

Annual General Meeting

October 5, 2015

Minutes

The regularly scheduled annual general meeting of the Atlantic Planners Institute was held on Monday, October 5, 2015 in the Court Garden of the Sheraton Newfoundland Hotel, St. John's, NL beginning at 12:30 pm, with Kate Greene, MCIP, LPP, president, presiding.

1. Call to order.

The meeting was called to order at 12:30.

2. Agenda

The agenda was modified with the addition of consideration of a motion of support for CIP, and a report on the Future Forward Task Force.

It was moved by Jessica McDonald and seconded by Patricia Manuel that the modified agenda be adopted.

Carried.

3. Adoption of the Minutes of the 2014 Annual General Meeting.

It was observed that Item 3 of the 2014 minutes should read "Adoption of the minutes of the **2013** Annual General meeting" and not 2012.

It was moved by Samantha Murphy and seconded by Tracey Wade that the Minutes of the 2014 Annual General Meeting be adopted as amended.

Carried.

4. President's Report

The President gave her report, first thanking all the volunteers who give their time to API. She noted that changes are coming to API and CIP and that there was a conference call to engage with all members to inform them of these changes. The administrative support will change in 2016, and with these

changes, API members should expect that fees will increase, once the costs are known. LPPANS and NBAP are exploring becoming members of the Professional Standards Committee and the Professional Standards Board and signing agreements with them. At present the funding agreements with both these entities are shared 50% with CIP and 50% with the Provincial and Territorial Institutes and Associations (PTIAs). That is expected to change in 2016.

The revisions to the API bylaw have been on hold, waiting on the new CIP bylaw. Council is now looking at proceeding with its own model.

LPANS has indicated that it wishes to become a full PTIA, but as it explores that course, it also indicated that it needed more money in order to carry out its mandate. After a strategic planning session in May 2014, and noting the legislative imperatives, Council decided to increase the branch allocations to LPPANS and NBAP from \$15 to \$30. In part, this was done by adjusting the allocations to Dalhousie University School of Planning.

#### 5. President Elect's Report on CIP Council Matters

Samantha Murphy presented her written report. She noted that she is coming to the end of her term with CIP, and there will be a search to find a person to fill her role on CIP Council.

#### 6. Discussion of CIP and API realignment

Mary Bishop and Elaine Mitchell gave presentations on this prior to the start of the Annual General Meeting.

#### 7. Treasurer's Report

Nancy Griffiths, treasurer, noted that Gregory Stokes, CA reviewed the financial statements. The position of API at this time is \$115,000 made up of \$78,000 cash on hand and \$37,000 in investments. The revenue in 2014 was \$54,000 with expenses of \$37,000.

She noted that the conference in New Brunswick was very successful, the cost for the strategic planning session was approximately half of the budgeted amount, and Council met primarily by conference call with only one face-to-face meeting, which also served to keep costs down.

It was moved by Nancy Griffiths and seconded by Elaine Mitchell that the Auditor's report be accepted.

Carried.

It was moved by Nancy Griffiths and seconded by Janice Harper that Gregory Stokes, CA be appointed as the auditor.

Carried.

#### 8. Branch Reports

The written reports for all branches were accepted as presented.

#### 9. Student Representative's Report

The written report was accepted as presented.

#### 10. Executive Director's Report

The written report was accepted as presented.

#### 11. Membership Committee's Report

The written report was accepted as presented.

#### 12. Report on Continuous Professional Learning

Dallas Gillis, Chair of the Continuous Professional Learning Committee noted that there have been lots of changes in the membership system at CIP, which have changed the way people may log their CPL credits. Members must apply credits to the previous years, if they are lacking such credits, before attributing CPL to the current year, and the AMS does allow this to happen. He acknowledged that the system is slow.

CPL is not just formal sessions such as the annual conference, but also can be such things as lunch meetings/dates, planners and pints, movies, and reading professional magazines and books. Look at the CPL guide to see what qualifies for both structured and unstructured credits. Web based activities also qualify as CPL including webinars and podcasts. Members should check out the OPPI website and the American Planners Association website.

The report on Continuous Professional Learning was accepted.

#### 13. Professional Practice Review Committee Report

The written report was accepted as presented.

#### 14. Presentation of Certificates to new Members

The new members were congratulated on their hard work in becoming members. Certificates will be mailed out shortly.

#### 15. Other business

##### a) Support for CIP

Mary Bishop spoke to this, noting that CIP has been a vehicle for the voice of planners in Canada and should continue to present and represent planners and planning in both Canada and on the international stage.

It was moved by Doug Foster and seconded by John Heseltine that API work toward the continued, strong organization that is CIP.

Carried.

##### b) Report on Future Forward Task Force

Elaine Mitchell spoke on the work of the Future Forward Task Force. She noted that the report of the Task Force is expected to be presented to the board of CIP on November 1, 2015.

c) Patricia Manuel expressed the thanks of the membership to API Council.

#### 16. Adjournment

Lydia Lewycky moved adjournment at 1:30 pm.

## Attendance at the 2015 Annual General Meeting

Ken Forrest,	MCIP	NB
Jessica McDonald	MCIP	NS
Bruce Mans	MCIP	NS
Steffen Käubler	MCIP	NS
Reg Garland	MCIP	NL
Tom Horrocks	MCIP	NL
Ann-Marie Cashin	Provisional	NL
Mary Bishop	FCIP	NL
Elaine Mitchell	MCIP	NL
Tracey Wade	MCIP	NB
Ian Watson	MCIP	NS
Geralyn Lynch	MCIP	NL
Ken O'Brien	MCIP	NL
Alton Glenn	MCIP	NL
Colleen Humphries	MCIP	NL
Paul Boundridge	MCIP	NL
Jennifer Griffiths	MCIP	NB
Miles Agar	MCIP	NS
Nancy Griffiths	MCIP	NL
Gay Drescher	MCIP	NB
Samantha Murphy	MCIP	PE
Janice Harper	MCIP	PE
Colin Simic	Student	NS
Serge Boucher	MCIP	NB
Kim Blanchard	MCIP	NL
Terry Drisdelle	MCIP	NS
Mark Hefferton	Provisional	NL
Christopher Hardy	Candidate	NL
Andrew Jones	MCIP	NS
Malcolm Gillis	MCIP	NS
Lydia Lewycky	MCIP	NL
Margot Young	MCIP	NS
Lindsay Lyghtle Brushett	MCIP	NL
John Heseltine	MCIP	NS
Patrick Carroll	MCIP	PE
Julia Schwarz	MCIP	NL
Dallas Gillis	MCIP	NB
Tony Dakiv	MCIP	NB
Pascal Hudon	MCIP	NB
Alexandre Girard	MCIP	NB
Karen Neville	MCIP	NS
Lori Bickford	Provisional	NS
Patricia Manuel	MCIP	NS
Corrie Davis	MCIP	NL
Arthur MacDonald	MCIP	NL