

The report was received.

12. Report on Continuous Professional Learning (CPL)

The report was received.

13. Professional Practice Review Committee Report

No report given.

14. Nomination of President-Elect

The Secretary gave an overview of the process for the nomination of President-Elect. Based on the outcome of the process, Tracey Wade was nominated by two members in good standing. No other nominations were received. Tracey Wade is the President-Elect by acclamation.

15. Presentation of Certificates to New Members

Congratulations to:

Annmarie Cashin
Mark Hefferton
Lori Bickford
Justin Forbes

16. Other Business

Volunteer Awards were presented to:

Gillian McLellan – professional learning Nova Scotia
Dennis Friezen – retired, formerly of membership committee
John Jarvie – PSB Chair
Elaine Mitchell – formerly API President, PSC Chair, FutureForward Taskforce
Kate Greene – Past President of API

17. Adjournment

It was moved by Dallas Gillis to adjourn the meeting at 8:20 am.

Attendees:

Jennifer Griffiths MCIP RPP
Jean Goguen MCIP RPP
Gay Drescher MCIP RPP
Janice Harper MCIP RPP
Ann McCarron MCIP
Samantha Murphy MCIP
Tracey Wade MCIP RPP
Pam Macintosh MCIP
Kate Greene MCIP LPP
Alicia Brown MCIP RPP
Norval Collins MCIP
Dawn Sutherland MCIP LPP
Karen Dempsey MCIP LPP
Jeanne Bourque MCIP LPP
Bill DeGrace MCIP LPP
Jesse Morton MCIP
Karen Neville MCIP
Jamie Burke MCIP RPP
Elaine Mitchell MCIP
Jeff Merrill MCIP
Douglas Foster MCIP
Julie Ozell MCIP
Nancy Griffiths MCIP
Alex Forbes MCIP
Dallas Gillis MCIP RPP
André Frenette MCIP RPP
Bard Fulton MCIP
Ian Watson MCIP
Caroline Robertson MCIP
Jessica McDonald MCIP
Mikiko Terashima Candidate
Elizabeth Nicoll Student
Patricia Manuel MCIP