



**Annual General Meeting
April 20, 2016**

Committee Reports and Corrected Financial Statements

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.

Contents

Objectives of the Association 1

President’s Report..... 3

Registrar’s Report 4

Treasurer’s Report 6

Admissions Committee..... 6

Professional Conduct Committee 7

Discipline Committee..... 7

Canadian Forestry Accreditation Board..... 8

Continuing Competency Committee 9

Executive and Council 2015/16 10

Annual General Meeting Minutes 11

Financial Statements 15

President's Report

Thanks to Councillors, Executive, Registrar, Office Manager
Thanks to the CIF for organizing the AGM

The Association continues to mature and develop. This development is due to the work of the Executive, Council and the various committees. And while the growth and development of the Association addresses many challenges, it also leads us to new ones. We have found ourselves in need of a communication policy - one that goes beyond communicating right to title and right to practice. This past year, for example, we have been asked for letters of support and Council addressed those as a one-off. Looking forward, however, it is possible that the Association will be asked for such letters of support again or to provide comment on any number of issues that our members are directly involved in. Our work to this end has been to develop a framework for that communication policy and now the work remains to flesh that out into a clear and concise process.

Much work has been done this past year to refine the existing policies and guidelines that are already in place: clarifying, eliminating policy gaps, and streamlining processes. The Disciplinary Hearing Policy was reviewed and refined several times, and we are now in a position to adopt those changes. Our bylaws have been reviewed with proposed changes put forward to maintain active memberships and remove members who are not meeting their obligations. The exam marking process is under review with the intent of eliminating any conflict of interest, both real and perceived.

Our body of records and electronic files has grown and serves as the base for our website and the online contact point for members and future members; procedures were put in place to ensure the secure storage and maintenance of these records. The updated website continues to function well as does our financial accounting system – special thanks here to Lori Stevenson, John Doucette, and John Thompson.

The Association also continues to grow financially. A contribution of \$5000 to the contingency fund was set as a goal. This goal will at least be met and likely exceeded: we remain in a strong financial position.

Unfortunately, Jim Kerby, our public appointee will be stepping down from the role when his term ends in June. Jim has provided excellent counsel and advice to the Association during his term. Thank you Jim - your voice on council will be missed.

Looking ahead, there remains much work still be done and new challenges to face. The next phase of the Saskatchewan Environmental Code and Qualified persons will begin and the Association will need to maintain active participation on that front. As always, we will need to maintain our efforts in communicating and implementing right to practice and to keep the membership informed of the activities of the Association.

Finally, I would just like to say thank you for the opportunity to serve as President. I look forward fulfilling the role of Past President and in supporting Andrea Atkinson as she takes on the role of President of the Association. And, I also look forward to not having to chair any more meetings using Robert's Rules of Order! 😊

Thank you all,
Mike
Michael LeBlanc, RPF
ASFP President

Registrar's Report

Membership

Membership Categories	April 1, 2013	April 1, 2014	April 1, 2015	April 1, 2016
RPF	111	100	97	99
- New Members	(2)	(7)	(5)	(3)
- Resignations	(0)	(-7)	(-6)	(-1)
- Revoked	(-1)	(0)	(0)	(0)
RPFT	44	38	35	35
- New Members	(0)	(0)	(0)	(1)
- Resignations	(-5)	(-6)	(-4)	(-1)
- Revoked	(0)	(0)	(0)	(0)
FIT	0	3	2	5
FTIT	7	11	13	12
Restricted	0	2	1	2
Retired	N/A	6	8	8
- RPF Retired		(5)	(7)	(8)
- RPFT Retired		(1)	(1)	(0)
Student	N/A	0	0	2
Honourary Member	N/A	0	0	0
Life Member	N/A	0	0	0
Total Membership	162	159	155	163

Foresters: In 2014 our first two Professional Forester applicants successfully went 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 has proven to be a grueling process for the candidates and a steep learning curve for the administrators. We currently have an additional two FIT's going through the Competency Assessment Process. We have modified our policy to allow these candidates to go through the CAP concurrently with their two year in-training period

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.

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 the 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. 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 code of conduct.

The AGM was held Sept. 12 and 13, 2015 in Winnipeg. In addition to the CFPFA meeting, a meeting with the Deans of forestry programs in Canada (AUFSC) was held. This gives a very good perspective of how the world of forest management is changing and how we are training the next generation of foresters to meet new challenges.

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).

The highlight of the trip however, was that your illustrious Registrar got to take in the Banjo Bowl. Even though our beloved Rough Riders got their butts kicked by the Bombers, it was a good time.

Collaboration with CIF

CIF dues continue to be collected along with ASFP membership fees. This allows our members who belong to both organizations a one stop shopping opportunity.

Office Management:

Our new web site is functioning well. Key documents that apply to existing members and new applicants are all found on the website and are kept current. If you haven't looked at this website yet, please take a look at asfp.ca.

We have upgraded our internet security and virus protection software after a scary incident when we were infected by a Ransom Virus. We were able to restore all files from our existing backup system. This incident did serve as a wake-up call to make sure those valuable files are backed up. The Association now has a new three terabyte external backup drive, and we maintain an annual backup library of all the Association's files.

Legal Obligations

Our obligations under Saskatchewan's Forestry Professionals Act and our bylaws were met this year through work that included:

- Preparing and filing the 2015 ASFP Annual report with the Minister of Environment
- Notifying Information Services Corporation of Saskatchewan of the names of our members as of December 31, 2015
- Maintaining a register of members, and
- Maintaining the record of minutes of the Association.

The Association has been fortunate, for the past three years, to have Jim Kerby serving as our public appointee. Jim's term is up in July and he has decided, even after considerable arm twisting, not to serve for another term. Jim has been very helpful to Council and his practical advice has been appreciated. He will be missed. Council is now actively searching for another candidate to recommend to the Minister.

Lori Stevenson continues to do a great job as our Office Manager. I am particularly grateful for her great organizational skills.

I have been in this role for a full year now and, although I had a tough act to follow trying to fill Diane's shoes, I now have good understanding of what is required.

The ASFP continues to grow 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 a lot to do, particularly around communicating about the right to practice legislation. 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 be of assistance.

John Doucette, Restricted Member
ASFP Registrar

Treasurer's Report

A review of the financial statements was conducted by two members of the ASFP Council for the year ended December 31, 2015.

Nothing came to their attention that causes them to believe that the books are in error and they feel that the financial statements represent fairly the financial position of the ASFP for the year 2015.

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, and amendments. We had 4 face to face meetings in 2015 and countless series of email correspondence dealing with policy development.

As we lost a member of the committee this year, we added a new face. I would like to congratulate and welcome Mike McLaughlan for joining our team.

In 2015 we had a number of folks become members in a variety of categories. This year saw 3 new RPFs, 2 RPFTs, 2 FITs, 2 FTITs and one restricted member join our ranks. As well, in the initial part of 2016 we have 2 more RPFs, 1 RPFT and one FTIT that have joined the association. The start of 2016 has also set a new precedence with 2 members joining the new student member category.

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 subsequent move into full membership status and practicing rights: Kerry McIntyre, Cam Brown, Jocelynn (Cyr) Reusser, Ian McIver and Steven Oldford. The Committee continues to assess results of the exam to ensure the questions are up to date and at a level that is felt desirable for the Association.

The other major front that the Committee continues to work on is the development and amendment of admission policies that give sound direction and guidance to the Association, its members, and potential new members in regard to becoming a member and maintaining membership. The following policies have

been updated in either 2015 or 2016 as indicated below. If anyone is looking for the updates, the most recent versions are now on the website.

Policies are as follows:

Registration Exam Policy 2015

Annual Membership Renewal Obligations Policy 2015, 2016

Member Change of Status Policy 2015

Restricted Membership for Temporary Projects Policy and associated form 2015

Member in Training Policy approved 2015 and amended 2016

The Terms of Reference for the Admissions Committee was also approved in January of 2015.

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. I would like to thank the Committee members for all their work this year on the development of the policies we have completed.

Chris Brown, RPF
Admissions Committee Chair

Professional Conduct Committee

The Professional Conduct Committee (PCC) consists of Andrea Atkinson, Dave Knight, Paul Maczek, Kathleen Gazey and Chris Dallyn. This year the focus was on the process to remove members for non-payment of dues or for not reporting continuing competency hours. A bylaw revision to allow the removal by the Registrar for failure to pay dues or report on hours of training has been approved by Council, to be ratified at this AGM. As a first step, emails were sent to all non-compliant members in September (about a dozen), asking them to either pay up, change their category, or resign, which resulted in a gratifying flurry of responses and excuses, and either resignations or payment. Once the bylaw is approved by the membership, the plan is that the Registrar can take action earlier in the year, leaving both the PCC and the Discipline Committee able to focus on more serious matters. This change also requires some changes to the Complaints Policy, which have been reviewed by the committee but haven't made it to Council yet.

The PCC will also be taking the lead on developing a training module for in-training members on Professionalism and Ethics. This is the area of the exam that appears to cause the most difficulty for candidates, as these are the sorts of ideas that aren't easily taught in books. Working with sponsors, we will be preparing an on-line power point presentation, to be followed by an in-person group discussion session (or two). If you are interested in being involved in this specific project, please let me know. With the exception of non-payment of dues and non-reporting of continuing competency hours, there were no complaints registered with the PCC this year.

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. At the time of writing this report, there were 20 members who have either not paid fees and/or reported competency hours/reading of the Code of Ethics. These names have been forwarded to

the Professional Conduct Committee for investigation and may be forwarded to the Discipline Committee for hearing.

The Discipline Committee has finalized the flowcharts for the disciplinary hearing and the appeals process. Those documents have been approved by Council and are on the website. As well, the Disciplinary Hearing Policy has been reviewed by Council and some changes were made. It is now finalized and will go to the next Council meeting for approval.

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

The CFAB is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting academic requirements for professional certification. Each professional forestry association appoints one member and an alternate to the Board.

The role of the CFAB is to implement a national accreditation process mandated by its member agencies. Currently, ten Baccalaureate level and two Master's level programs enjoy accredited status.

The Board conducted two site visits and program reviews during 2015:

- The Forest Management and Environment Program and the Forest Operations Program at the University of Laval were visited and reviewed in March.
- The site visit and review of the Forest Ecology and Management major at the University of Northern British Columbia was undertaken in April.

The Board met once during the year to consider the reports from the teams that visited these forestry programs. Peggy McDougall represented the ASFP at these meetings. Each of the three programs reviewed was granted accreditation for a period of six years, the maximum allowed by the CFAB Policy Statement.

During 2015, the CFAB participated in an initiative by the Ontario Professional Foresters Association to identify educational gaps for candidates that have entered the CFPFA's Credential Assessment Process. Two Ontario university based suppliers have been contracted to develop and deliver the instruction modules designed to enable candidates to make up deficiencies identified in the assessment process. This Ontario government funded project is called the Bridge Training Program for Foresters.

I would like to thank Peggy for attending the annual meeting of the Board on our behalf and encourage any member of the ASFP who is interested in participating as a member of a site accreditation team to put their name forward for consideration.

Respectfully submitted by John Daisley, RPF
CFAB Representative

Right to Practice Committee

Dave Knight resigned as Right to Practice Committee chair in February and Council appointed Bryan Fraser as the new chair.

The committee met several times in 2015-16 to draft a communication strategy providing direction to people seeking advice on whether or not they require ASFP membership in order to do the types of work they are considering doing. The committee continues to revise the strategy based on the principle that most associations provide information on the scope of practice and let employees and employers decide whether or not their work falls within that scope. Additionally, the Registrar's office is compiling a list of environmental consultants operating in Saskatchewan and companies that hire environmental consultants as a starting point for the email distribution list. The committee plans to submit the strategy to the Executive and Council for approval later in 2016.

Bryan Fraser, RPF
Right to Practice Committee Chair

Continuing Competency Committee

Part of the responsibility of being a professional is ensuring that you keep current with new information, developments, and thinking within your profession. The role of the Continuing Competency Committee (CCC) is both to develop guidelines for measuring and maintaining professional development and to assess how well members are meeting their professional development obligations.

All ASFP members are expected to track their professional development hours and report on these annually. This has been made easy by including this information as part of the annual member renewal development form. The CCC then audits the records of 5% of the membership.

Since this has been included as part of the membership requirements reporting, compliance has improved considerably. Of the current paid-up membership, only 4% have not reported their hours as of March 31st, 2016.

Remember, it is each member's responsibility to report continuing competency hours directly to the ASFP office. If your employer pays your fees, they are not responsible for forwarding your continuing competency hours to the ASFP.

Andrea Atkinson, RPF

Executive and Council 2015/16

Michael LeBlanc, RPF	President
Andrea Atkinson, RPF	Vice President
Peter Sigurdson, RPF	Past-President
John Thompson, RPF (Retired)	Treasurer
Bryan Fraser, RPF	Secretary
John Doucette, RPF	Council Appointed Registrar

Councillors

Jess Bremner, RPFT	Chris Brown, RPF	Matthew Burtney, RPFT
Chris Dallyn, RPF	Dave Knight, RPF	Ed Kwiatkowski, RPF
Ian MacIver, RPF	Michael McLaughlan, RPF	Roger Nesdoly, RPF
Diane Roddy, RPF	Bart Smith, RPFT	
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: Vacant	Al Balisky, RPF	Mike Demyen, RPF
Mark Johnston, RPF	Dave Knight, RPF	

Professional Conduct Committee

Chair: Andrea Atkinson, RPF	Chris Dallyn, RPF	Kathleen Gazey, RPF
Dave Knight, RPF	Paul Maczek, RPF	

Discipline Committee

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

Right To Practice

Chair: Bryan Fraser, RPF	Chris Brown, 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, RPF (alternate)
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Annual General Meeting Minutes

April 15, 2015

Time: 10:45 a.m.

Location: Prince Albert Inn, Prince Albert, SK

Attendees:

Members (75): A. Atkinson; A. Balisky; D. Braybrook; J. Bremner; Chris Brown; Cam Brown; A. Burns; M. Cadrain; K. Chaytor; K. Clark; D. Cobb; J. Daisley; C. Dallyn; M. Demyen; A. Dereshkevich; D. Desrosiers; M. Doyle; D. Dye; M. Ferguson; J. Fischer; R. Follett; B. Fraser; V. Gauthier; K. Gazey; L. Gelhorn; K. Gillis; T. Gowen; D. Grebstad; M. Guitard; D. Harman; B. Hicks; N. Hodgson; E. Hooper; M. Johnston; D. Knight; X. Kong; C. Koslowski; E. Kwiatkowski; J. Leach; M. LeBlanc; A. Lesko; D. Lindenas; P. Loseth; D. Lundquist; P. MacKasey; P. Maczek; D. Mamer; P. McDougall; R. McIntosh; K. McIntyre; M. McLaughlan; J. Menezes; R. Neddoly; S. Nicholson; S. Oldford; S. Papastergiou; D. Parkman; B. Poniatowski; L. Price; R. Pshebnicki; D. Roddy; D. Sande; R. Sandry; P. Sigurdson; B. Smith; D. Stevenson; S. Stuart; J. Thompson; K. Van Rees; S. Vermette; B. Walter; K. Waters; J. Weitzel; R. Wynes; M. Young
Non-Members (8): A. Beaton; N. Beaudrey; N. Dhital; H. Duffield; I. MacIver; N. Subedi; L. Stevenson; C. Wilkinson

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 did not bring their own copy.

(1) Approval of Agenda

Peter Sigurdson asked if there were any additions to the agenda. None were brought forward.

Moved by Amber Dereshkevich that the agenda be adopted; seconded by Chris Brown. Motion carried.

(2) Approval of the Minutes of the 2014 Annual General Meeting

Peter Sigurdson asked if there are any errors or omissions. None were brought forward.

Moved by Andrea Atkinson that the minutes of the April 16, 2014 AGM, as previously distributed, be approved; seconded by Diane Roddy. Motion carried.

Business Arising from Minutes
Changes to Financial Reports - Peter

(3) Reports

a. **President's Report** – Peter Sigurdson reviewed highlights of the distributed report.

Thank you to all Councilors, Executive, Registrar, and Lori Stevenson. Thanks to Chris Dallyn and Dave Harman for organizing the AGM. Special thank you to Diane Roddy, our outgoing registrar, and welcome to our incoming Registrar, John Doucette, and our incoming president, Michael LeBlanc.

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

Membership trend has gone down slightly over the years. Why? People who were just staying on as \$90 members have chosen to drop memberships. We have also had a lot of people coming in to do work in SK from other provinces as restricted members whose memberships do expire.

Thank you to all people on Council and Committees for all your work for the ASFP. If you are not already involved, consider becoming involved on a committee, on Council, or as an assessor.

c. Treasurer's Report – John Thompson

John Thompson presented revised financial statements. There was an error in amount we sent on to the CIF in 2014; this has all been fixed and everything balances.

Question: Do we receive free banking? Yes.

Michael McLaughlan moves to approve the 2014 Financial Statements; seconded by Dwayne Dye. Carried.

2015 Budget

We are budgeting for a surplus of \$8431. From that, \$5000 will go to Contingency Fund as Council has decided to do every year.

Question: Why is the amount for the CFPFA so high? That is for people going through Canada-wide assessment process. We pay their \$500 fee through the CFPFA.

Chris Brown moves to accept Financial Statements for 2014 with a review by Association members in lieu of an audit; seconded by Bob Wynes. Carried.

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

Welcome to new Admissions Committee members Niska Hodgson and Dean Mamer.

Nine candidates wrote the exam this year. Welcome to our full-fledged members with rights to practice, Doug Braybrook, Dave Cobb, Janine Leach, and Peggy McDougall.

This afternoon, we will hear about the newly adopted the member in training policy.

Thanks to the members of the committee. Special thanks to Ken Van Rees for all his work on marking the exam and input into the contents of the exam.

e. Professional Conduct Committee Report – Andrea Atkinson reviewed highlights of the distributed report.

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

Question: Where does a member get notified when they are not in good standing? Invoice for dues, reminders, and more reminders. The Annual Membership Renewal Obligations Policy is on our website.

Thank you to all the members for their continued work on the committee.

Canadian Forestry Accreditation Board (CFAB) – John Daisley reviewed highlights of the distributed report.

Welcome to Peggy McDougall as the alternate delegate to the CFAB.

h. **Right to Practice** – Dave Stevenson reviewed highlights of the distributed report.

Thank you to the members of the Right to Practice Committee.

Moved by Bob Wynes that the committee reports be accepted as presented; seconded by Mark Johnston. Motion defeated.

i. **Continuing Competency** – Roger Nesdoly reviewed highlights of the distributed report.

Moved by Keith Chaytor that the committee reports be accepted as presented; seconded by Dave Knight. Motion carried.

(4) Confirmation of Actions of Council, Committees and Officers

Moved by Mike McLaughlan that the actions of Council, Officers, and Committees of the ASFP for the preceding year be approved and confirmed; seconded by Dave Stevenson. Motion carried.

(5) Nominations and Election of Officers

Peter Sigurdson made the first call for nominations.

Nominated for Council:

Chris Brown
Diane Roddy
John Thompson
Matthew Burtney
Mike McLaughlin

Nominated for Vice President:

Andrea Atkinson

Peter Sigurdson made the second call for nominations.

Nominated for Council:

Jess Bremner
Ian Maclver
Ed Kwiatkowski
Bart Smith

No further nominations from the floor for Vice President:

Peter Sigurdson made the final call for nominations.

John Thompson moved that nominations be ceased; seconded by Chris Dallyn. Motion carried.

Peter Sigurdson made the final call for nominations for Vice President.

Roger Nesdoly moved that nominations for VP be ceased; seconded by Sindy Nicholson. Motion carried.

Nominations to Council were by acclamation. New Council members are Jess Bremner, Matthew Burtney, Ian Maclver, Michael McLaughlin, Diane Roddy, and Bart Smith, plus returning for the second year of their term term are Chris Dallyn, Bryan Fraser, Jim Kerby, Dave Knight, and Roger Nesdoly. Continuing on the Executive for their second year are Chris Brown and John Thompson.

Nomination to Vice President was by acclamation. New Vice President is Andrea Atkinson.

Welcome to the new Vice President and Council members.

(6) Incoming President's Remarks – Michael LeBlanc

I am looking forward to my year as president. Peter revived the strategic plan which brings direction and focus to the Association again. The key areas I see to work on this upcoming year are around right to practice, participation and development of environmental code, and coordination with membership eligibility with other provinces.

(7) Other business

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

(8) Adjournment

Peter declared the AGM meeting adjourned at 1:15pm.

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

Chris Brown – ASFP Member in Training Policy, responsibilities and accountabilities of the Member in Training and the Sponsor

Bob Spracklin – Wildfire Management's Camera Detection System

Financial Statements

Association of Saskatchewan Forestry Professionals Statement of Income for the Year Ended December 31, 2015 and Proposed 2016 Budget

(unaudited)

	2016 Budget	2015 Actual	2015 Budget
REVENUE			
Job Postings	\$1,500.00	\$1,300.00	\$2,000.00
Donations/Grants	\$0.00	\$0.00	\$0.00
Application Fees	\$450.00	\$450.00	\$800.00
Membership Fees	\$50,000.00	\$49,250.00	\$53,000.00
Membership Fees (Late)	\$0.00	\$600.00	\$0.00
CIF Dues Collected	\$5,000.00	\$6,833.80	\$4,800.00
CAP Admin Fee	\$0.00	\$300.00	N/A
CAP Assessment Fee	\$0.00	\$1,500.00	N/A
Registration Exams	\$600.00	\$800.00	\$600.00
AGM	\$0.00	\$2,870.00	\$2,800.00
Professional Stamps	\$0.00	\$0.00	\$0.00
Interest Income	\$1,258.00	\$1,718.88	\$120.00
Total			
TOTAL REVENUE	\$58,808.00	\$65,622.68	\$64,120.00

EXPENSE

Amortization	\$0.00	\$0.00	\$0.00
CIF Dues Paid	\$5,000.00	\$7,312.60	\$4,800.00
Travel	\$2,000.00	\$1,287.46	\$2,000.00
Accommodations	\$600.00	\$744.16	\$600.00
Registration Fees	\$0.00	\$0.00	\$0.00
Meals	\$300.00	\$157.85	\$300.00
Office Rent	\$6,965.00	\$6,741.00	\$6,965.00
Postage	\$90.00	\$39.32	\$90.00
Office Supplies	\$300.00	\$234.31	\$400.00
Computer & Software under \$1000	\$250.00	\$243.98	\$100.00
CAP Assessment Fee	\$0.00	\$1,500.00	\$0.00
Bank Charges	\$40.00	\$0.00	\$40.00
Utilities	\$775.00	\$595.51	\$775.00
Professional Stamps	\$0.00	\$0.00	\$335.00
Meeting Room Rental	\$370.00	\$0.00	\$370.00
AGM Expenses	\$0.00	\$1,873.64	\$2,000.00
Registrar's Fees	\$16,900.00	\$25,416.45	\$30,000.00
Office Manager's Salary	\$7,100.00	\$0.00	N/A
Insurance-Gen Liability/Off/Directors	\$1,300.00	\$1,266.00	\$1,300.00
Accounting Fees	\$400.00	\$0.00	\$400.00
Legal Counsel	\$1,200.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00
Workshops	\$1,000.00	\$0.00	\$0.00
CFAB Annual Fees	\$100.00	\$633.00	\$1,014.00
CFPFA	\$600.00	\$100.00	\$3,000.00
SFA Membership	\$200.00	\$200.00	\$200.00
Promotional items	\$0.00	\$0.00	\$0.00
Donations	\$500.00	\$0.00	\$500.00
Web Site Redevelopment	\$500.00	\$281.46	\$1,000.00
Total Expenses	\$46,490.00	\$48,626.74	\$56,189.00
Net Income	\$12,318.00	\$16,995.94	\$7,931.00

Association of Saskatchewan Forestry Professionals
Balance Sheet
December 31, 2015

(unaudited)

Assets

	December 31, 2015	December 31, 2014
	\$	\$
Current Cash Assets		
Conexus Chequing	28,504.11	13,061.09
Conexus High Interest Savings	8,975.27	8,928.89
Total Cash	<u>37,479.38</u>	<u>21,989.98</u>
Accounts Receivable	-	100.00
Total Current Operating Cash Assets	<u>37,479.38</u>	<u>22,089.98</u>
Contingency Fund		
Cash - Contingency Fund	0.00	0.00
Balance Start of Year	116,525.00	110,612.66
Additional Allocation to Contingency Fund	<u>1,606.54</u>	<u>5,912.34</u>
Total Contingency Fund	<u>118,131.54</u>	<u>116,525.00</u>
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><u>155,610.92</u></u>	<u><u>138,614.98</u></u>

Liabilities

Current

Accounts Payable	0.00	478.80
Deferred Revenue	0.00	0.00

Equity

Contingency Fund - Restricted	118,131.54	116,525.00
Total Current Operating Cash Assets	37,479.38	21,611.18
Total Equity	155,610.92	138,136.18

TOTAL EQUITY	<u><u>155,610.92</u></u>	<u><u>138,136.18</u></u>
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LIABILITIES AND EQUITY	<u><u>155,610.92</u></u>	<u><u>138,614.98</u></u>
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Association of Saskatchewan Forestry Professionals
Statement of Retained Earnings
For the Year Ended December 31, 2015
(unaudited)

	2015	2014	2013
	\$	\$	\$
Balance Beginning of Year	<u><u>138,614.94</u></u>	126,283.92	113,674.83
Income for the Year	16,995.94	12,331.02	12,609.09
Balance End of Year	<u><u>155,610.88</u></u>	<u><u>138,614.94</u></u>	<u><u>126,283.92</u></u>