

# **Atlantic Planners Institute Annual General Meeting**

October 20, 2006

Saint John Trade and Convention Centre

Saint John, New Brunswick

## **1. Call to order/Sign in (7:45 AM)**

Barry Zwicker chaired and called meeting to order.

### **Members present:**

Colleen Carey

Kingsley Lewis

Samantha Murphy

Elaine Mitchell

Albert Dunphy

Ron Keeble

Amber Nicol

Jeff Merrill

Meredith Cooper

Andrew Fisher

John Jarvie

Brad MacDonald

Bernie Hoganson

Safa Fayek

Michael Poulton

Jean Goguen

Mark Reade

Dennis Friesen

Wilson Bell

Andre Daigle

Barry Zwicker

## **2. Adoption of the agenda**

**Moved by Mike Poulton, seconded by Mark Reade to adopt the agenda as circulated.**

**CARRIED**

## **3. Adoption of the minutes of 2005 AGM**

**Moved by Samantha Murphy, seconded by Dennis Friesen to adopt the minutes of the 2005 AGM minutes, as circulated.**

**CARRIED**

## **4. President's Report**

Barry Zwicker delivered the President's Report. Barry spoke of the interesting and challenging times he's experienced over the last three years, such as changes to the by law and the significant impacts in the development of CPL program. Barry also spoke of the MCIP program and fee increases for the upcoming year.

## **5. Past President's report on CIP Council matters**

Alex Forbes was not present to deliver a report.

## **6. Treasurer's Report**

The Treasurer's Report, supplied by Elaine Mitchell, illustrated API's financial status and the reason why our fees will have to increase in the upcoming year. Fees have not increased over the past number of years and the Members Equity is slowly being depleted. A fee increase will alleviate this problem.

## **7. Auditor's Report**

The Auditor's Report was part of the Treasurer's Report.

**Moved by Elaine Mitchell, seconded by Wilson Bell to appoint Wayne Moores as auditor for 2006.**

**CARRIED**

## **8. Membership Committee Report**

John Bain (absent) supplied the Membership Committee Report. There have been a number of new members move into the area and obtain full membership status. By year-end, there will be 10 or 11 new full members, based on applicants in the process of doing their testing, exams, etc. Student members are not included in the report, but there have been about 20 new student members processed this year. The membership process has been tightened up and is a lot more efficient.

## **9. Executive Director's Report**

The Executive Directors report was supplied by Kingsley Lewis. Kingsley has been very busy over the past year taking care of a number of API issues. Barry gave an official "thank you" as President for all of his hard work.

## **10. Branch Reports**

Branch Reports were supplied by Elaine Mitchell for Newfoundland and Labrador, by Samantha Murphy for Prince Edward Island and by Albert Dunphy for Nova Scotia. No report was supplied by Colleen Carey for New Brunswick. The NB Branch has been very busy organizing the conference. Barry thanked the Conference Organizing Committee for pulling together the conference with its interesting sessions.

## **11. Student Representative Report**

Stephanie Bohdanow (absent) supplied the Student Representative Report. The students have been very active and interested in being involved in the membership. The mentorship program is doing very well, with 17 mentors already brought in and involved in program.

## **12. Secretary's Report on Elections**

No elections were required for the positions of incoming President and President Elect. Incoming President is Albert Dunphy of the NS Branch and incoming President Elect is Elaine Mitchell of the NL Branch, both by acclamation.

## **13. Discussion of proposed new API By Law**

Barry Zwicker recognized the great work Kingsley Lewis has put into getting the new API By Law together. There are a few changes needed, such as correcting the new official names for the NS and NB Branches. The new By Law also includes a clause about mandatory CPL. Council will allow a month or so to receive any other comments from the membership and then will proceed with formalization of the By Law.

Formalization of the By Law will require a ballot to be circulated to the membership and then back to Council, by mail. However, Council suggested this process be brought up to date and made more financially efficient by using digital methods (such as email) instead. Since this option is not currently in our By Law, a consensus of the membership is required to carry this out (the new By Law will legalize the use of email in the future). The membership was then asked if they were fundamentally opposed to this.

John Jarvie asked if we know if everyone has access to email. Kingsley Lewis stated that he believes we do, from previous group email correspondence he carried out earlier this year. He will check the role to ensure that all members can be reached via email. One issue is with that of student members, who tend to move around often resulting in Council not always having their correct address.

After this meeting, a notice will be placed on the API website informing the membership of the new By Law and the process to follow. Members were then asked to go to the CIP website to update their addresses and to ensure their info is correct. Any members who do not have access to email will still have items sent to them by regular mail.

**Moved by Mark Reade, seconded by Dennis Friesen to authorize Council to process bylaw amendment through the process of electronic mail rather than regular mail.  
CARRIED**

## **14. Report on Continuing Professional Learning (CPL)**

Barry Zwicker delivered a report on CPL. Barry reminded the membership to report their learning units on the CIP website as soon as possible, if they haven't already begun to. CIP has the ability to check to see who's been inputting learning units, what's been claimed (structured vs unstructured), etc. It's very easy to do your reporting. 18 learning units per year are required, with a minimum of 9 unstructured learning units (these are things you do on your own, such as reading a journal or book, participation on committees, etc.). The system and the guide have been online for a few months and members can find it on the API website as well as the CIP one.

John Jarvie asked how the membership will know what the units will be for things, such as this conference. Barry replied that the CPL committee will review conferences and such beforehand and members will know how many learning units they are worth before they sign up. There may be times when the exact content won't be known in time in order to have it reviewed. In these cases, members can send the info to the CPL committee and they'll review it afterwards and assign learning units to it.

In a casual and informative way, the CPL committee will contact members to let them know if they are short learning units and they'll be given the opportunity to update their file. If members don't stay current with the profession, they may be stricken from the role.

## **15. Other Business**

Ron Keeble (CIP) extended greetings from Chris Leach and CIP Council and congratulated the membership on a very good conference. He felt there was interesting work going on here and our members don't share our work to the extent that we could be.

CIP council has an active agenda focusing on 4 things:

1. continue to clarify the role of the national association with the affiliates
2. CPL initiatives
3. website updating, using new technologies, such as reporting CPL
4. reflect on success of conference in Vancouver (next years conference will be held in Quebec)

Barry Zwicker thanked Dennis Friesen for being the editor of the Planners Pen and doing such a great job. The Pen has been sent out digitally over the past year and it's been working well. Members can also find the Pen online at the API website, where they can print it off if they wish and send it around to others. The next issue this year will focus primarily on CPL.

**Moved by Dennis Friesen, seconded by Albert Dunphy to receive all Reports as circulated for information.**

**CARRIED**

Albert Dunphy takes over chairing the meeting as the new President.

**Moved by Andre Daigle, seconded by Amber Nicol to adjourn the meeting.**

**CARRIED**