

API - Newfoundland & Labrador Branch 2005 Annual General Meeting Minutes

Location: Fairmont Hotel Newfoundland
Date: Wednesday, 28 September 2005
Time: 3:30 - 4:30 PM

Present: Stephen Jewczyk Corrie Davis
 Alton Glenn Kim Blanchard
 Paul Boundridge Ken O'Brien
 Julia Schwarz

1. Call Meeting to Order/ Review & Approve Agenda

Stephen Jewczyk called the meeting to order. The agenda was read out and, on a Motion by *Kim Blanchard* which was seconded by *Paul Boundridge*, adopted.

2. Adoption of Minutes of 19 November 2004 Annual General Meeting

The Minutes were circulated and reviewed. On a Motion by *Kim Blanchard*, seconded by *Alton Glenn*, the Minutes were adopted

3. President's Report

Stephen Jewczyk presented his report for this past year. The President's Report covered the following:

- ▶ **The Planner's Plate**, which was again successfully organized by Ken O'Brien this year;
- ▶ **Branch Membership Status** (numbers are relatively stagnant);
- ▶ **Tidy Towns of Newfoundland & Labrador** (Branch support of this organization continues);
- ▶ **The 2005 API Annual Conference and Workshop** (The major focus of the Branch Executive for 2005 was the organization of these events);
- ▶ **The Branch Christmas Party**: held at Poplar Avenue last year on 10 December 2004 and attended by 23 members;
- ▶ **Unfinished Business** (Stephen's intent is to pursue a project on the History of Planning in Newfoundland and Labrador in the coming year);
- ▶ **Closing Remarks** (As outgoing Branch President, Stephen expressed his satisfaction with the initiatives of the previous three years, thanked the Branch Executive and membership for their commitment and service to the Branch, and wished the incoming Executive success in the coming year.

The membership commended Stephen for his report on the year's activities.

A motion was made by *Corrie Davis* to accept the report, this was seconded by *Kim Blanchard* and the President's Report was adopted unanimously.

4. The Secretary's Report

Paul Boundridge presented the Secretary's Report for 2005 which covered the following:

- ▶ The 2004 Annual General Meeting was held in November 2004 at the Bowring Park Bungalow in St. John's. Minutes were distributed to the membership by e-mail for information and for review. Highlights from the meetings are:
 - The election of a Branch Executive for the 2005 calendar year.
 - The appointment of Nancy Griffiths as Branch representative to the API Continuous Professional Learning Committee for the 2005 calendar year.
- ▶ Members are asked to apprise the Branch Secretary of any changes in contact information, more specifically e-mail addresses and regular postal addresses.

A motion was made by *Kim Blanchard* to accept the report, this was seconded by *Ken O'Brien* and the Secretary's Report was adopted.

5. Treasurer's Report

Alton Glenn presented the Treasurer's Report for 2005, a Financial Statement for January to October, and a Draft Budget for 2006 for consideration and discussion. The report highlights are as follows:

- ▶ "The 2004 statements presented relate Branch affairs to date for 2005. Significant changes in our financial position before year end would include the impact of the API Conference and Workshop. A final conference/workshop statements will be prepared following event and will be included in a year-end statement."
- ▶ "The Planner's Plate events continue to provided exposure for the Branch and the profession while showing a small profit (\$283.79 thus far this year)...The majority of those in attendance at the Plates are not members of API (66%).."
- ▶ "The overall standing of the branch is relatively secure, given our current level of spending...the Planner's Plates and the workshops show our activities do not depend solely on outside sources for financial support."
- ▶ "The guaranteed investment certificate with the Bank of Montreal is a variable rate investment...The Branch may wish to explore alternative investment opportunities if increased returns are desired."
- ▶ The Grand Concourse Authority audited the financial records/statements for this year at no cost to the Branch. The Branch will have to decide if it would like this to continue and to seek confirmation from the Grand Concourse Authority that it would be prepared to undertake this task for us again.

Alton's report was briefly discussed. A motion to accept the report was made by Paul Boundridge and seconded by *Corrie Davis*; the Treasurer's Report was adopted unanimously.

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6. The API Councillor's Report

Elaine Mitchell's report had been prepared in advance of the AGM and copies were distributed for consideration by the membership. The report had the following highlights:

- ▶ Elaine continues to serve as API Treasurer.
- ▶ The API Council had 2 meetings in 2005 (April and September in association with the API Conference and AGM).
- ▶ The API Council is dealing with 2 major initiatives:
 - Continuous Professional Learning
API is committed to the CIP continuous professional learning initiative and has formed a committee to pursue its development. Unfortunately, the Committee Chair, Bill Ashton resigned and Barry Zwicker, the API President, assumed this role and attended a CPI-CPL Committee meeting in May.
 - Improving Member Services
At its April meeting, the API hired Kingsley Lewis to serve as part-time Executive Director with the aim of improving communications and member services. His office is established in his Charlottetown, P.E.I. home and he may be reached by e-mail (krlewis@pei.eastlink.ca), phone (902-892-3684), or regular postal service (57 Parkside Drive, Charlottetown, PEI, C1E 1N1).

The API Councillor's Report was discussed. Questions were raised about the Executive Director's level of compensation and the amount of time required to be committed to member services and whether this might lead to a request for a dues increase. Questions were also raised about CPL credits for participation in workshops, the API and API- Branch Conferences and Planners Plates.

When the brief discussion ended, a motion was made by *Ken O'Brien* to accept the report which was seconded by *Alton Glenn*; the API Councillor's Report was adopted unanimously.

7. The Planner's Plate Co-ordinator's Report

Ken circulated copies of his report which covered the period from the 2004 AGM to the present. The report had the following highlights:

- ▶ Four (4) Planner's Plates have been held since last November at either the St. John's City Hall or the Mount Pear City Hall. Topics covered were: "Lundrigan's Marsh: Wetland Stewardship", "The Fused Grid: Better Suburban Design", "Standards and Guidelines for

Canada's Historic Places Initiative", and "Sustainable Communities: How to Plan for Them".

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- ▶ The Foran-Greene Room at St. John's City Hall and the Sir James Pearl Room at Mount Pearl City Hall has been used regularly (Both are sufficiently large and available without charge top the Branch). Other venues would be welcome, especially in adjoining municipalities
- ▶ The Planner's Plates are intended to break even and we did so this year. Each speaker/presenter is presented with a gift having an approximate value of \$20.
- ▶ The Plates are publicised to members and non-members (other professionals and the public) and are open to anyone interested. It is intended to continue with this practice and to keep the Plates relevant to our members. Ken asks that if members know of anyone they'd like to have added to his e-mail list, they please advise him in the usual manner.
- ▶ A list of more than a dozen future topics for Planner's Plates was provided and members are invited to suggest others.
- ▶ Ken gave thanks for the assistance Dave Squires has been giving him in conducting the Plates over the year.

A motion to accept the report was made by *Kim Blanchard*, seconded by *Corrie Davis*, and the Planner's Plate Coordinator's Report was adopted unanimously.

8. The Report from the World Town Planning Day Co-Ordinator

Alton Glenn presented his report which contained the following highlights:

- ▶ Some of the activities the Branch has undertaken in recent years that may form part of the 2005 WTPD activities include:
 - Official proclamations declaring World Town Planning Day in their communities being read by municipal Councils across the Province.
 - WTPD posters distribution to Branch members and others to help publicize the event.
 - Radio interview of Branch President
 - Organization of a Planner's Plate in coordination with WTPD.
 - Summary of the Branch's WTPD activities being posted on the CIP website.

Final arrangements for WTPD will be made in October after the conclusion of the API Conference and Workshop. WTPD posters are available for distribution to conference and workshop participants.

The membership thanked Alton for his efforts on behalf of the Branch.

Stephen advised that Mount Pearl intends to be giving its urban design awards out on WTPD and it is hoped to be able to bring in Douglas Cardinal as a keynote speaker for the event. Stephen also mentioned that there would be a significant fee (\$4000) involved in having Douglas Cardinal appear and this might be too great for the City of Mount Pearl to bear alone.

A motion to accept the report was made by Ken O'Brien and seconded by *Paul Boundridge*; the WTPD Coordinator's Report was adopted unanimously.

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9. Report From the Branch Representative to the Tidy Towns Committee

Paul read from a written report submitted by *Mary Bishop*, Mary had served as the 2005 Branch Representative to the Tidy Towns Organizing Committee. Highlights from Mary's report are:

- ▶ The Tidy Towns Administrative Office continues to be housed at the NLFM offices on Torbay Road.
- ▶ Jim Floyd took over as chairperson of the Tidy Towns management committee for 2005.
- ▶ More than 70 communities participated in the program in 2005.
- ▶ Mary visited Fogo and Deer Lake to assist them in their plans to compete in *Communities in Bloom*.
- ▶ Several Branch members (i.e.: Mary Bishop, Ken O'Brien) volunteered as judges this year and Mary thanked them for their efforts.
- ▶ A judges training workshop was held in the Spring and a proposal is being submitted to ITRD for funding to permit Tidy Towns to put on several general workshops across the province later this year. A partnership project with the Conservation Corps has allowed Tidy Towns to hire a student to assist with the workshops.

Mary's report was discussed. A motion to adopt the report was made by *Corrie Davis*, seconded by *Kim Blanchard*, and passed by the membership.

10. Nominations Committee Report/ Election of Officers

Alton Glenn submitted the report of the Nominations Committee. He advised that he had consulted with the members of the 2005 Executive and all except for Stephen agreed to stand unless there was from another member an expression of interest to serve. Further to this, Alton also advised that Nancy Griffiths had agreed to stand for nomination to the position of Branch president for the coming year.

Stephen thanked Alton for his work and report, and asked three times whether there was anyone present who also wished to be considered for a Branch Executive position for the coming year. Failing to receive any additional nominations after the third time, Stephen declared the nominations closed and the new Executive for 2006 elected as follows:

President	-	Nancy Griffiths
Secretary	-	Paul Boundridge
Treasurer	-	Alton Glenn
API Councillor	-	Elaine Mitchell

11. Business Arising

None

12. New Business

No new business arose

13. Adjournment

There being no further business, the meeting adjourned at about 4:30 PM on a motion by *Alton Glenn*, seconded by *Paul Boundridge*.

09 February 2006

Branch President

Nancy Griffiths

Date

09 February 2006

Paul Boundridge

Date

Branch Recording Secretary