

**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:

Ann-Marie 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.

Samantha Murphy  
President

Michelle L. MacDonald  
Executive Director

Adopted September 28, 2017

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