



**Annual General Meeting
May 29, 2018**

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

My term as president began unexpectedly with Ian McIver's departure to British Columbia in May. I would like to thank several past presidents such as Peter Sigurdson and Chris Brown who have provided me with appropriate reminders and nudges along the way to keep me on track with my duties. I have also greatly appreciated the quiet, steady work of Registrar John Doucette and Office Manager Christina Pico, who always find the most efficient ways to get the association's work done.

This past year has seen the resolution of several matters that will clarify association processes going forward: the development of a formal ASFP Communications Policy, members' obligation to report continuing competency hours, and the Registrar's statutory role in association affairs.

The ASFP's right to practice professional forestry in Saskatchewan continues to have a positive impact on new membership. We regularly receive applications from employees of out-of-province companies undertaking professional work in Saskatchewan. We have also approved the 2017 Accreditation Standards for the Profession of Forestry in Canada for assessing international applications for membership and applications from non-accredited schools.

Interestingly, this year saw the ASFP define its scope and mandate through decisions not to proceed in certain directions. Council decided that ongoing discussion with the Ministry of Environment regarding how the duties of non-member staff can best be aligned with the objectives of the *Forestry Professions Act* would be preferable to a formal memorandum of understanding. Council decided that the ASFP would engage with Saskatchewan's Environmental Code as a stakeholder rather than as an active participant on chapter development committees. Finally, council declined to accept an invitation to testify to a Standing Committee on Agriculture and Forestry of the Senate of Canada hearing on the potential impact of the effects of climate change on the forestry sector. In each of these cases, council concluded that our broad membership base from the industrial, government, education and research sectors precluded the association from exercising direct advocacy in these undertakings.

As ASFP president, I have come to appreciate the reality that, while our members share a common commitment to professional excellence, they hold widely divergent views on what forest practices are sound and advisable. This is as it should be and signals that the ASFP is meeting its objective "to foster the professional practice of forestry by members in a manner that is in the public interest of the people of Saskatchewan."

Respectfully submitted,

Bryan Fraser, RPF
ASFP President

Registrar's Report

Membership:

Membership Categories	April 1, 2015	April 1, 2016	April 1, 2017	April 1, 2018
RPF	97	99	96	91
- New Members	(5)	(3)	(2)	-
- Resignations	(-6)	(-1)	(-2)	(-3)
- Revoked	-	-	(-4)	(-2)
RPFT	35	35	36	36
- New Members	(0)	(1)	-	-
- Resignations	(-4)	(-1)	-	-
- Revoked	-	-	(-3)	(2)
FIT	2	5	4	5
FTIT	13	12	8	6
Restricted	1	2	2	2
Retired	8	8	7	7
- RPF Retired	(7)	(8)	(6)	(7)
- RPFT Retired	(1)	(0)	(0)	(0)
Student	0	2	5	5
Honourary Member	0	0	0	0
Life Member	0	0	1	1
Total Membership	156	163	158	153

Technicians: There are no national process for accrediting the forestry college programs in Canada, or for establishing common competencies for Technologists and assessing applicants against it. Work continues 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.

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 Ottawa last September. In addition to the CFPFA meeting, a meeting with the Deans of accredited forestry programs in Canada (AUFSC) was held. The discussion at this meeting was focused on changes to the accreditation standards that these schools must meet to maintain their accreditation. These accreditation standards must now meet the Certification Standards that were approved in 2017. They will be implemented as each school's accreditation expires.

A sub-committee of the Federation – the Competency Review Working Group –has completed the 2017 Certification Standards for Professional Forestry in Canada. These Certification Standards have now been approved by each of the Provincial Associations and are replacing

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.

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 Office Manager, Christina Pico has been with us for a year now. She has done an admirable job of modernising some of our procedures. I am very grateful to have someone with Christina's skills in the office.

We upgraded our five-year-old office computer with a new laptop. We also joined the 21st century by moving many of our files to the Cloud. This gives the office staff and the Secretary access to files remotely and provides us with a second back-up system.

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, 2017
- Maintaining a register of members, and
- Maintaining the record of minutes of the Association.

Our public appointee, Jim Kirby, has been a welcome addition to the Council this past year. He has provided a different perspective on issues and has been very helpful with legal questions. We thank him for his service.

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 Member
Registrar

Treasurer's Report

A review of the financial statements for the year ended December 31, 2017 and the Budget for fiscal 2018 was initially conducted by the Executive Committee followed by a thorough review by the Treasurer, Registrar and Office Manager . In the opinion of the Executive Committee, the financial statements represent fairly the position of the Association. It is the view of the Executive Committee that an external audit of the financial statements should not be required and a motion will be made at the AGM to that effect.

For members reference the following documents are attached at the end of this report for review:

1. Balance Sheet, December 31, 2017 (p.17)
2. Statement Of Income For The Year Ended December 31, 2017 And 2018 Budget (p.18)
3. Statement Of Retained Earnings For The Year Ended December 31, 2017 (p.19)

D. Knight, RPF

Treasurer

Admissions Committee

The admissions committee continued to be busy on several fronts in 2017. For the year we had 3 face to face meetings and 4 e-vote conversations to deal with the business of the committee. This is the first year that the committee has worked with the 3 scheduled dates for writing of the exam as amended in the Registration Exam Policy in 2017. These dates are the second Monday of January, May and September. I would like to remind members especially those in-training to be cognizant of that required and ensure they check the policy so they can pick one of the dates to write the exam that fits within the in-training requirements set on those members.

This year has brought forth several changes to the admissions committee. The committee is now comprised of 6 members with the addition of Aaron Burns and Lorne Renouf. I would like to congratulate and welcome both Aaron and Lorne on joining our team. In 2017 there were also several members who completed their terms on the committee and decided not to renew. I would like to thank Matt Burtney, Mike Demyen, Michael McLaughlan and Ken Van Rees for their diligent service on the committee. If there is anyone who might be interested in joining the committee let me know.

In 2017 we had several applications to review. We reviewed and accepted 2 members as transferring RPFs and we also reviewed and accepted 3 new FITs and 2 FTITs. In 2017 we saw one member move from being a practicing RPF to a RPF Retired. Congratulations to Karen Waters on her retirement and remaining involved in our association. We also received 3 applications for restricted membership on temporary projects and all 3 candidates were accepted as they met the requirements. 2017 saw the addition of another student member with the total being 5. In 2017 the committee also reviewed 5 applications for leaves of absence some of which were simply renewal of already approved leaves.

This year we had a total of 6 candidates write the exam. Candidates wrote at both the January session and the September session with none writing in May. There were 3 candidates in each of the January and September sessions. I am happy to report that all 6 candidates passed the exam. This is a better result than we have seen in the past which I think relates to some of the steps being taken to help MITs through their training periods as well as members becoming more aware of the requirements in the MIT Policy. 3 of the successful candidates were likely mentioned last year as they wrote prior to AGM but I would like to again congratulate those folks (Aaron Burns, Cameron Koslowski, and Joel Weitzel). I would also like to congratulate and welcome the 3 members who were successful in September (Narayan Dhital, Amy Slack and Stephanie Stuart). There was one further member writing in January 2018 and I would like to also congratulate and welcome Brogan Waldner, although she does not show in the stats as she will be recorded for 2018.

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

The first policy that was amended was the Registration Exam Policy. Changes to the policy were for the purpose of establishing timeframes for candidates to obtain feedback on the exam and timeframes to maintain copies of the exam. This correlates to bylaw changes to address timeframes for candidates to appeal decisions of the committee to council. Feedback review must be requested within 30 days of candidates being notified of results. If no feedback is requested then exams can be disposed of within 120 days of candidates being notified. This

timeframe accommodates a grievance to council. For clarity the 30 day review is simply for feedback and the process for grieving results is set out in the Act and Bylaws.

The second policy updated was the Annual Membership Obligations Policy which was amended to address bylaw changes that allow for the removal of members from the register who have not paid dues. Members not paying dues can simply be removed from the register if they do not pay within timeframes in the policy. The policy was updated to reflect the bylaw change. This process still requires notifications and such to the member but no longer requires a disciplinary hearing to remove them if not meeting the requirements. The new process will save time and money for the association.

Council has also ratified 3 bylaw changes put forward by the committee. These changes now need to be ratified by the membership. Two of these changes were administrative in nature and 1 was a regulatory change requiring ministerial approval as well. The administrative changes were to bylaws 22 and 23. These bylaws have set how notice can be served to members and 23 specifically sets the timeframe for which the documents are deemed served. As briefly mentioned regulatory bylaw 75(b) was amended to establish a timeframe for members to appeal decisions of the committee to council. The Act set forward that members could aggrieve decisions but never set timelines meaning any documentation would have to be kept forever. The bylaw change now says that members must aggrieve decisions within 60 days of written notice by providing a letter to council. This change is consistent with other legislation that has similar requirements.

As has been presented in the past many candidates writing exams have struggled with legislative portions of the exam. The committee has developed a PowerPoint presentation that will help candidates prepare for the exam. The committee has also developed some sample questions which will help candidates understand what they will be facing. These sample questions provide examples from the ethics and policy portion of the exam as well as the provincial and federal legislation portions.

In the upcoming year the Committee will finalize the MIT presentation and sample questions and will place these on the website early in the new year. We will continue to review applications and administer the exam on behalf of council. 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.

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.

As well there has been no further policy development at this time so there has not been a need for meetings.

A couple items that the committee provided assistance on were the policy changes to remove members not paying dues the regulatory bylaw change for aggrieving decisions of the admissions committee to council.

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

The committee did not meet and so there is no activity to report.

D. Knight, RPF

Right to Practice Committee

During the past year, the committee provided advice to council in respect of the Ministry of Environment's appointment of a non-ASFP member as Executive Director of Forest Service Branch. The committee proposed existing options for ensuring this appointment was consistent with right to practice requirements established in the *Forestry Professions Act* are.

Council considered the question of whether the ASFP should introduce a bylaw prescribing a process for reviewing and investigating potential unauthorized practice. The committee corresponded with other provincial professional forestry organizations regarding their approaches to this issue and provided its findings to council.

Bryan Fraser, RPF
Right to Practice Committee Chair

Continuing Competency Committee

Professional foresters are to serve the public interest and maintain professional standards and conduct based on ethical principles including lifelong learning and continuing competency development. The goal of continuing competence is to have a program that promotes professional competence, is credible to stakeholders and is attainable by the membership. The ASFP Continuing Competency program is a mandatory, ongoing education program that ensures all RPFs and RPFTs are continually enhancing their practice through self-directed learning.

Professional development is expected of all professionals and is of increasing importance to all forest professionals. With the pace of technological change, the increasing social significance of forest resources, the environmental standards for operations, and the increased public awareness and demands of professionalism, continuous learning and development is essential if individuals and the profession are to adequately serve society's interests. Competence is not permanent and must be continually reviewed and updated in light of the changes in science and the need to maintain high professional standards and meet societal expectations.

Ensuring professional competence differs from guaranteeing competence. Accountability for competence rests with the individual professional; but responsibility for periodically monitoring competence rests with the professional organization. The ASFP Continuing Competency program encourages learning of new techniques, and a broadening of knowledge in related areas of forest practice. Members are to maintain their own records of continuing competency and provide this information as part of the annual membership renewal. The Continuing Competency Committee annually audits the records of 5% of the membership, chosen at random.

With the pace of technological change, the continuing competency committee will be looking at an in-depth review the process for reporting and assessing continuing competence, to ensure we have a viable indicator of continuing professional competence. This review will encompass all aspects for improving our processes. Items that could be considered for example include consideration of random practice reviews or the use of e-learning and/or web research on specific professional items. We will be pursuing this more with the membership to gain ideas and input to develop a comprehensive continuing competence program to meet the needs of members and the public.

Thank you.

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

Canadian Forestry Accreditation Board

I was pleased to represent the ASFP on the Canadian Forestry Accreditation Board (CFAB) over 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 and entrance into professional practice. Board members are appointed by the member agencies.

Established in 1989 by the Canadian Federation of Professional Foresters Associations (CFPFA), the Board has been conducting site visitations since 1990. Assessment of academic program is undertaken in accordance with comprehensive academic standards but includes, also, consideration of facilities and services offered; faculty experience, qualifications and tenure; and the ability of the program to imbue professional qualifications and qualities in students.

The regular accreditation cycle for a program is six years, although circumstances may dictate a shorter period for a given program or an interim review to confirm that a program continues to meet accreditation requirements.

At present, ten Baccalaureate level and two Master's level forestry programs in Canada enjoy accredited status. The Board does not accredit faculties or institutions, nor does it review programs outside Canada.

The Board conducted two site visits in 2017, one to the Faculty of Forestry and Environmental Management, University of New Brunswick and another to the Faculty of Agricultural, Life and Environmental Sciences, University of Alberta.

The Board met three times during the report year - a face-to-face session in Ottawa on September 29 and in teleconference on April 11 and June 30.

At the Ottawa session accreditation of the Forestry Program of the Faculty of Forestry and Environmental Management, University of New Brunswick was granted for a period of six years.

Accreditations were also granted to the Forestry and Forest Business Management Programs at the University of Alberta for a period of six years.

Review activity in 2018 will consist of two site visits, one to the University of British Columbia (two undergraduate programs) in March and another to Lakehead University (one program) in April.

Respectfully submitted,
John Daisley

Executive and Council 2017/18

Executive Committee

President – Bryan Fraser, RPF
Vice President – Kim Clark, RPF
Past President – Andrea Atkinson, RPF
Treasurer – Dave Knight, RPF
Secretary – Bill Thilbeault, RPF
Registrar - John Doucette, Restricted Member

Councillors

Chris Brown, RPF	Spiros Papastergiou, RPF	Ryan Hallman, Public
Matthew Burtney, RPFT	Peter Sigurdson, RPF	Appointee
Dave Knight, RPF	Bill Thilbeault, RPF	

Admissions Committee:

<i>Chris Brown, RPF, Chair</i>	John Doucette, Restricted	Kerry McIntyre, RPF
Aaron Burns, RPFT	Dean Mamer, RPFT	Lorne Renouf, RPF

Continuing Competence Committee:

<i>Bill Thilbeault, RPF, Chair</i>	Dave Knight, RPF	Dave Stevenson, RPF
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Professional Conduct Committee

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

Canadian Federation of Professional Forestry Associations

Diane Roddy, RPF	Michael LeBlanc, RPF
	(alternate)

Annual General Meeting Minutes

April 19, 2017

Time: 10:30 a.m.

Location: Travelodge, Prince Albert, SK

Attendees:

Members (59): Boleski, D.; Bremner, J.; Brown, C.; Burns, A.; Burtney, M.; Caissy, N.; Clark, K.; Cobb, D.; Daisley, J.; Dallyn, C.; Dereshkevich, A.; Desrosiers, D.; Dhital, N.; Doucette, J.; Dye, D.; Fischer, J.; Fraser, B.; Gauthier, V.; Gelhorn, L.; Guitard, M.; Hicks, B.; Hicks, L.; Hodgson, N.; Johnston, M.; Kelly, K.; Knight, D.; Kong, X.; Kwiatkowski, E.; Leach, J.; Lesko, A.; Litton, R.; Loseth, P.; MacIver, I.; Maczek, P.; Mamer, D.; McIntyre, K.; McLaughlan, M.; Nicholson, S.; Oldford, S.; Orynik, R.; Papastergiou, S.; Parkman, D.; Penney, N.; Poniatowski, B.; Price, O.; Roddy, D.; Sealey, L.; Sigurdson, P.; Slack, A.; Smith, B.; Stevenson, D.; Thibeault, B.; Thompson, J.; Van Rees, K.; Vermette, S.; Waite, B.; Waldner, B.; Weir, B.; Wilkinson, C.

Non-Members (13): Amos, M.; Beaton, A.; Carr, S.; Delainey, S.; Labrosse, P.; Pico, C.; Randall, J.; Sauer, S.; Schmid, V.; Schulz, K.; Senger, K.; Stacey, N.; Stevenson, L.

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

Ian MacIver asked if there were any additions to the agenda. None were brought forward.

Moved by Chris Brown that the agenda be adopted; seconded by Nadine Penny. Motion carried.

(2) Approval of the Minutes of the 2016 Annual General Meeting

Ian MacIver asked if there are any errors or omissions.

Moved by David Knight that the minutes of the April 20, 2016 AGM be approved as amended; seconded by Vicky. Motion carried.

Business Arising from Minutes

No business arising from the minutes.

(3) Reports

- a. **Vice President's Report** – Ian MacIver reviewed highlights of the distributed report.

Ian presented a gift for Andrea Atkinson. April accepted the gift on her behalf. He thanked Lori Stevenson, the previous Office Manager and welcomed the new Office Manager, Christina Pico. He also acknowledged Jim Kirby and thanked John Doucette and the expiring council

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

He gave thanks to CIF for doing a terrific Job rebuilding the Forestry association and the council. He also handed out the certificates of members who have passed the exam.

The Membership chart to be corrected to include the first Life Member

- c. **Treasurer's Report** – John Thompson reviewed highlights of the distributed report.

John Thompson reviewed the distributed 2016 ASFP financial statements. These statements have been reviewed by two members of the Association, and we believe there are no errors or omissions.

Long-term objective is to have \$250,000 in the contingency fund

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

He mentioned the need for new members to join the council. He also stressed the importance of the involvement of the sponsors in MIT's preparation for the exam.

- e. **Professional Conduct Committee Report** – There was nothing to report from this committee for 2016

- f. **Discipline Committee Report** – Chris Brown reviewed highlights of the distributed report.
No disciplinary action hearing in 2016
New policy – completed and signed by council
Continued work with Continuing Competency Committee on what members can claim as competency hours.

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

distributed report. Contact John Daisley if you would like to participate in a site visit. Kim Clark participated and visited New Brunswick

- h. **Right to Practice** – Bryan Fraser reviewed highlights of the distributed report. Discussed sending out RTP letters to organizations practicing.

- i. **Continuing Competency** – Bill Thibeault reviewed highlights of the distributed report.

Moved by Michael McLaughlan that the committee reports be accepted as presented; seconded by Dave Cobb. 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 Dwayne Dye. Motion carried.

(5) Nominations and Election of Officers

Ian MacIver made the first call for nominations for vice president.

*Nominated for Vice President:
Bryan Fraser*

Nominations for Councillors: Dave Knight, Peter Sigurdson, Chris

Brown, Ian made the second call for nominations for Vice President.

Ian made the third call for nominations for Vice President: John Thompson

Vice president by acclamation. Congratulations to Bryan Fraser.

Ian made the first call for nominations to Council: Spiros Papastergiou, Matthew Burtney

Ian made the second call for nominations to Council:

Ian made the third call for nominations to Council: Kim Clark

John Thompson moved that nomination cease and John Doucette seconds the motion

By acclamation, Dave Knight, Peter Sigurdson, Chris Brown, Spiros Papastergiou, Matthew Burtney and Kim Clark join as Councillors. Plus returning for the second year of their term is Bill Thibeault. Continuing on Council as members of the Executive are Andrea Atkinson, John Doucette, Bryan Fraser, Ian MacIver and John Thompson.

Welcome to the new Vice President and Council members.

(6) Other business

Ian asked if there was any other business.

Motioned by Bill Thibeault, seconded by David Stevenson. Motion passes.

Reminder to go see Mike Amos from Clifton Associates and Susan Carr from Model Forest

(7) Adjournment

Ian MacIver declared the AGM meeting adjourned at 11:30 pm.

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

“Innovation in Forest Inventory Technology”

- Lane Gelhorn, Inventory Specialist, Forest Service
 - MINISTRY OF ENVIRONMENT

“Trade – Exploring Markets for Wood / Building Products from Saskatchewan”

- Rob Ziola, Senior Director, Trade Development – Manufacturing
 - SASKATCHEWAN TRADE & EXPORT PARTNERSHIP (STEP)
- Stacey Sauer, Trade Specialist, Trade Development – Manufacturing
 - SASKATCHEWAN TRADE & EXPORT PARTNERSHIP (STEP)

Financial Statements

BALANCE SHEET

DECEMBER 31, 2017

(reviewed)

ASSETS

December 31, 2017 December 31, 2016

Current Cash Assets

Conexus Chequing	\$14,176	-\$90
Conexus High Interest Savings	\$19,188	\$29,050
Total Cash	\$33,364	\$28,960
Accounts Receivable	\$200	\$0
Total Current Operating Cash Assets	\$33,564	\$28,960

Contingency Fund

Balance Start of Year	\$139,390	\$118,132
Additional Allocation to Contingency Fund	\$11,363	\$21,258
Total Contingency Fund	\$150,573	\$139,390

Capital Assets

Capital Assets	\$0	\$0
Total Capital Assets	\$0	\$0

Total Assets	\$184,317	\$168,350
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LIABILITIES

Current

Accounts Payable	\$0	\$0
Deferred Revenue	\$0	\$0

EQUITY

Contingency Fund - Restricted	\$150,573	\$139,390
Total Current Operating Cash Assets	\$33,564	\$28,960
Total Equity	\$184,317	\$168,350

TOTAL EQUITY	\$184,317	\$168,350
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LIABILITIES AND EQUITY	\$184,317	\$168,350
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STATEMENT OF INCOME FOR THE YEAR ENDED

DECEMBER 31, 2017 AND 2018 BUDGET

(reviewed)

REVENUE	2018 Budget	2017 Actual	2017 Budget
Job Postings	\$1,200	\$1,800	\$1,000
Application Fees	\$400	\$450	\$400
Membership Fees	\$48,000	\$48,765	\$48,000
Membership Fees (Late)	\$0	\$500	\$0
CIF Dues Collected	\$5,800	\$5,621	\$5,800
Registration Exams	\$600	\$600	\$600
AGM	\$0	\$3070	\$3,000
Interest Income	\$1,400	\$1,537	\$1,400
TOTAL REVENUE	\$57,400	\$62,343	\$58,808
EXPENSE	2018 Budget	2017 Actual	2017 Budget
CIF Dues Paid	\$5,800	\$5,621	\$5,800
Travel	\$2,000	\$1,412	\$2,000
Accommodations	\$1,200	\$1,456	\$1,200
Meals	\$400	\$403	\$400
Office Rent	\$6,965	\$6,741	\$6,965
Postage	\$100	\$112	\$90
Office Supplies	\$250	\$212	\$250
Computer & Software	\$1000	\$1243	\$1,200
Bank Charges	\$40	\$7	\$40
Utilities	\$550	\$557	\$650
Meeting Room Rental	\$250	\$0	\$370
AGM Expenses	\$200	\$2,626	\$3,600
Registrar's Fees	\$18,000	\$16,960	\$17,300
Office Manager's Salary	\$6,900	\$6,821	\$6,500
Ins-Gen Liability/Off/Directors	\$1,300	\$1,285	\$1,300
Accounting Fees	\$400	\$0	\$400
Legal Counsel	\$2,500	\$0	\$1,200
Continuing Education	\$2000	\$0	\$0
CFAB Membership Fees	\$700	\$553	\$700
CFPFA Membership	\$100	\$100	\$100
SFA Membership	\$200	\$200	\$200
Donations	\$500	\$0	\$500
Web Site Maintenance	\$500	\$0	\$600
Miscellaneous	\$500	\$66	\$0
Total Expenses	\$52,355	\$46,377	\$51,865
Net Income	\$6,045	\$15,966	\$7,760

STATEMENT OF RETAINED EARNINGS

FOR THE YEAR ENDED DECEMBER 31, 2017

(reviewed)

	2017	2016	2015
Balance Beginning of Year	\$168,351	\$155,511	\$138,514
Income for the Year	\$15,966	\$12,840	\$16,996
Balance End of Year	<u>\$184,317</u>	<u>\$168,351</u>	<u>\$155,511</u>