

IAP2 BC & Yukon Chapter

2024 ANNUAL GENERAL MEETING
Wednesday, November 20, 4-5 pm

Meeting Held Virtually



MINUTES

DRAFT - 2024/11/20

Chair: Jennifer Miller, President

Secretary: Marina Bryan, Secretary

1. Call to Order, Chair's Remarks, Quorum, Attendance

- The meeting was called to order by the Chair at 4:05 pm.
- Also in attendance from the Executive Committee were:
 - Alix Mahé
 - Jasmine Patrick
 - Emina Dervisevic
 - Kelly Kay
 - Anthea Robinson-Shaw
 - Lisa Moilanen
- Other guests included: Andrea Koteles, Catherine Rockandel, Julie Bezard, Stefanie Hardman, Lucille Shackelly, Shelley Termuende, Patricia Quinn, Elmer Eashappie
- The Chair determined that the appropriate number of Chapter members were present in order to meet quorum.

2. Adoption of the Rules of Order and Agenda

- The Proposed Rules of Order and the Agenda for the meeting were presented for review and adoption.
- **Moved, seconded, and carried** that the Rules of Order for the meeting be adopted as presented.
- **No attendees opposed the consent Agenda;** the Agenda for the meeting was adopted as presented.

3. Minutes of the 2023 AGM

- The draft minutes of the 2023 AGM were shared for review.
- **Moved, seconded, and carried** that the minutes of the 2023 AGM be accepted as presented.

4. Report of the Executive Committee

The Executive Committee provided an update on various initiatives including the following:

- Jennifer Miller, President, introduced board working groups, discussed below. Some of highlights from this year included:
 - The board is highly collaborative and all activities are completed by volunteer contributions.
 - The board continues to undertake activities through working groups with different focus areas.
 - A new Strategic Plan has been developed.
 - A new online tool has been created for member discussions and sharing.
 - Efforts to serve members in 2025 will be guided the new Strategic Plan
 - New members are joining the Board, described below.
- Jasmine Patrick, IAP2 BC & Yukon Treasurer, presented the Financial Report.
 - The BC & Yukon Chapter has a savings (operating) account balance of \$15,539.25 as of October 31, 2024. The Chapter's investment account contains an additional \$3,999.67.
 - Income for 2023/24 was \$9,240.32. Total expenses were \$8,070.58.
 - **Moved, seconded, and carried that the Financial Report be adopted as presented.**
- Lisa Moilanen provided the update for Working Group 1 - Membership Communication and Social Events:
 - Based on the 2023 member survey feedback, the working group focused on connecting and engaging members. This included:
 - Planning and hosting six spring and fall social events in the Interior (Kelowna), Lower Mainland (Burnaby) and the Island (Nanaimo and Cowichan).
 - Distributing two e-newsletters to members and subscribers in May and November 2024, including new features such as a member moment and project profile.
 - Increasing chapter engagement on the IAP2 BC & Yukon Chapter LinkedIn page.
- Emina Dervisevic provided the update for Working Group 2 - Member Learning Opportunities
 - The working group's purpose was to expand learning opportunities from 2023.
 - Three Community of Practice Lunch & Learn sessions were hosted in 2024:
 - First Nations Principles of OCAP® (June 18, 2024)
 - Data & Analytics for Engagement (September 11, 2024)
 - Citizen Assemblies (November 26, 2024)
 - These sessions provided an opportunity for members and engagement professionals to connect, share learnings, discuss challenges and identify best practices.
 - All sessions to date have been well attended and future sessions will have expanded capacity for attendance. Each session topic and structure has been informed by feedback from participants.
- Jennifer Miller, Alix Mahé, and Kelly Kay provided the updated for Working Group 3 - Strategic Plan
 - New Strategic Plan

- Focus has been on developing the new strategic plan.
- The new format of the Strategic Plan is intended to be less prescriptive and more adaptable to give flexibility to working groups each year.
- The document is formatted to align with the IAP2 Canada Strategic Plan with three main themes and the timeline has been updated to five years.
- The Board was engaged throughout the year for feedback on themes and revisions to iterations of the Plan.
- Themes in the new Strategic Plan include:
 - Offer Regular Opportunities for Practitioners to Connect with One Another
 - Facilitate Collective Learning Opportunities
 - Advance Thought Leadership
- An updated vision, and actions and measures of success related to each theme are included in the Plan.
- New tool for member connections and sharing
 - Previous tools the Chapter used to connect with members were primarily one-way communication tools.
 - In the goal to drive more dialogue between members, the Chapter explored ways to apply engagement platforms to create more connections with and between members.
 - A new Social Pinpoint platform combines many of the free digital tools currently used such as social media and newsletter.
 - The platform includes a Q&A widget open to all and a members-only section that has pre-populated questions with conversation starters.
 - Ideally, a 2025 Board working group will focus on building content and encouraging participation on the platform.

5. Update from IAP2 Canada

- Andrea Koteles, IAP2 Canada Member Experience and Administrative Coordinator, provided an update from IAP2 Canada
 - North America Conference
 - A record number of participants attended the IAP2 North American Conference, including roughly 400 people from Canada and USA. Over 40 sessions were hosted.
 - The 2025 North American Conference will be held in San Antonio, Texas.
 - Positive feedback from attendees included the excellent sessions, high-energy, networking opportunities, and food.
 - IAP2 Spectrum Engagement
 - Engagement included in-person engagement sessions at the 2024 NAC, interviews, online workshops, and an online thought exchange platform.

- An initial report has been submitted by the consultants, which will then be submitted to IAP2 International.
- Additional opportunities to provide input will be available following the report being shared with members.

6. New and Outgoing Board Members

- Anthea Robinson-Shaw thanked outgoing board members including: Anthea Robinson-Shaw and Ivy Yuen.
- The selection committee solicited applications for four director-at-large positions. No vote was required as there were fewer applicants than spaces; all positions were elected by acclamation.
- New board members include:
 - Lucille Shackelly - Director at Large
 - Elmer Eashappie - Director at Large
 - Kari O'Rourke - Director at Large

7. Close of Business

- Thank you to the Executive Committee, outgoing Board members, the Nominations Committee, and volunteer web support.
- The meeting was adjourned at 4:52 pm.