



**Annual General Meeting
April 19, 2017**

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.

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Vice President's Report

I would like to begin the Annual Report by expressing my appreciation to a number of individuals for their support and contribution. ASFP President Andrea Atkinson has been a pillar of support to everyone associated with forestry within the Association and at the Forest Service. Respected and highly regarded for her fair, honest approach, while providing all clients with exceptional service – Thank you!

Lori Stevenson former ASFP Office Manager elected to pursue duties supporting community-based resettlement initiatives. Lori provided the ASFP with excellent support, including identification and recruitment of her own replacement Christina Pico. Christina recently joined the Association as Office Manager, balancing her duties between ASFP and Saskatchewan Polytechnic. Welcome aboard Christina.

The term of appointment for Public Member closed last summer for Jim Kerby. The ASFP was honoured to receive Jim's valued counsel over the years and we thank him for his time and contribution to the Association. Ryan Hallman, a lawyer with MLT in Saskatoon was recruited to join ASFP Council as Public Member. Ryan is well versed on forestry issues and we look forward to his contribution going forward.

Our Registrar John Doucette, Executive and Council have been engaged and supportive on challenging issues during the past year. Thank you everyone for the contribution of time and energy you have made towards sustaining the objectives of the Association.

The Ministry of Environment has agreed to engage with the ASFP to develop a Memorandum of Understanding describing how the roles of professional and non-professional staff can best be aligned with the objectives of the Act. Council has adopted a recommendation towards an MOU that supports a Reliance Model and will proceed towards an agreement.

Ian MacIver, RPF
Vice President

Registrar's Report

Membership:

Membership Categories	April 1, 2014	April 1, 2015	April 1, 2016	April 1, 2017
RPF	100	97	99	96
- New Members	(7)	(5)	(3)	(2)
- Resignations	(-7)	(-6)	(-1)	(-2)
- Revoked	(0)	(0)	(0)	(-4)
RPFT	38	35	35	36
- New Members	(0)	(0)	(1)	(0)
- Resignations	(-6)	(-4)	(-1)	(0)
- Revoked	(0)	(0)	(0)	(-3)
FIT	3	2	5	4
FTIT	11	13	12	8
Restricted	2	1	2	2
Retired	6	8	8	7
- RPF Retired	(5)	(7)	(8)	(6)
- RPFT Retired	(1)	(1)	(0)	(0)
Student	0	0	2	5
Honourary Member	0	0	0	0
Life Member	0	0	0	1
Total Membership	159	155	163	158

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.

Networking with other Professional Organizations

In December I attended a Forum organized by the Association of Professional Engineers and Geoscientists. The Forum was to discuss the various associations' policies regarding Continuing Professional Development. The session was attended by teachers, nurses, architects, argologists, lawyers and engineers. Our policies regarding Continuing Competency compare very well with these other professional groups.

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 in Vancouver last September. 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.

A sub-committee of the Federation – the Competency Review Working Group - is just completing a project to review the required competencies of Professional Foresters. This review has led to Draft 2017 Certification Standards for Professional Forestry in Canada. These Certification Standards, once approved by the Provincial Regulatory Associations, will replace the 2008 Standards. There will be a phase in period for the new Standards so that candidates going through the Credential Assessment Process will not be impacted by the changes.

Members of the CFPFA have also been active in putting together Bridge Training Programs for each of the Certification Standards. The CIF and the OPFA, in particular, have been responsible for funding and managing this program. This training is now available and can be accessed through the CFPFA and CIF websites. These courses are to assist foreign trained individuals or graduates from non-accredited domestic programs meet the Certification Standards.

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:

There is a new face in the office these days. Christina Pico took over the reins as our Office Manager on March 1st. Christina has great organizational skills and a wealth of experience in different industries. She will be a great asset to the Association.

I wish to thank Lori Stevenson for her dedicated service to the ASFP over the past three years. She has taken on other full time work in addition to her volunteer work, being a mother and looking after David. We wish her the very best.

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 2016 ASFP Annual report with the Minister of Environment
- Notifying Information Services Corporation of Saskatchewan of the names of our members as of December 31, 2016
- Maintaining a register of members, and
- Maintaining the record of minutes of the Association.

Our public appointee, Jim Kirby, completed his three year term in July. Mr. Kirby was a great asset to the Association and we thank him for his service. The Minister has now appointed a new public appointee to serve as a Councilor for a three year term. We welcome Ryan Hallman to this role and look forward to working with him.

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 help out.

John Doucette, Restricted RFP
Registrar

Treasurer's Report

A review of the financial statements was conducted by two members of the ASFP for the year ended December 31, 2016 and they feel that the financial statements represent fairly the position of the Association.

The Contingency Fund as of December 31, 2016 is \$139,490. The Strategic Plan calls for at least \$5000 annually to be added to the Fund. The long term objective is to have \$250,000 in the fund.

John D. Thompson RPF (retired)
Treasurer

Admissions Committee

Focus for the admissions committee this year was on review of applications and administering of the exam. Although the last couple years saw the development of several new policies this year no additional policies were needed. We had 5 face to face meetings in 2016 on account of the number of times there were exam sessions.

This year saw the loss of another member of the committee although we also saw a new addition keeping the membership at a consistent level. I would like to congratulate and welcome Kerry McIntyre on joining our team.

In 2016 we had a number of new applicants that were accepted into the Association. We had 1 candidate accepted as a transferring RPF, 3 that were accepted as FTITs and 1 as a FIT. There were also 2 applications reviewed for restricted membership; however, these applicants may have already been members just renewing their restricted membership within the policy requirements. Another exciting milestone was we saw the addition of 6 student members. I would like to welcome: Magali Furlan Nehemy, Kirk David Griffen, Jordan Hildebrandt, Jaz Gatin, Nasrin Nayar and Landon Sealey to the Association and hope their time with us is both educational and enjoyable. As well, I hope they continue to remain with the Association after completion of their programs.

This year we had a total of 15 candidates write the exam which includes re-writes by candidates who had previously written. 8 of the 15 successfully completed the exam with a success rate of 53 %. One of the biggest issues the committee continues to find is that there may not be enough preparation for the exam specifically the legislative portion. Hopefully some new steps

being worked on by the committee will assist with this. However, I would like to remind candidates and their sponsors that it is highly important to follow the MIT Policy including the professional development plans and the training diaries. The intent of this policy is to assist candidates in successful completion of the exam. It is very important for sponsors to be aware of their requirements and assist the MITs; after all failure on the candidate can be viewed as a failure on the sponsor.

In terms of the 8 successful candidates 3 were RPFs and 5 were RPFTs. I would like to congratulate the following people on successful completion of the exam and moving into full membership status and practicing rights: Bill Thibeault, Steve Mason (Tolko), Brandon Hicks, Lee Hicks, Aaron Burns, Jared Matwishyn, Joel Weitzel and Cameron Koslowski.

The committee continues to assess results of the exam to ensure it is up to date and at a level that is felt desirable for the association and in order to assess how we can develop mechanisms to assist MITs with their training.

Although the Committee had no reports of any resignations from the Association we did approve 6 leaves of absence and are reviewing 2 more.

Although there were no new policies developed this year there were some amendments to existing policies.

The first policy that was amended was the Member in Training Policy. Changes that were made in the policy were to make it clear that candidates going through the CAP process could apply to the Association at the same time as a MIT so that sponsors would be selected and the 2 year training period would begin. There were also some minor changes to include other pieces of legislation as areas of required knowledge.

The second policy updated was the Annual Membership Obligations Policy which was amended to outline that members not meeting annual membership renewal obligations could resign from the association but if doing so and they wish to rejoin they must do so as a new member meeting all obligation including 2 years MIT.

The third and final policy updated in 2016 was the Registration Exam Policy which was changed to establish pre-arranged dates for the writing of the exam so that the committee could set meeting dates and accommodate faster return on grading of the exams.

Another major item the committee has worked on is a study guide presentation for MITs that will assist in preparing for the legislative portion of the jurisprudence exam. One area the Committee continues to find issue with on the exam is the legislative portion so a presentation is being drafted in order to assist MITs with preparing for this portion.

In the upcoming year the Committee will continue to work toward the finalization of the MIT presentation. There is also the need to again update the Annual Membership Renewal Obligations Policy to reflect bylaw changes in regard to members not meeting requirements i.e., not paying dues and being stricken by the registrar as opposed to having to go through a disciplinary hearing. There may also be a need for the committee to assist the continuing competency committee in the development of competency requirements for different membership types and look at potential competency hours for sponsors of MITs. Finally we will continue to review applications and administer the exam.

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

Discipline Committee

Once again this year we did not have any complaints filed; therefore, there were no cases of disciplinary investigations or actions.

Couple key items for this year:

This year saw the adoption of the Disciplinary Hearing Policy by council that goes along with the already ratified flowcharts for the disciplinary hearing and the appeals process. This means the disciplinary committee now has a clear process for dealing with hearings if they should arise. The policy gives a one stop shopping for all those that might be involved in a hearing; right from the professional conduct committee, the member the complaint is filed against and the discipline committee.

This year also, saw the adoption of bylaws that allow for the removal of members not meeting their annual obligations i.e., payment of dues, documenting continuing competency hours and acknowledgement of code of ethics without having to go through a disciplinary hearing process. Please ensure these items are completed within the timelines in the policy or you will be stricken from membership. Once stricken in order to return you would need to apply as a new member and follow all the processes including 2 years in training again.

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

Professional Conduct Committee

No activity on this committee to report.

Ian MacIver, RPF
Vice-President

Canadian Forestry Accreditation Board

The Canadian Forestry Accreditation Board (CFAB) is responsible for the assessment of the Canadian university forestry degree programs for the purpose of meeting academic requirements for professional certification and entrance into professional practice. Its role is to implement a national accreditation process mandated by the eight professional forestry associations of Canada and the Canadian Institute of Forestry. Board members are appointed by the member agencies.

At present, ten Baccalaureate level and two Master's level forestry programs in Canada enjoy accredited status.

The Board continued its fifth round of reviews with a site visit in March to the School of Forestry on the University of Moncton's Edmundston campus.

The Board met three times during the year, on September 16 in Vancouver, British Columbia and in teleconference on May 25 and December 21. At the Vancouver meeting, it was determined that "accreditation of the Forest Management Program of the School of Forestry, University of Moncton, leading to the baccalaureate degree, shall be granted for a period of six years, the maximum allowed by the CFAB Policy Statement".

Review activity during 2017 will consist of two site visits, one to the University of New Brunswick and another to the University of Alberta.

The Board has entered into an arrangement with the Ontario Professional Foresters Association (OPFA) to develop a Bridge Training Program for Foresters. The purpose of the program is to make available supplementary instruction for professional forest practice candidates who have had academic and/or experiential gaps identified in their bids to obtain certification.

The first segments of the Bridge Training Program have been released and are available for use by all professional forest practice regulators in Canada.

Respectfully submitted by John Daisley, RPF
CFAB Representative

Right to Practice Committee

The committee met several times in 2016-17 to complete 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. Additionally, the committee worked with the Registrar's office to notify companies and environmental consultants operating in Saskatchewan, as well as various provincial agencies of the regulatory requirements for professional registration.

The ASFP has corresponded with the Ministry of Environment during the past year regarding the Ministry's appointment of a non-ASFP member as Executive Director of Forest Service Branch. The committee has acted as a resource to Council in providing proposals for drafting a

memorandum of understanding between the ASFP and the Ministry. This MOU would describe how the Executive Director will engage with registered members within the forest service to ensure that right to practice requirements established in the *Forestry Professions Act* are met.

Bryan Fraser, RPF
Right to Practice Committee Chair

Continuing Competency Committee

Professional foresters serve the public interest and understand the role of the profession. Professional foresters have integrity, are competent, independent and accountable for their actions and decisions. They maintain professional standards and conduct based on ethical principles including life long learning and continuing competency requirements

Members of the Association of Saskatchewan Forestry Professionals (ASFP) are obligated to maintain competency in their area of practice. The ASFP continuing competency program provides a set of tools for members to maintain their competency, and a way for the ASFP to demonstrate the competency of its members to government and the public.

The goals of the ASFP Continuing Competency program are to ensure that members maintain the relevancy of knowledge and skills required of forestry professionals. The program also encourages learning of new techniques, and a broadening of knowledge in related areas. The evaluation of member competency is provided by a self-assessment process that allows for members to evaluate their professional competencies, and the tool can also be used to identify areas for improvement and help members to develop an action plan to address learning needs.

It is the responsibility of all members to maintain their own records of continuing competency. Members provide this information as part of the annual membership renewal development form. The Continuing Competency Committee annually audits the records of 5% of the membership, chosen at random. This past year, 2016, 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. Thank you to all those who were selected for submitting the required documentation and for your work in demonstrating continued competency.

For the future, the continuing competency committee will be working to provide additional information and guidance for members on the assessment, maintenance and growth of their competency in the practice of professional forestry. Thank you.

W.I. (Bill) Thibeault
Continuing Competency Committee Chair

Executive and Council 2016/17

Executive Committee

President - Andrea Atkinson, RPF
Vice President - Ian MacIver, RPF
Past President - Michael LeBlanc, RPF
Treasurer - John Thompson, RPF (retired)
Secretary - Bryan Fraser, RPF
Registrar - John Doucette, Restricted Member

Councillors

Jess Bremner, RPFT	Ryan Hallman, Public	Diane Roddy, RPF
Chris Brown, RPF	Appointee	Bart Smith, RPF
Matthew Burtney, RPFT	Ed Kwiatkowski, RPF	Bill Thibeault, RPF
	Michael McLaughlan, RPF	

Admissions Committee:

<i>Chris Brown, RPF, Chair</i>	John Doucette, Restricted	Mike McLaughlan, RPF
Matt Burtney, RPFT	Dean Mamer, RPF	Ken Van Rees, RPF
Mike Demyen, RPF	Kerry McIntyre, RPF	

Continuing Competence Committee:

<i>Bill Thibeault, RPF, Chair</i>	Mike Demyen, RPF	Dave Knight, RPF
Al Balisky, RPF	Mark Johnston, RPF	

Professional Conduct Committee

<i>Andrea Atkinson, RPF, Chair</i>	Kathleen Gazey, RPF	Paul Maczek, RPF
Chris Dallyn, RPF	Dave Knight, RPF	

Discipline Committee

<i>Chris Brown, RPF, Chair</i>	Ryan Hallman, Public	Conrad Paskell, RPF
Robert Follett, RPF	Appointee	Michelle Young, RPF
	Darcy Parkman, RPF	

Right To Practice

<i>Bryan Fraser, RPF, Chair</i>	Roger Nesdoly, RPF	Peter Sigurdson, RPF
Chris Brown, RPF	Diane Roddy, 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 20, 2016

Time: 10:30 a.m.

Location: Plaza 88, Prince Albert, SK

Attendees:

Members (80): A. Atkinson, D. Braybrook, J. Bremner, C. Brown, A. Burns, M. Burtney, N. Caissy, K. Chaytor, K. Clark, D. Cobb, J. Daisley, C. Dallyn, M. Demyen, A. Dereshkevich, H. Desjarlais, D. Desrosiers, N. Dhital, J. Doucette, M. Doyle, D. Dye, M. Ferguson, R. Fincati, J. Fischer, R. Follett, B. Fraser, L. Fremont, V. Gauthier, K. Gazey, L. Gelhorn, K. Gillis, T. Gowen, K. Griffin, M. Guitard, T. Hedger, L. Hicks, B. Hicks, N. Hodgson, M. Johnston, K. Kelly, D. Knight, X. Kong, C. Koslowski, E. Kwiatkowski, J. Leach, M. LeBlanc, R. Litton, I. MacIver, P. Mackasey, D. Mamer, S. Mason, P. McDougall, R. McIntosh, K. McIntyre, M. McLaughlan, R. Nesdoly, S. Nicholson, R. Orynik, S. Papastergiou, C. Paskell, N. Penney, B. Poniatowski, O. Price, R. Pshebnicki, D. Roddy, D. Sande, R. Sandry, P. Sigurdson, B. Smith, D. Stevenson, S. Stuart, B. Thibeault, J. Thompson, S. Vermette, B. Waldner, B. Walter, K. Waters, B. Weir, J. Weitzel, C. Wilkinson, B Wynes.

Non-Members (11): N. Beaudry, D. Boleski, R. Bullock, H. Greenwood, P. Labrosse, T. Lawson, I. Pors, J. Randall, L. Stevenson, J. Tokaruk, R. Wright.

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

Michael LeBlanc asked if there were any additions to the agenda. None were brought forward.

Moved by Andrea Atkinson that the agenda be adopted; seconded by Nadine Penney. Motion carried.

(2) Approval of the Minutes of the 2015 Annual General Meeting

Michael LeBlanc asked if there are any errors or omissions. John Daisley brought two errors forward.

Moved by Chris Dallyn that the minutes of the April 15, 2015 AGM be approved as amended; seconded by Dave Stevenson. Motion carried.

Business Arising from Minutes

No business arising from the minutes.

(3) Reports

a. **President's Report** – Michael LeBlanc reviewed highlights of the distributed report.

b. **Registrar's Report** – John Doucette reviewed highlights of the distributed report.

c. **Treasurer's Report** – Michael LeBlanc for John Thompson

Michael LeBlanc reviewed the distributed 2015 ASFP financial statements. These statements have been reviewed by two members of the Association, and we believe there

are no errors or omissions.

Dave Knight moved that an external audit of the ASFP financial statements is not required; seconded by Dwayne Dye. Carried.

Vicki Gauthier moves to accept Financial Statements for 2015 with a review by Association members in lieu of an audit; seconded by Chris Brown. Carried.

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

In 2015 and the initial part of 2016, 11 candidates have written the exam.

Please review the Annual Membership Obligations Renewal Policy and Member in Training Policy for recent changes. In the Annual Membership Renewal Obligations Policy, if you have resigned because you were behind in dues but want to rejoin, you must now apply as a new member and complete two years in-training. It is now more clear in the Member in Training Policy that if you are going through the CAP process and apply to the Association, you can serve your two years “in training” as you are going through the process.

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

We have drafted a new bylaw and submitted it to the minister for approval. This bylaw amendment was passed by council in August 2015 but needs to be ratified by membership at the AGM.

Andrea read out the new clauses in our bylaws

(13) “In order to maintain his or her registration as a member, a member shall, in a timely manner, pay the prescribed fee for annual membership (and any other fee prescribed in these bylaws).”

(15) “The rights and privileges of any member may be suspended, or the member may be removed from the register, at any time

a) by the Registrar for non-payment of any fee (including the fee for annual membership) prescribed in these by-laws, after giving the member at least two months’ notice of the default; or

b) by an order of the discipline committee, for any finding of professional misconduct or professional incompetence.

Chris Brown moves to accept the proposed bylaw changes as presented; seconded by Nadine Penney. Motion carried unanimously.

Andrea stressed that now we need to deal with people who do not submit their continuing competency hours. Reminder that it is very simple to submit cc hours: it’s on the invoice form. Currently, the Professional Conduct Committee has to submit names of people who do not submit continuing competency hours to the Discipline Committee for professional misconduct. There are six names of members who have yet to submit continuing competency hours. Please submit these right away.

Andrea and Diane Roddy have a Professionalism and Ethics course that they would like to present to all candidates before they write the exam to give candidates more tools to help them to be successful in writing the exam. Within the next couple of weeks, Andrea and Diane will be contacting members to get a group together to run through the course before it is presented to the exam candidates.

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

With the passing of the new bylaws, 14 of the 20 members who have not completed obligations have now been removed from the register. This still leaves six members: please send in your continuing competency hours so that we do not have to waste time and Association funds to conduct disciplinary hearings.

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

- h. **Right to Practice** – Bryan Fraser reviewed highlights of the distributed report.

Industrial and public uptake of the Right to Practice is a gradual and ongoing process; our communication strategy is still under construction.

- i. **Continuing Competency** – Andrea Atkinson reviewed highlights of the distributed report.

Moved by Michael McLaughlan that the committee reports be accepted as presented; seconded by Roger Nesdoly. Motion carried.

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

Moved by Cindy Nicholson that the actions of Council, Officers, and Committees of the ASFP for the preceding year be approved and confirmed; seconded by Diane Roddy. Motion carried.

- (5) Nominations and Election of Officers

Michael LeBlanc made the first call for nominations for vice president.

Nominated for Vice President:
Ian Maclver

Michael made the second call for nominations for Vice President.

Michael made the third call for nominations for Vice President.

Vice president by acclamation. Congratulations to Ian Maclver.

Michael made the first call for nominations to Council:

Michael made the second call for nominations to Council:

Michael made the third call for nominations to Council:
Janine Leach nominates Bill Thibeault.

By acclamation, Bill Thibeault joins as Councillor.

Nomination to Council was by acclamation. New Council member is Bill Thibeault, plus returning for the second year of their term are Jess Bremner, Chris Brown, Matthew Burtney, Ed Kwiatkowski, Michael McLaughlan, Diane Roddy, and Bart Smith. Continuing on Council as members of the Executive are Andrea Atkinson, John Doucette, Bryan Fraser, Michael LeBlanc, and John Thompson.

Nomination to Vice President was by acclamation. New Vice President is Ian Maclver.

Welcome to the new Vice President and Council member.

(6) Incoming President's Remarks – Andrea Atkinson

Andrea spoke about the value of the Association. The ASFP and Right to Practice are our way of getting the word out about the profession of forestry and letting general public know that just as they have expectations of professional doctors, engineers, etc., everyone who calls themselves foresters or forest technicians has genuine skills. The ASFP is our common ground, because our goal is similar – to make sure the profession is well understood and that we have standards that everybody is required to meet. We are still a young Association and have a lot of work to do.

Andrea is looking forward to the next year. Our strategic plan remains important, and the committees have much work to do to update policies. Andrea reminded the members that anyone can serve on a committee and encouraged members to get involved with the ASFP.

(7) Other business

Michael LeBlanc asked if there was any other business.

a. John Doucette presented Roman Orynik with a Life Membership to the Association.

Life member may be awarded to a person who has “in the opinion of council, made an exemplary contribution to the profession of forestry; been a practicing member of the association but is no longer practicing; and been nominated by 10 or more registered members of the association.

Roman Orynik's most noteworthy accomplishments have been with the Association: Roman was instrumental in forming the Association several years ago. This took years of work and persistence to get through legal hurdles. As a result, our profession is now recognized legally. Roman served as the first Registrar of the Association for several years, working with successive Executives to establish operating procedures that are still the framework of our work today.

Roman expressed his thanks to the Association for this honour and thanked the other individuals who helped along the way to form and grow the Association.

b. Past president Peter Sigurdson presented Michael LeBlanc with a gift of appreciation.

(8) Adjournment

Michael LeBlanc declared the AGM meeting adjourned at 11:40pm.

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

Dr. Hamilton Greenwood – Wildlife Photography

Dr. Rob Wright – Managing park forests and working with people: partnering to maintain forest health in the midst of social and ecological change.

Dr. Ryan Bullock – Community and Aboriginal forestry: Trends and potential

Financial Statements

Association of Saskatchewan Forestry Professionals Balance Sheet December 31, 2016

Assets

	December 31, 2016	December 31, 2015
Current Cash Assets		
Conexus Chequing	-\$90	\$28,504
Conexus High Interest Savings	\$29,050	\$8,975
Total Cash	<u>\$28,960</u>	<u>\$37,479</u>
Accounts Receivable	\$0	\$0
Total Current Operating Cash Assets	<u>\$28,960</u>	<u>\$37,479</u>
Contingency Fund		
Cash - Contingency Fund	\$0	\$0
Balance Start of Year	\$118,132	\$116,525
Additional Allocation to Contingency Fund	<u>\$21,359</u>	<u>\$1,607</u>
Total Contingency Fund	<u>\$139,490</u>	<u>\$118,132</u>
Capital Assets		
Capital Assets	\$0	\$0
Total Capital Assets	\$0	\$0
Total Assets	<u><u>\$168,451</u></u>	<u><u>\$155,611</u></u>
Liabilities		
Current		
Accounts Payable	\$0	\$0
Deferred Revenue	\$0	\$0
Equity		
Contingency Fund - Restricted	\$139,490	\$118,132
Total Current Operating Cash Assets	\$28,960	\$37,479
Total Equity	<u>\$168,451</u>	<u>\$155,611</u>
TOTAL EQUITY	<u><u>\$168,451</u></u>	<u><u>\$155,611</u></u>
LIABILITIES AND EQUITY	<u><u>\$168,451</u></u>	<u><u>\$155,611</u></u>

Association of Saskatchewan Forestry Professionals
Statement of Income for the Year Ended December 31, 2016 and 2017 Budget
(unaudited)

REVENUE	2017 Budget	2016 Actual	2016 Budget
Job Postings	\$1,000	\$1,500	\$1,500
Application Fees	\$400	\$400	\$450
Membership Fees	\$48,000	\$47,979	\$50,000
Membership Fees (Late)	\$0	\$300	\$0
CIF Dues Collected	\$5,800	\$5,989	\$5,000
Registration Exams	\$600	\$1,100	\$600
AGM	\$3,000	\$45	\$0
Interest Income	\$1,400	\$1,408	\$1,258
TOTAL REVENUE	\$60,200	\$58,721	\$58,808
EXPENSE	2017 Budget	2016 Actual	2016 Budget
CIF Dues Paid	\$5,800	\$5,989	\$5,000
Travel	\$2,000	\$1,462	\$2,000
Accommodations	\$1,200	\$1,162	\$600
Registration Fees	\$0	\$45	\$0
Meals	\$400	\$370	\$300
Office Rent	\$6,965	\$6,741	\$6,965
Postage	\$90	\$44	\$90
Office Supplies	\$250	\$159	\$300
Software	\$300	\$260	\$250
Computer replacement	\$900	\$0	\$0
Bank Charges	\$40	\$20	\$40
Utilities	\$650	\$567	\$775
Meeting Room Rental	\$370	\$0	\$370
AGM Expenses	\$3,600	\$85	\$0
Registrar's Fees	\$17,300	\$17,291	\$16,900
Office Manager's Salary	\$6,500	\$6,451	\$7,100
Ins-Gen Liability/Off/Directors	\$1,300	\$1,287	\$1,300
Accounting Fees	\$400	\$0	\$400
Legal Counsel	\$1,200	\$2,203	\$1,200
Workshops	\$0	\$0	\$1,000
CFAB Annual Fees	\$700	\$666	\$100
CFPFA	\$100	\$100	\$600
SFA Membership	\$200	\$200	\$200
Promotional items	\$0	\$0	\$0
Donations	\$500	\$0	\$500
Web Site Redevelopment	\$550	\$534	\$1,000
Miscellaneous	\$500	\$244	\$0
Total Expenses	\$51,815	\$45,881	\$46,990
Net Income	\$8,385	\$12,840	\$11,818

**Association of Saskatchewan Forestry Professionals
Statement of Retained Earnings
For the Year Ended December 31, 2016**

	2016	2015	2014
Balance Beginning of Year	\$155,611	\$138,615	\$126,284
Income for the Year	\$12,840	\$16,996	\$12,331
Balance End of Year	\$168,451	\$155,611	\$138,615