

Annual General Meeting DRAFT MINUTES

September 28, 2017 at 7:30 am

Rodd Charlottetown
Charlottetown, PEI
Georgian Room

In attendance:

Samantha Murphy, Chair of the Board, Tracey Wade, Treasurer, Michelle MacDonald Executive Director

Member Proxyholders in Attendance:

Alton Glenn, Newfoundland and Labrador Association of Professional Planners
Alex Forbes, Prince Edward Island Association of Planners
Patricia Manuel, Licensed Professional Planners Association of Nova Scotia
Jamie Burke, New Brunswick Association of Planners

Other API non-voting members from each of the four provinces were also in attendance as observers.

1. Call to order

The meeting was called to order by Samantha Murphy, Chair of the Board, at 7:30 am.

2. Adoption of the Agenda

MOTION: It was moved by Alex Forbes and seconded by Alton Glenn that the Agenda be adopted as presented. **MOTION CARRIED**

3. Approval of the Minutes of the May 2016 Annual General Meeting

MOTION: It was moved by Jamie Burke and seconded by Alex Forbes that the Minutes of the May 2016 Annual General Meeting be adopted. **MOTION CARRIED**

4. Presentation of the Annual Report

The report was received. Samantha Murphy drew attention to highlights and indicated the report was available on the API website for all members.

5. Presentation of Financial Statements and Appointment of Auditor

The Financial Statement was received. Tracey Wade, Treasurer, highlighted the financial position of API, indicating there was a planned loss in the past year to meet additional staffing needs.

MOTION: It was moved by Alton Glenn and seconded by Alex Forbes that Gregory Stokes be appointed as the auditor to undertake the financial review for 2017. **MOTION CARRIED**

6. Presentation of Certificates to New Members

Membership certificates were presented to those who had become new members between May 2016 and June 2017. Those in attendance at the AGM who received their certificates:

Gregory Morrison, MCIP – PEIAP

Those new members not in attendance at the AGM who received their certificates:

Alan Howell, MCIP, LPP – LPPAN

Elora Wilkinson, MCIP, LPP – LPPANS

Brynn Nheiley, MCIP, LPP – LPPANS

Jessica Harper, MCIP, LPP – LPPANS

Andrew Smith, MCIP – NLAPP

7. Election of Directors

Samantha Murphy asked Michelle MacDonald, Executive Director, to preside over the election of the new Board, the first board elected under the new API By-Law adopted June 30, 2017. Michelle MacDonald assumed the role of Chair of the meeting.

The proposed nomination slate was presented as follows:

Tracey Wade, MCIP, RPP – NBAP, three-year term

Samantha Murphy, MCIP, LPP – PEIAP, three-year term

Lindsay Church, NCIP – NLAPP, three-year term

Rachel Gilbert, MCIP, LPP – LPPANS, three-year term

Chris Markides, Student Member, two-year term

MOTION: It was moved by Patricia Manuel and seconded by Jamie Burke to elect the slate of directors as named with the terms identified to assume office at the adjournment of this Annual General Meeting. **MOTION CARRIED**

Samantha Murphy reassumed the role of Chair of the meeting.

8. Expression of Thanks

Samantha Murphy expressed thanks to all who volunteered their time in the last year, including, Elizabeth Nicholl, Gay Drescher, Nathan Rogers, Alton Glenn and Janice Harper, who had served on the API Board in the past year, and all those who had served on the CPL, Awards and Professional Practice Committees of API. Samantha Murphy also thanked those who serve on provincial Councils and Executives, national committees, the national CIP Board, the Professional Standards Board and its committees and on the Professional Standards Committee.

MOTION: It was moved by Alton Glenn and seconded by Patricia Manuel to approve a formal expression of thanks to all the volunteers who have given so much of their time of the past year to support the profession. **MOTION CARRIED**

9. Other Business

None declared.

10. Adjournment

MOTION: It was moved by Patricia Manuel and seconded by Alex Forbes to adjourn the meeting at 8:13am. **MOTION CARRIED**