



Annual General Meeting Minutes
April 16, 2014

Time: 10:45 a.m.

Location: Prince Albert Inn, Prince Albert, SK

Attendees:

Members (70): A. Atkinson, A. Balisky, M. Bendzsak, D. Braybrook, J. Bremner, M. Burtney, C. Brown, M. Cadrain, N. Caissy, C. Clark, L. Clark, J. Cyr, J. Daisley, C. Dallyn, M. Demyen, A. Dereshkevich, M. Doyle, D. Dye, X. Fang, M. Ferguson, J. Fischer, V. Gauthier, K. Gazey, L. Gelhorn, K. Gillis, T. Gowen, D. Grebstad, D. Harman, B. Hicks, N. Hodgson, M. Johnston, M. Keewatin, K. Kelly, D. Knight, X. Kong, E. Kwiatkowski, M. LeBlanc, D. Lens, A. Lesko, D. Lindenas, P. Loseth, R. McIntosh, P. Mackasey, P. Maczek, M. McLaughlan, R. Nездoly, S. Nicholson, D. O'Brien, S. Oldford, R. Orynik, D. Packman, S. Papastergiou, N. Penney, B. Poniatowski, L. Price, R. Pshebnicki, R. Follett, D. Roddy, P. Sigurdson, B. Smith, J. Smith, D. Stevenson, S. Stuart, J. Thompson, K. Van Rees, S. Vermette, B. Walter, K. Waters, J. Weitzel, B. Wynes.

Non-Members (10): A. Beaton, C. Brown, A. Burns, S. Carr, D. Cobb, L. Connell, W. Ghouri, V. Schmid, L. Stevenson, N. Subedi.

Note:

Agenda and an information package containing reports and financial statements were emailed to members in advance of the meeting. Some copies were available at the start of the meeting for those who didn't bring their own copy.

(1) Approval of Agenda

Chris Brown asked if there were any additions to the agenda. None were brought forward. Moved by Nadine Penney and seconded by Ken Van Rees that the agenda be adopted. Motion carried.

(2) Approval of the Minutes of the 2013 Annual General Meeting

Chris Brown asked if there are any errors or omissions. None were brought forward. Moved by Sindy Nicholson and seconded by Nadine Penney that the minutes of the April 17, 2013 AGM, as previously distributed, be approved. Motion carried.

(3) Reports

a. **President's Report** – Chris Brown reviewed highlights of the distributed report.

Chris thanked the ASFP for providing him with the opportunity to serve as President. It was a very busy year. The move to operating as a right to practice organization was made, new bylaws were passed, a public member was appointed to Council – and that was just the first quarter! Thank you to Past President Roger Nездoly for guidance that made everything much easier and smoother.

In 2013, the Right to Practice (RTP) Committee had to be reinstated. Chris thanked all the members who participated in RTP committee. A special thanks went to Dave Stevenson, Chair of the committee. All committees had a lot of work to do: policies to be developed related to RTP, four other new policies were adopted, and many more were drafted and are moving forward. Thank you to the Chairs of all the committees and to committee members for stepping forward to serve on committees.

Thank you to Council and the officers of the Association and special thanks to Diane and Lori.

Finally, Chris passed on his congratulations to the incoming President, Peter Sigurdson, noting he is looking forward to serving as part of Peter's team in this next year. Thank you, and good luck!

b. **Registrar's Report** – Diane Roddy reviewed highlights of the distributed report.

Office Management

We have taken on two large projects. First is the revamping of the website. We used to depend on a contractor to post updates to the website, but are now moving it to a platform which will allow us to manage the website ourselves. We've contracted the website development out to Blacksun, and hoped to have it ready to show you today, but it's not quite ready. There will be a job placement section on the website. Currently we email all job postings to the membership. The second project is adopting financial software for bookkeeping. To date, have been keeping records in an Excel spreadsheet. MNP helped to get us set up on Simply Accounting (Sage) and prepared our 2013 financial statements. Thank you to Dave Knight for getting us this service at a very reasonable rate. Finally, with the move to right to practice and more people from other provinces doing work in SK, we've gotten calls for professional seals again. We have a design and found a supplier. If anyone would like one, please contact the office.

Membership

You will have noticed that instead of getting a customized dues invoice mailed to you, this year you got an invoice via email. There were three obligations on this invoice: an acknowledgement of the code of ethics, reporting of continuing education hours, and payment of membership and optional CIF dues. This new process was a little easier on us. Now you self-select your membership category. If you want to take a Leave of Absence (LOA), you apply at this time. The reduced fee of \$90 for non-practicing or out of province members no longer exists. Now members pay full dues or apply for a LOA (at half-dues). Members can apply for LOA every year; however, members who have been on a LOA for more than 3 years may have some conditions put on them (such as writing the exam), to become a fully practicing member again.

We now have nine membership categories. There are currently 159 members, which is three members lower than it was last year. With RTP we have seen a huge increase in interest, particularly from out-of-province contractors who have been contracted for short-term projects. On the other hand, there have also been several members who were paying reduced fees of \$90 that have resigned from the Association.

Canadian Federation of Professional Forestry Association (CFPFA)

We continue to participate in the national association of professional associations.

Members' Meetings.

Once again members' meeting were held in Meadow Lake, Hudson Bay and Prince Albert. Chris ran the meetings in all three locations. These meetings typically consist of a presentation and a question and answer period. They are an opportunity for members to ask question or voice concerns. We welcome feedback at members' meetings or any time.

Question: What is a restricted member?

Answer: This is not a new category. It's for somebody who may not have the educational requirements to be a full practicing member or may want to practice in a limited scope. It's also

being used now for people that want to come in from another province and do some short-term work. Under RTP, you need to be a practicing member to work in SK. This category allows them to practice, with a restricted scope and length of practice set by the Admissions Committee.

Question: There are nine membership categories, but table only indicates five. The new categories of Life, Honourary, Retired, and Student are missing from table. Where are Retired Members listed?

Answer: Retired Members are listed under RPF or RPFT. The table will be updated to reflect all nine categories.

At the conclusion of this report Chris noted that he would break up the three calls for nominations from the floor, with the first call after agenda item 3, the second call after Dave Stevenson's report, and the third call just before nominations.

c. **Treasurer's Report** – John Thompson

We owe a debt of gratitude to Dave Knight for arranging for MNP to do financial statements for us pro bono. It looks like we have a huge deficit: this is just because our Excel spreadsheet does not allow us to show where all the accounts are. With the switch to financial software, that problem has disappeared.

Question: The comparative balance sheet shows assets and no liabilities.

Answer: This is the current equity of the association, made up of cash on hand (in a chequing account and high interest savings account), and money in term deposits (that makes up the contingency fund).

Question: I am having a hard time understanding how much we have in contingency fund.

Answer: Contingency fund is total of term deposits, which is \$110 000 (not \$80 000). Last year (2013), we took \$30 000 from the bank account and put it into contingency as last year's contingency contribution. It was moved out of chequing into contingency fund. Not sure why it's not clear where it came from. It is stated as "contingency – registrar". We'd have to ask MNP why they put it that way.

Question: Will you report back to clarify about this discrepancy?

Answer: Yes, can send email to members.

Question: What level has Council set as the goal for the contingency fund?

Answer: The goal is get to \$200 000 in the next five years. The fund is there in case we ever do have legal costs. We don't know how much we actually would need, but are building for that day. The fund is also there in case the Association has to shut down. Perhaps we should aim for as high as \$400 000 as we grow.

The Income Statement for 2013 shows revenue and expenses.

Question: How does this compare with the budget we approved last year?

Answer: Last year's budget predicted a deficit. We did not come in with a deficit. Revenue exceeded what the expenses were.

Further discussion: Would have liked to have seen comparison with budget.

Further information: We brought in extra money from job postings. In 2013, the registrar was paid for 11 months instead of 12. This causes an issue for 2013 reporting because a liability is owed. In the past, we've tried to avoid having a carryover of any expenses.

Question: Could you clarify the donations line? \$700 expense.

Answer: We contributed to SFA (\$200) and \$500 to CIF Annual meeting.

Question: Why are there legal counsel fees?

Answer: We had our bylaws reviewed by a lawyer for the first time ever. Changes to bylaws

were so many that they were classed as a new set of bylaws instead of a revision to the current bylaws.

Question: Where are we with respect to the bylaws?

Answer: They were approved at a special members' meeting in August.

Question: Was the projected deficit of last year because of transfer from contingency fund?

Answer: No, the contingency fund was an in and out entry. The projected deficit was \$400. We made more money than expected in a few other areas.

Trial Balance. This is made up of debits and credits. Debits balance credits, and bottom says \$171 000. Includes all of our assets.

Motion to approve financial statements for 2013. Moved by Roger Nesdoly and seconded by Michael McLaughlan. Any further discussion on financial statements?

Question: Contingency fund discrepancy? We are told \$110 000 is correct, but see \$80 000. What is correct? Is there something wrong with the other statements in the way money is being allocated?

Answer: We closed whole account at BMO and transferred to Conexus. The amount moved into contingency was not \$30 000 exactly. We were operating with \$50 000 in the chequing account. We saved a round number to operate with and put the remainder in the term.

Question: Is there a budget from 2013 to show in comparison?

Answer: Yes, will look up the planned vs. actual in 2013 over the lunch break.

Question: Income statement. Line item for contingency fund is \$0. Why?

Answer: Unsure. We will amend financial statements to clarify the information in them

Moved by Al Balisky and seconded by Paul Maczek to amend the motion to accept financial statements as is with the condition that we get back to members via email to approve once we get clarification on the gaps in information. Discussion: Could we redo the statements, send them out, and have members vote on them? Bylaws do allow electronic voting. Amendment to the motion was defeated.

Original motion: Any further discussion. Original motion defeated.

Moved by John Thompson and seconded by Bob Wynes that new financial statements will be prepared by MNP to be circulated to members via email for approval no later than May 15. No discussion. Motion carried.

Question: What is the term deposit at BMO?

Answer: This is a five-year term deposit. It will be moved over to Conexus when it comes due in October 2014.

2014 Budget: We are projecting a small net income. Expenditures are projected to be normal. We've been operating at this level for years. Budget has been approved by Council already; it is presented to membership for information and questions.

Question: Would have liked to see how 2013 expenses compare to budget, and to compare those figures to the 2014 budget.

Answer: Spending for 2014 is projected to be basically the same as 2013.

Suggestion: Future budgets should be presented with three columns: last year's budget, last year's actual and this year's budget.

d. **Admissions Committee Report** – Chris Brown reviewed highlights of the distributed report.

We had 13 new members: 5 FTIT, 3 FIT, 4 RPFs that have transferred from other jurisdictions under labour mobility; and 2 restricted members. One of the restricted members is also a member-in-training. This person has been granted restricted member status while still in-training, as a mechanism to transition to RTP.

Four candidates wrote the exam. Congratulations to new members Andrew Carpenter, Don Grebstad, and Dean Yakimchuck.

Special thanks to Ken Van Rees who takes the time to grade exams. Ken continues to give feedback on the exam and how to improve it.

Of the policies that the Admissions Committee worked on, four were ratified at Council meetings. These are:

- Registration Exam policy – gives candidates direction on what to do to write the exam and the policy on failures.
- Annual Membership Renewal Obligation policy – outlines the process for invoicing. Members are aware of what their annual obligations are. We are now able to deal with members who do not meet their annual obligations, through an Admissions Committee decision to remove them from the register.
- Membership Change of Status policy – outlines a leave of absence policy, identifies how to move from one category to another, speaks to reinstatement after a leave of absence.
- Restricted Membership Category for Members-in-Training Transitioning to Right to Practice. This policy allows members-in-training to have the right to practice while they are still in-training. It applies to those who are in-training and required to practice by their job, but have no member to practice under.

Policies that have been worked on and are continuing to be worked on:

- In-Training policy. This will give direction to members-in-training and their sponsors.
- Restricted Memberships. Want to develop guidance for the Admissions Committee on situations where a restricted membership is applicable.

e. **Professional Conduct Committee Report** – Nadine Penney reviewed highlights of the distributed report.

There were no complaints lodged against members in the past year. The Committee met twice over the summer to work on terms of reference. The Committee also worked on reviewing the draft complaint resolution policy. A few revisions need to be made before it is brought to Council. Finalizing this policy will be the work to do this year.

Thanks to our three members: Dave Knight, Paul Maczek and Andrea Atkinson. Great progress has been made this year.

f. **Discipline Committee Report** – Chris Brown reviewed highlights of the distributed report.

Terms of reference have been drafted for the committee. This gives guidance on roles and responsibilities. Some revisions have also been made to the discipline hearing policy, which has been in draft for a while.

There were no formal complaints in the past year, however how to handle members who weren't meeting their obligations was discussed. The Discipline and Professional Conduct Committees worked together and completed the Annual Membership Renewal Obligation policy.

Thank you to members who sit on this committee for all their assistance this year. Moving forward, we will have more work to do to get the discipline hearing policy ratified.

g. **Canadian Forestry Accreditation Board (CFAB)** – John Daisley

The CFAB is responsible for the assessment of the Canadian university forestry degree programs. Its role is to implement a national accreditation process. The CFAB is mandated by the eight professional associations across Canada plus the CIF. Board members are appointed by each member agency.

There were two site visits this past year, to evaluate the Forest Science program at University of Moncton and the Master of Sustainable Forest Management at the University of British Columbia. This is the first time the Board has accredited a master's program. Visits to the universities are done by members from the professional associations who volunteer. ASFP members can also put their names forward. Site visits are quite intensive, informative, and educational.

No regular reviews are scheduled for this year. The Masters of Forest Conservation program at University of Toronto has asked for their program to be accredited. This would be a brand new certification for this program. U of T does not have an undergraduate forestry program.

The number of folks in forestry programs was taking a dive during the recession, but seem to have recovered nicely.

h. Prince Albert Model Forest (PAMF) – Mike Bendzsak

PAMF is a neutral organization that is funding through its projects and partnerships.

It was started in 1992 and has gone through various funding cycles, and most recently was supported through the community forest program. This funding finished 2 weeks ago; PAMF is now supported solely through the projects it undertakes. Partnerships have really come forward, and it looks like the PAMF will have some legs. There are 15 Model Forests across Canada.

Thank you to the partners of the PAMF.

Mike Bendzsak moved to approve all the reports as presented, and Matthew Burtney seconded the motion. No discussion. Motion carried.

Roger Nездoly noted that during the Nominations and Election of Offices, there will be up to six Councilors and a new Vice President elected. Councilors who have a year left to serve in their term are Andrea Atkinson, Dave Harman, Ed Kwiatkowski, Paul Maczek, Dave Stevenson, and John Thompson. Councilors who have now completed their two-year terms are Robert Follett, Bryan Fraser, Dave Knight, Nadine Penney, and Roger Nездoly.

Bryan Fraser and Dave Knight have agreed to let their names stand again. Chris Dallyn has agreed to let his name stand for Council.

Michael LeBlanc has agreed to let his name stand for Vice President.

Chris Brown made the first call for nominations for Councilors and Vice President.

Meeting suspended at 12:00pm for lunch and reconvened at 1:00pm.

- (4) Right to Practice – Dave Stevenson reviewed highlights of the distributed report, and made a presentation on Right to Practice

Question: Do all new contractors need to contact Dave or the RTP committee for an assessment prior to beginning work? Is there an easier way to assess non-members who will be doing work in SK?

Answer: It is the intent of the RTP committee and Admissions Committee to answer these questions in their guideline documents.

Question: What about contractors coming into SK who have workers that are members of organizations in other provinces?

Answer: They can become members in the ASFP easily because they are members in another province. Problem is folks who aren't members in another province. We have to be able to fit these people in somehow. Most of the time, it will be in the Restricted Member category.

Question: Grey scale: potential for making the wrong decision. Is there an appeal mechanism?

Answer: Not currently, but that's a good point and something that should be addressed. Any decision of the Admissions Committee can be reviewed and potentially overturned by Council.

Question: Will there be too much time taken up working on RTP matters?

Answer: We need to have a better system for dealing with these questions. That is what these guidelines are meant to do.

- (5) Continuing Competency – Roger Nездoly reviewed highlights of the distributed report. The good news is that the audits of member's continuing education from 2013 produced excellent results.

However it has been a real hair-pulling exercise with regards to requirements for reporting total hours. Hour are reported under a new format this year, where payment of dues, acknowledging the code of ethics, and submitting continued education hours are handled in one process. Now there is a policy and mechanism to deal with tardiness. Going forward, the process will be much improved. An email will be coming shortly to members whose continuing education will be audited this year.

- (6) Confirmation of Actions of Council, Committees and Officers
Moved by Chris Brown and seconded by Dwayne Dye that the actions of Council, Officers and Committees of the ASFP for the proceeding year be approved and confirmed. Motion carried.

- (7) Nominations and Election of Officers
Roger Nездoly presented the report of the Nominating Committee:
a. Nominated for Council: Bryan Fraser and Dave Knight agreed to let their names stand for a second term. Chris Dallyn will let his name stand for Council
b. Nominated for Vice President: Michael LeBlanc

Call for further nominations from the floor for Council (3 times).
Roger Nездoly was nominated for Council, and he let his name stand.

Final call for nomination for Vice President: None.

Moved by Dave Stevenson and seconded by John Daisley that nominations be closed. Motion carried.

Nominations to Council were by acclamation. New Council member is Chris Dallyn plus returning for a second term are Bryan Fraser, Dave Knight and Roger Nездoly. Continuing on Council for their second year are Andrea Atkinson, Dave Harman, Ed Kwiatkowski, Paul Maczek, Dave Stevenson and John Thompson.

Nomination to Vice President was by acclamation. New Vice-President is Michael LeBlanc.

Welcome to the new Vice President and Council members.

- (8) Incoming President's Remarks – Peter Sigurdson
Peter thanked Chris and Roger, the Outgoing and Past Presidents, and all sitting and outgoing Council members. He noted that the last year was a busy one with a lot of new challenges. It would not be possible for the Association to exist, or for us to meet those challenges, without the

support of volunteers serving on Council and on the committees.

Peter also thanked the Council members who first convinced him to stand for Council – and then convinced him to agree to become Vice-President and then President of the Association. Their confidence and trust is appreciated. Peter will do his best to fulfill his obligations to the Association and follow their example, helping the Association continue to grow and meet new challenges.

He congratulated and welcomed the Council members who have just joined Council, and looks forward to working with everyone over the upcoming year.

Thanks to the efforts of many people over the last few years, a solid footing of policy, by-laws, legislation and regulations has been laid. It seems that implementation is always the tricky part, and Peter hopes to help the Association continue a smooth transition to right-to-practice this year.

As we continue this transition we'll discover that some things will work well and some things won't work so well. Peter hopes he count on all members - not just those sitting on Council or on Committees – to help us find new efficiencies and new approaches that will make our Association better. He asked that people contact him with any questions about what we're doing or why we're doing it, or suggestions about how we can improve.

Peter thanked Chris Brown for his work as President, saying he hopes Chris will continue to be enthusiastic and help out as we move forward. Peter presented Chris with a thank you gift for all his work in 2013.

(9) Other business

Chris asked if there was any other business. No other business was raised.

Chris thanked the Association and Council for allowing him to lead this year, and the CIF for organizing this year's AGM.

(10) Adjournment

Chris declared the AGM meeting adjourned at 1:40pm.

The meeting was followed by a joint CIF / ASFP Professional Development Session, as follows:

Kelvin Kelly – 2014 ISA Arborist Conference

Susan Carr – Prince Albert Model Forest

Cam Brown – Forsite, Integrated Forest Management Planning in BC and SK

Robert Follett: Bioenergy in Saskatchewan

Waqas Ghouri, Ministry of Economy – State of Saskatchewan's Forest Sector