



**Annual General Meeting
April 15, 2015**

Committee Reports

Objectives of the Association

The objectives of the Association are:

- to establish and maintain high standards of professional ethics and excellence for members in the professional practice of forestry;
- to assure the general public of the knowledge, skill, proficiency and competency of members in the professional practice of forestry;
- to promote and improve the knowledge, skill, proficiency and competency of members in all matters relating to the professional practice of forestry; and
- to foster the professional practice of forestry by members in a manner that is in the public interest of the people of Saskatchewan.

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President's Report

Thanks to Councillors, Executive, Registrar, Office Manager
Thanks to Chris Dallyn and Dave Harman for organizing the AGM

Executive Committee

- oversaw transition to new book-keeping system, including a period of double entry to ensure the new software was properly configured and was providing accurate record keeping
- Installed a Secretary for the first time. The Secretary ensures that the non-financial records of the Association, including policies, terms of reference, minutes and reports, are properly maintained and made available as required.

Council Summary

- Website launched, thank you to members who contributed photos and other content
- Strategic Plan updated
 - Membership: Demonstrated Competencies needed for RPFTs applying without diploma from accepted school
 - Financial: goal to generate net income added. \$5,000 annual contribution to contingency identified as an annual goal. Dues structure reviewed – current dues maintained
 - Governance : Secretary appointed, need to complete TORs and Policies, identify further policy gaps identified
 - Increased emphasis on communicating and implementing Right to Practice
- Voting rights were defined for restricted, retired, and life members
- Policies and Ts of R adopted:
 - Right to Practice Transition Policy
 - Annual membership renewal obligations policy amended
 - Restricted membership for temporary projects policy adopted
 - Membership change of status policy adopted
 - Registration exam policy amended
 - Terms of Reference adopted for
 - Admission Committee
 - Professional Conduct Committee
 - Discipline Committee
- Governance policy under review
- Disciplinary Hearing Policy under development
- RTP Communication plan under development
- New Registrar – John Doucette, a past president of the Association, has been appointed by Council as Registrar, effective May 1, 2015, pending his acceptance as a restricted member of the Association

Upcoming Challenges and Tasks

- Filling policy gaps
- Communicating and implementing right to practice
- Coordinating membership eligibility and continuing competency requirements with other provinces, engaging schools to acquire and / or maintain accreditation
- Adjusting to changing environment in Association administration, Registrar and office administration contracts
- Finding an efficient process for maintaining active memberships and eliminating members who are not meeting their obligations

- Maintaining active participation in Environmental Code and Qualified Persons development process
- Keep membership better informed of Association activities through the website and newsletters

Special thanks to Diane Roddy, outgoing Registrar. Welcome to John Doucette, incoming Registrar and Mike Leblanc, incoming President. Thanks also to all Councillors, and to those that have agreed to a council nomination for the upcoming term

Peter Sigurdson, RPF
ASFP President

Registrar's Report

Membership:

Membership Categories	April 1, 2013	April 1, 2014	April 1, 2015
Professional Foresters (RPF)	111	100	97
- New Members	(2)	(7)	(5)
- Resignations	(0)	(-7)	(-6)
- Revoked	(-1)	(0)	(0)
Professional Forest Technologists (RPFT)	44	38	35
- New Members	(0)	(0)	(0)
- Resignations	(-5)	(-6)	(-4)
- Revoked	(0)	(0)	(0)
Foresters in training (FIT)	0	3	2
Forest Technologists in Training (FTIT)	7	11	13
Restricted	0	2	1
Retired	N/A	6	8
- RPF Retired		(5)	(7)
- RPFT Retired		(1)	(1)
Student	N/A	0	0
Honourary Member	N/A	0	0
Life Member	N/A	0	0
Total Membership	162	159	155

Foresters: The ASFP has now had our first two professional Forester applicants go through the national Competency Assessment Process. This is a process agreed to by all professional Forester associations across Canada for assessing competencies of people who are foreign trained, or have graduated from programs other than the accredited forestry university programs in Canada, against a common standard. This was a lot of work for the candidates, and a learning experience for all of us. Three ASFP members volunteered to be assessors for the process, one of them received assessor training, and one of them was part of a 3-person panel for the competency assessments held in January 2015.

Technicians: There are no equivalent national processes for accrediting the forestry college programs in Canada, or for establishing common competencies for Technologists and assessing applicants against it. The decision has therefore been made to put a priority on working with the AB and BC associations to define common competencies for Technologists. Common standards would also enable Technologists to transfer between associations in western Canada with a minimum of barriers.

The move to regulating the right to practice forestry has highlighted the fact that although all ASFP members can do the same types of work, there are quite different standards and processes for admitting Foresters and Technologists.

Annual Membership Obligations

Members are getting used to the new process for looking after their annual membership obligations. That is, paying annual ASFP dues, reporting continuing education hours, and recommitting to the Code of Ethics in one process at the beginning of calendar year.

The names of members who have not met all of these obligations, and are not in good standing, were sent to the Professional Conduct Committee on March 31 2015. Some of these people have simply retired or moved, but still need to tell us if they want to change their membership. We cannot remove them as members by any means other than the professional conduct committee recommending a disciplinary hearing.

Canadian Federation of Professional Foresters Associations (CFPFA)

The CFPFA is made up of the provincial forestry associations in Canada plus the Canadian Institute of Forestry (CIF), and the Canadian Forestry Accreditation Board (CFAB). The group works on issues of common interest, such as mutual recognition, labour mobility, continuing education and codes of conduct.

The AGM was held Oct. 4-5, 2014 in Salt Lake City, in advance of the CIF/SAF and UIFRO Conferences. In addition to the CFPFA meeting, a meeting of the SK, AB and BC Associations was held to discuss developing common standards for Technologists, the group met with the Deans of forestry programs in Canada (AUFSC), a meeting was held with the CIF.

The Federation is undertaking a project to look at broadening the acceptable range of professional forester competencies, recognizing the range of competencies needed for professional forester positions have changed quite dramatically in recent years, and will continue to change. The necessary competencies have shifted from what has been general forestry almost exclusively, to a paradigm that includes a variety of new and evolving forestry practice areas. Urban forestry, natural resource management, and land reclamation, in particular, were seen as rapidly growing forestry specializations and as top candidates for consideration in a broadened certification base. One way this could be done is by modifying the core group of competencies all professional foresters must have and adding optional, complementary groups of competencies (specializations).

Collaboration with CIF: CIF dues continue to be collected along with ASFP membership fees. In 2015 we have collected CIF dues from 41 members, up from 37 in 2014.

Office Management:

A new website was developed and is being kept updated on an ongoing basis, thanks to our Office Manager, Lori Stevenson. Key documents that apply to existing members and new applicants are all found on the website now. If you haven't looked at this website yet please take a look, at asfp.ca.

Legal Obligations: An inventory of legislated submissions required and made over the years was developed, then reviewed Jim Kerby. Our obligations under Saskatchewan's Forestry Professionals Act and our bylaws were met this year through work that included:

- Preparing and filing the 2014 ASFP Annual report with the Minister of Environment
- Notifying Information Services Corporation of Saskatchewan of the names of our members as of December 31, 2014
- Maintaining a register of members, and
- Maintaining the record of minutes of the association.

I'm resigning as Registrar and John Doucette is taking on the role at the beginning May, 2015. We are fortunate that Lori Stevenson is continuing on as Office Manager and will be working directly for the Association. We are expecting a fairly seamless transition.

The ASFP is maturing in its role as the provincial regulator of the forestry profession. Our role expanded in 2013 from ensuring that those who use the titles RFP and RFPT are competent and ethical, to ensuring that those practicing forestry on forested lands are competent and ethical as well. That role has become more important with the increased reliance on professionalism that comes with results based regulation.

Thank you to the committees and council members who did a significant amount of work to get policies and programs in place over the past year to support that evolution. There is still lots to do, particularly around communicating about the relatively new right to practice forests. So I encourage you to get involved by talking to our President or the chair of any committee that piques your interest, about where you could help out.

Diane Roddy, RPF
ASFP Registrar

Treasurer's Report

Banking institutions have been changed from the Bank of Montreal to Conexus downtown branch. This is making deposits much easier for the Registrar. All funds have been transferred except for one term deposit that comes due this year in October. The account with Conexus does not charge any fees. The only charge the ASFP incurs is for cheque printing.

Arrangements have been made with MNP to give the ASFP Council quarterly reports on credits and disbursements as well as the amount of funds in our contingency fund. MNP is also instructing our Office Secretary, Lori Stevenson on how to use Simply Accounting to track credits and debits.

John D. Thompson, RPF (retired)
ASFP Treasurer

Admissions Committee

It has been another very busy year for the admissions committee as we have worked on a number of fronts including application reviews, exam writing, continued policy development for quickly developing right to practice Association. This work load had necessitated 4 face to face meetings of the committee and at least one email vote.

First off we have added 2 new members to the Admissions Committee and I would like to congratulate and welcome Dean Mamer and Niska Hodgson for joining our ranks.

2014/2015 saw the review of 8 new applicants to the association. There was a range of membership categories being requested in the applications that the Association received. We had 3 applicants that applied as FTITs, and 2 were transferring RPFs. We also accepted 2 FIT members who applied through the National Assessment process for foreign trained candidates. The 7th applicant was for restricted membership for John Doucette who has accepted the position of Association Registrar. We also approved 3 members as restricted members on temporary projects.

The registration exam was again reviewed and updated for new candidates to write. This year we had a total of 9 candidates write the exam including folks who have completed their 2 year in training and transferring professionals required to write. I would like to congratulate and recognize the following people on successful completion of the exam and moving into full membership status and practicing rights: Janine Leach, Dave Cobb, Doug Braybrook, Shawn Meisner and Peggy McDougall. The committee will continue to assess the results over the next couple of writings to ensure we get it to the best state possible for the association and the candidates.

Even though we continue to have members join our numbers remain roughly the same as we have had a couple resignations and a few people on leave of absence.

The other major front that the committee worked on was the development of a number of policies that give sound direction and guidance to the Association, its members and potential new members surrounding several areas as we moved into right to practice. These policies have gone to council this year and have now been ratified and can be found on the website. Also as we began to work with them we discovered a few changes that needed to be made and these have been amended and ratified. All versions on the website should be the up to date versions.

Policies are as follows:

Amended Registration Exam Policy
Amended Annual Membership Renewal Obligations Policy
Amended Member Change of Status Policy
Amended Restricted Membership for Temporary Projects Policy and associated form
Newly approved Member in Training Policy

Related to policy development 2014-2015 also saw the ratification of the Admission Committee's terms of reference by council.

As you can see it has been yet another busy year for the admissions committee and we will continue to work hard on behalf of the members striving to make this the best association possible as we continue along our path of Right to Practice. I would like to thank the committee members for all their work this year on the development of the policies we have completed. As well I would like to give special thanks to Ken for his continued efforts in grading the exams that are written by candidates.

Chris Brown, RPF
Admissions Committee Chair

Professional Conduct Committee

The Professional Conduct Committee (PCC) consists of Andrea Atkinson, Dave Knight and Paul Maczek. This year we revised the Terms of Reference and the Complaint Process Policy, both of which have been approved by Council and are posted on the web-site. The next tasks are to revise the complaint form and develop a flow chart to illustrate the complaint process.

After reviewing the Forestry Professions Act and the ASFP bylaws, Council realized that the current process for removing members for non-payment of dues or for not reporting continuing competency hours was outside the current legislative authority. Only the Discipline Committee can remove someone from the membership registry. Rather than being handled by the Admissions Committee, as had been the process, names of these non-compliant members are now forwarded to the PCC. We will be developing a process for dealing with these individuals that hopefully will result in as few as possible proceeding to a formal hearing with the Discipline Committee, either through payment, reporting, or voluntary resignation.

Dave and Andrea remain on Council, and on this committee. Although Paul's term on council is complete, he will also remain on this committee. Any member interested in joining this committee, please let any of us know.

Andrea Atkinson, RPF
Professional Conduct Committee Chair

Discipline Committee

Once again this year we did not have any complaints filed; therefore, there were no cases of disciplinary investigations or actions. However, there do remain a number of issues with folks not following the Annual Membership Obligations Policy by submitting dues payment on time and documenting continuing competency. This year we will be considering disciplinary action in these regards.

On that note there has been a modification to the Annual Membership Obligations Policy to better align dates and indicate that all members with outstanding requirements will be forwarded to the Professional Conduct Committee for investigation by March 31.

This year also saw the finalization of the Discipline Committee's terms of reference. The ToR was ratified by council and is now posted on the website.

The Discipline Committee also completed the final draft of Discipline Committee Hearing and Disciplinary Action Guidance Policy along with flow charts for the disciplinary hearing process and appeals. These documents have been sent to council for review with hopes to ratify at the first council meeting after the AGM.

I would like to thank the members of the committee for their continued support and efforts in the functioning of the discipline committee. Hopefully in the new fiscal year disciplinary actions will remain a non-issue and our committee will only be called on to assist in policy development.

Chris Brown, RPF
Discipline Committee Chair

Canadian Forestry Accreditation Board

It was my pleasure to represent the ASFP on the Canadian Forestry Accreditation Board (CFAB) during the past year.

The CFAB is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting academic requirements for professional certification. Its role is to implement a national accreditation process mandated by the eight professional associations and the Canadian Institute of Forestry.

During 2014, the CFAB conducted a program review of the Masters of Forest Conservation program at the Faculty of Forestry, University of Toronto. This program was granted accreditation for a six year period.

The Board met once during the year to consider the report from the team that visited the Toronto program and to finalize revisions to the questionnaire used in site visits.

Accreditation visits planned for 2015 are to the University of Laval and the University of Northern British Columbia. Any member of the ASFP that is interested in participating as a member of a site accreditation team is welcome to put their name forward for consideration.

Respectfully submitted by John Daisley, RPF
CFAB Representative

Right to Practice Committee

The Right to Practice Committee met several times in 2014-15 with the aim of developing a communications plan. Executive Council and the Right to Practice Committee both believe that the Association needs to start to educate forestry practitioners, including members of the Association, as to what Right to Practice means to those who may be practicing professional forestry now. Right to Practice has been incorporated into the Forestry Professions Act. While several explanatory Right to Practice documents are currently online on the ASFP website, a broader effort to communicate professional and legal expectations is needed.

To that end, the focus of the work of the Right to Practice Committee has been to develop a communications plan. A draft communications plan was recently presented to the Committee and will be considered by both the Committee and Executive Council in the new fiscal year.

Dave Stevenson, RPF
Right to Practice Committee Chair

Continuing Competency Committee

On an annual basis, the Continuing Competency Committee randomly audits ASFP members to ensure that during the previous 3 years, members had met the requirement to accumulate 150 hours to maintain their continuing competency. This past year (e.g. 2014) was the third year of the implementation of the reduced random audit intensity from 10% to 5%. Through March-May 2014, five ASFP members, chosen through random selection, were audited. I am pleased to report to the ASFP membership that the audit results show the audited ASFP members are achieving their ASFP Continuing Competency requirements.

Continuing competency reporting for the 2014 calendar year was revamped in 2013 so that eligible continuing competency hours were to be reported to the Registrar in conjunction with the submission of ASFP membership dues. As this was a new 'process' and the invoicing of members for dues was slightly delayed, ASFP members were given considerable latitude till the end of March 2014 to submit membership dues along with the continuing competency declaration. Unfortunately in 2015, as was the case in 2014, there are still some ASFP members exhibiting tardiness regarding membership obligations (e.g. annual dues payment and/or reporting of hours contributing to continuing competency).

The Continuing Competency Committee will begin the 2015 random audit of a members hours contributing to continuing competency by the end of April. With the current membership level, it is expected that 5 ASFP members will be audited.

The "required" annual reporting of hours contributing to an ASFP member's continuing competency has been an ongoing challenge. The results to date this year are similar to last year. This is a concern regarding the integrity of the ASFP as an organization and to individual ASFP members in that they may or will lose their status as members in good standing.

To those ASFP members that have submitted the required documentation for the previous year(s) continuing competency requirements or were required to submit their tracking forms for the audit - the Continuing Competency Committee Thanks You!

Roger G. Nerdoly, RPF
Continuing Competency Committee Chair

Executive and Council 2014/15

Peter Sigurdson, RPF	President
Michael LeBlanc, RPF	Vice President
Chris Brown, RPF	Past-President
John Thompson, RPF (Retired)	Treasurer
Bryan Fraser, RPF	Secretary
Diane Roddy, RPF	Council Appointed Registrar

Councilors

Andrea Atkinson, RPF	Chris Dallyn, RPF	David Harman, RPF
Dave Knight, RPF	Ed Kwiatkowski, RPF	Paul Maczek, RPF
Roger Nesdoly, RPF	Dave Stevenson, RPF	
James Kerby, Appointed Public Member to Council		

Admissions Committee:

Chair: Chris Brown, RPF	Matt Burtney, RPFT	Mike Demyen, RPF
Niska Hodgson, RPF	Dean Mamer, RPFT	Nadine Penney, RPF
Diane Roddy, RPF	Ken Van Rees, RPF	

Continuing Competence Committee:

Chair: Roger Nesdoly, RPF	Al Balisky, RPF	Mike Demyen, RPF
Mark Johnston, RPF	Dave Knight, RPF	

Professional Conduct Committee

Chair: Andrea Atkinson, RPF	Dave Knight, RPF
Paul Maczek, RPF	

Discipline Committee

Chair: Chris Brown, RPF	Robert Follett, RPF	Darcy Parkman, RPF
Conrad Paskell, RPF	Dave Stevenson, RPF	Michelle Young, RPF
James Kerby, Appointed Public Member to Council		

Right To Practice

Chair: David Stevenson, RPF	Chris Brown, RPF	Bryan Fraser, RPF
Dave Knight, RPF	Roger Nesdoly, RPF	Diane Roddy, RPF
Peter Sigurdson, RPF	David Harman, RPF	

Canadian Forestry Accreditation Board Representative:

John Daisley, RPF	Peggy McDougall (alternate)
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Prince Albert Model Forest Representative

Michael Bendzsak, RPF

Saskatchewan Environmental Code Representative

Roger Nesdoly, RPF	Dave Harman, RPF
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Canadian Federation of Professional Forestry Associations

Diane Roddy, RPF	Michael LeBlanc (alternate)
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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. Lindenias, P. Loseth, R. McIntosh, P. Mackasey, P. Maczek, M. McLaughlin, 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 four 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. Hours 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

Financial Statements

Association of Saskatchewan Forestry Professionals Balance Sheet December 31, 2014

(unaudited)

Assets

	December 31, 2014	December 31, 2013
	\$	\$
Current Cash Assets		
Conexus Chequing	13,061.09	2,249.39
Conexus High Interest Savings	8,928.89	13,221.87
Total Cash	<u>21,989.98</u>	<u>15,471.26</u>
Accounts Receivable	100.00	200.00
Total Current Operating Cash Assets	<u>22,089.98</u>	<u>15,671.26</u>
<u>Contingency Fund</u>		
Cash - Contingency Fund	0.00	0.00
Balance Start of Year	110,612.66	60,880.00
Additional Allocation to Contingency Fund	<u>5,912.34</u>	<u>49,732.66</u>
Total Contingency Fund	116,525.00	110,612.66
Capital Assets		
Capital Assets	<u>0.00</u>	<u>0.00</u>
Total Capital Assets	<u>0.00</u>	<u>0.00</u>
Total Assets	<u>138,614.98</u>	<u>126,283.92</u>

Liabilities**Current**

Accounts Payable		0.00	0.00
Deferred Revenue		0.00	0.00

Equity

Contingency Fund - Restricted	116,525.00	110,612.66
Total Current Operating Cash Assets	22,089.98	15,671.26
Total Equity	138,614.98	126,283.92

TOTAL EQUITY	138,614.98	126,283.92
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LIABILITIES AND EQUITY	138,614.98	126,283.92
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**Association of Saskatchewan Forestry Professionals
Statement of Income
for the Year Ended December 31, 2014 and
Proposed Budget 2015**

(unaudited)

	2015 Budget	2014 Actual	2014 Budget
REVENUE			
Job Postings	\$2,000.00	\$2,600.00	\$1,600.00
Donations/Grants	\$0.00	\$0.00	\$0.00
Application Fees	\$800.00	\$800.00	\$800.00
Membership Fees	\$53,000.00	\$50,881.55	\$50,627.00
Membership Fees (Late)	\$0.00	\$0.00	\$0.00
CIF Dues Collected	\$4,800.00	\$4,936.95	\$4,778.00
Registration Exams	\$600.00	\$0.00	\$600.00
AGM	\$2,800.00	\$0.00	\$0.00
Professional Stamps	\$400.00	\$386.20	\$0.00
Interest Income	\$120.00	\$1,658.77	\$9.00
	\$64,520.00	\$61,263.47	\$58,414.00
Total			
TOTAL REVENUE	\$64,520.00	\$61,263.47	\$58,414.00
EXPENSE			
Amortization	\$0.00	\$0.00	\$0.00
CIF Dues Paid	\$4,800.00	\$4,562.10	\$4,778.00
Travel	\$2,000.00	\$1,720.74	\$3,500.00
Accommodations	\$600.00	\$1,226.36	\$600.00
Registration Fees	\$0.00	\$0.00	\$0.00
Meals	\$300.00	\$244.96	\$300.00
Office Rent	\$6,865.00	\$6,741.00	\$6,538.00
Postage	\$90.00	\$77.18	\$90.00
Office Supplies	\$400.00	\$315.88	\$200.00
Computer & Software under \$1000	\$100.00	\$281.98	\$100.00
CAP Assessment Fee	\$0.00	\$0.00	\$0.00
Bank Charges	\$40.00	\$0.00	\$37.00
Utilities	\$775.00	\$761.02	\$518.00
Professional Stamps	\$335.00	\$278.21	\$0.00
Meeting Room Rental	\$370.00	\$0.00	\$370.00
AGM Expenses	\$2,000.00	\$128.14	\$0.00

Registrar's Fees	\$30,000.00	\$24,570.00	\$24,570.00
Insurance-Gen Liability/Off/Directors	\$1,300.00	\$1,247.00	\$1,300.00
Accounting Fees	\$400.00	\$316.94	\$1,200.00
Legal Counsel	\$0.00	\$0.00	\$3,000.00
Consultant	\$0.00	\$0.00	\$0.00
Workshops	\$0.00	\$0.00	\$0.00
CFAB Annual Fees	\$1,014.00	\$1,014.00	\$100.00
CFPFA	\$3,000.00	\$0.00	\$902.00
SFA Membership	\$200.00	\$200.00	\$0.00
Promotional items	\$0.00	\$0.00	\$0.00
Donations	\$500.00	\$92.44	\$700.00
Web Site Redevelopment	\$1,000.00	\$5,154.46	\$3,000.00
Allocation to Contingency Fund			\$3,000.00
Total Expenses	\$56,089.00	\$48,932.41	\$54,803.00
Net Income	\$8,431.00	\$12,331.06	\$3,611.00
Allocation of Retained Earnings			
Contingency Fund	\$5,000.00	\$5,912.34	

Association of Saskatchewan Forestry Professionals

Statement of Retained Earnings

For the Year Ended December 31, 2014

(unaudited)

	2014	2013	2012
	\$	\$	\$
Balance Beginning of Year	126,283.92	113,674.83	106,356.09
Income for the Year	12,331.06	12,609.09	7,318.74
Balance End of Year	<u>138,614.98</u>	<u>126,283.92</u>	<u>113,674.83</u>