



## **Annual General Meeting**

**April 17, 2019**

### **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

I've gotten pretty long in the tooth, having served most of predecessor's term as well as my own. Thanks to the many volunteers who have supported me along the way. Thanks also to Registrar John Doucette and Office Manager Christina Pico who always seem to have the answers to my many questions at their fingertips.

### What we did:

This past year the association has continued to make progress in aligning its credential assessment process for foreign trained and non-accredited applicants with the accreditation procedures of the Canadian Federation of Professional Foresters Associations. We have also begun the process of standardizing RPFT requirements and accredited schools in cooperation with BC and Alberta associations.

I attended a 'Fitness to Practice' Forum in March hosted by the Association of Professional Engineers and Geoscientists of Saskatchewan in Saskatoon. I presented an overview of our association's history and legislation to a gathering of registrars from many Saskatchewan professional associations.

The association notified the Ministry of Environment of its intent to participate as a stakeholder commentator in the Saskatchewan Environmental Code chapter development process. The association will now list members in training on the published membership List. Approved funds to increase visibility during National Forest Week. We commissioned North Star Trophies to set up the association's logo for use on shirts, hats, jackets and vests. Members can place orders directly.

### What we initiated:

The association will be producing an onboarding package for council members, Registrar and Office Manager that will set out their duties and procedures.

We will reassess activities eligible for submission for continuing competency hours based Continuing Competency Committee recommendations.

The association will audit continuing competency hours of a portion of the membership. We will provide quarterly updates to membership in NEWSEM after council meetings.

What we've recommended to next council:

In its strategic planning, council has offered the following recommendations to the next council going forward:

- Implement an audit process for sponsorship effectiveness. Are members in training getting the support they need?
- Explore opportunities for broadening the scope of membership. (e.g. GIS professionals working mainly in forestry, allied sciences, other professions).
- Prepare a report on RPF Accreditation Standards for submission to the University of Saskatchewan for use in assessing its curriculum offerings.
- Send two council members to APEGS Investigation Training – Fall 2019
- Review options for small operator exemptions from right-to-practice obligations.

Respectfully submitted,  
Bryan Fraser, RPF  
ASFP President

# Registrar's Report

## Membership:

Membership Categories	April 1, 2016	April 1, 2017	April 1, 2018	April 1, 2019
RPF	99	96	91	83
- New Members	(3)	(2)	2	-
- Resignations	(-1)	(-2)	(-3)	(-4)
- Revoked	-	(-4)	(-2)	(-1)
RPFT	35	36	36	36
- New Members	(1)	-	-	-
- Resignations	(-1)	-	-	(-1)
- Revoked	-	(-3)	(-2)	(-1)
FIT	5	4	5	5
FTIT	12	8	6	6
Restricted	2	2	2	1
Retired	8	7	7	10
- RPF Retired	(8)	(6)	(7)	(10)
- RPFT Retired	(0)	(0)	(0)	(0)
Student	2	5	5	17
Honourary Member	0	0	0	0
Life Member	0	1	1	1
<b>Total Membership</b>	<b>163</b>	<b>158</b>	<b>153</b>	<b>159</b>

## Technologists:

There is no national process for accrediting the forestry college programs in Canada, or for establishing common competencies for Technologists and assessing applicants against it. The ASFP has formed a Working Group along with AB and BC associations to define common competencies for Technologists. This is expected to be a multi year project which will bring in other Associations across Canada as they consider registering 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 Vancouver 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. We also discussed revising the funding model for the accreditation reviews. Currently the funding for the reviews is covered with travel and accommodation expenses being paid by the member associations and volunteer auditors. We are discussing a model where the Universities would cover at least a portion of the costs.

The Executive Director of the Canadian Forestry Accreditation Board (CFAB) has announced that he will retire at the end of 2019. Lorne Riley has served on the CFAB in some capacity for the past 30 years. He will be missed. A search for his replacement will begin soon.

#### 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:

I continue to be grateful to have someone with Christina's skills in the office. Our move to the cloud for storage and backup of our files has paid off by allowing us more flexibility by being able to respond to information requests from anywhere. We were advised recently that we will be able to maintain our office space in the Forest Centre despite the U of S having purchased the building.

One of our Strategic Plan goals is to increase public awareness of our Profession. To this end we have set up our LOGO with North Star Trophies here in Prince Albert. Members can go into the store and have the logo put on various items like shirts, jackets, hats etc.

#### 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 2018 ASFP Annual report with the Minister of Environment
- Notifying Information Services Corporation of Saskatchewan of the names of our members as of December 31, 2018
- Maintaining a register of members, and
- Maintaining the record of minutes of the Association.

#### Our public appointee:

Ryan Hallman, has been a welcome addition to the Council. 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. I particularly want to thank Chris Brown who is leaving Council this year after many years of service. He has served as Councilor, President and Chairman of the Admissions and Discipline Committees. His work on the Admissions Committee deserves special recognition as he has guided the Association in developing a high standard and developing the policies and procedures we use today. I will miss his support and thoroughness. 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, 2018 was completed by the executive committee and council. A thorough review by Spiros Papastergiou, Treasurer, Registrar, and Office Manager. In the opinion of the Executive Committee, the financial statements represent fairly the position of the Association. The 2019 Budget was approved by council in January. It is the view of the Executive Committee that an external audit of the 2019 financial statements should not be required and a motion will be made at the AGM to waive a financial audit of the 2019 financial statements.

For members reference the following documents are attached for review:

1. Income Statement, December 31, 2018
2. Trial Balance, December 31, 2018
3. Balance Sheet, December 31, 2018
4. Approved ASFP Budget, 2019

Darryl Sande, RPF  
Treasurer

## Admissions Committee

The admissions committee continued to be busy on several fronts in 2018. For the year we had 3 face to face meetings and 2 e-vote conversations to deal with the business of the committee. This is the second year that the committee has worked with the 3 scheduled dates for writing of the exam and meetings to correspond with that. I would like to remind members especially those in-training to be cognizant of registration exam requirements 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.

The committee remained the same for the 2018 year with members including Aaron Burns, John Doucette, Dean Mamer, Kerry McIntyre, Lorne Renouf as well as myself. I would like to thank those members on all the efforts they have undertaken for the year.

In 2018 we had several applications to review we reviewed and accepted 2 members as FITs and 1 as a FTIT. We also reviewed, 2 requests for leave and accepted 2 members back from leave. As the returning members returned within timeframes in policy there were no further obligations associated with their return. The committee considered 2 applications for members seeking restricted membership. Both members were replying and fit within the policy for restricted membership on temporary projects. We also had 2 members approved to change their status to retired members as they were no longer practicing. Congratulations to Michael Newman and Robert Sutton on their retirements. Finally, there was an influx of student applications this year with 21 student members being approved.

This year saw only 2 candidates writing the exam. 1 of the 2 candidates were successful in their attempt. Congratulations to Brogan Waldner on moving to full practicing member.

Although there were no new policies developed this year there again was an amendment to the Registration Exam Policy. The Policy was changed to align rewrites of the exam with the newly scheduled timeframes for writing the exam. The policy was also changed to reflect that candidates may submit to the Admission Committee requests for extension in writing the exam outside of the policy timing. These changes will need to be ratified by council in the new year.

Finally, the committee finalized study material for the website including a PowerPoint presentation on studying for the law portions of the exam. As well, the committee put together some sample questions and an answer key to help candidates prepare by getting a taste for what to expect.

Once again, it's been a busy year and I again would like to thank the members for all its work. As well, this will be my last year on council so I will be stepping down as the chair of the Admissions Committee. I have enjoyed my time serving as the chair and I would like to thank Council for their support and providing me the opportunity to fill this post.

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.

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.

As well, this will be my last year on council so I will be stepping down as the chair of the Discipline Committee. I have enjoyed my time serving as the chair and I would like to thank Council for their support and providing me the opportunity to fill this post.

Chris Brown, RPF  
Discipline Committee Chair

## **Professional Conduct Committee**

The committee is composed of the following members:

- Chris Dallyn
- Kathleen Gazey
- Dave Knight
- Cameron Koslowski
- Paul Maczek

There were no instances of unprofessional conduct referred to the committee for investigation during 2018 so the committee has not met.

I thank the committee members for letting their names stand for this committee. The responsibility is large but the burden has been small.

Respectfully submitted  
John Daisley, committee chair

## **Continuing Competency Committee**

The Association has had a continuing competence program in place for a number of years now. The program requires annual reporting of hours directed toward continuing competence and, for those selected, the submission of specific information on programs of study to meet the continuing competence requirements. Basically, the continuing competence program is a program of continuing professional development that meets ASFPS' statutory requirements as well as the professional obligations of our members.

Government and the public share an expectation that a key role of regulatory bodies such as ASFP is to ensure the competency and integrity of professionals in order to protect the public interest. The Forestry Professions Act states that one of the primary objects of the association is to assure the general public of the knowledge, skill, proficiency and competency of members in the professional practice of forestry; thus, to serve and protect the public interest. The purpose of the Continuing Competency Program is to ensure that members of the Association remain informed and current with respect to the knowledge and skills necessary to practice professional forestry in Saskatchewan in a safe, competent, and ethical manner, and for members to constantly enhance their quality of practice. ASFP members are responsible for developing and maintaining their professional competence including the knowledge, skills, ethics, attitudes and values relevant to them within their professional environment.

On an annual basis, an audit randomly selects ASFP members who are required to submit information to ensure that during the previous 3 years, they had met the requirement to accumulate appropriate credits to maintain their continuing competency. For the 2016-2018 period, we requested information from six members for the audit. Five members submitted the required documentation which was reviewed by the committee. The audit results for four members show the audited ASFP members are achieving their ASFP Continuing Competency requirements; at the time of this report one is currently still under review.

The "required" annual reporting of hours contributing to an ASFP member's continuing competency has been an ongoing challenge and this is a concern regarding the integrity of the ASFP as an organization and to individual ASFP members in that they may lose their status as members in good standing. The committee thanks all those who participated in the audit process.

### Continuing Competence Program Review

During the course of this past year, the Continuing Competence Committee was also mandated to carry out a review of the overall continuing competence program, with a view to providing recommendations to council on what, if any, updating of the program should be contemplated. This came about due to discussion on how relevant and current our continuing competency program was in light of technological change and the types of learning opportunities that are currently available; thus, can our program be improved upon.

Government and the public share an expectation that a key role of regulatory bodies such as the ASFP is to ensure the integrity and competency of professionals in order to protect the public interest. Rapid technological change, the social significance of forest resources, increased public awareness about our forests, higher environmental standards, greater professional demands and the ever-changing nature of competencies required dictate continuous learning, operational practice and development if individuals and the profession are to better serve society.

As a start, the committee looked at the continuing competency programs for professional forestry associations in other provinces as a basis for comparison. Commonalities and differences amongst the various professional organizations from British Columbia to Ontario were looked at and discussed. Over the course of the coming year, the committee will be developing recommendations to bring to council and to the membership about the continuing competence program.

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

# Canadian Forestry Accreditation Board

The Canadian Forestry Accreditation Board (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.

Its role is to implement a national accreditation process mandated by the eight professional forestry associations in 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 scheduled round of reviews in 2018 with site visits to two undergraduate programs at the University of British Columbia and to the forestry program at Lakehead University.

The annual meeting of the board was held in Edmonton in September. At the Edmonton meeting, the reports of the site visit teams were reviewed and it was determined that accreditation would be granted for the full six year period to the UBC Bachelor of Science in Forest Operations and the Bachelor of Science in Natural Resources Conservation programs. It was also determined that accreditation for the full six year period would be granted to the Honours Bachelor of Science Forestry Program at Lakehead University.

Review activity during 2019 will consist of one site visit to review the Faculty of Forestry's Master of Sustainable Forest Management Program at UBC. This site visit will take place from April 1<sup>st</sup> - 3<sup>rd</sup>.

The review of the University of Toronto Masters of Forest Conservation program has been deferred to 2020 due to some organizational restructuring that is underway at the university.

If you are interested in learning more about the CFAB, you can visit the website at <https://cfab.ca/English/aboutUs.html>

Respectfully submitted by John Daisley, RPF  
CFAB Representative

# Executive and Council 2018/19

## 2018-2019 ASFP Council, Committees, and Representatives

### Executive Committee

President - Bryan Fraser, RPF  
Past President - vacant  
Vice President - Bill Thibeault, RPF  
Treasurer - Darryl Sande, RPF  
Secretary - Kim Clark, RPF  
Registrar - John Doucette, Restricted Member

### Councillors (3 to 12 required)

Chris Brown, RPF  
Aaron Burns, RPFT  
Matthew Burtney, RPFT  
John Daisley, RPF  
Ryan Hallman, Public Appointee  
Spiros Papastergiou, RPF  
Peter Sigurdson, RPF

### Standing Committees

#### Admissions

*Chris Brown, RPF, Chair*  
Aaron Burns, RPFT  
John Doucette, Restricted  
Dean Mamer, RPFT  
Kerry McIntyre, RPF  
Lorne Renouf, RPF

#### Continuing Competency

*Bill Thibeault, RPF, Chair*  
Dave Knight, RPF  
Cameron Koslowski, RPFT  
Dave Stevenson, RPF

#### Discipline

*Chris Brown, RPF, Chair*  
Robert Follett, RPF  
Ryan Hallman, Public Appointee  
Darcy Parkman, RPF  
Conrad Paskell, RPF  
Michelle Young, RPF

#### Professional Conduct

*John Daisley, RPF, Chair*  
Chris Dallyn, RPF  
Kathleen Gazey, RPF  
Dave Knight, RPF  
Cameron Koslowski, RPFT  
Paul Maczek, RPF







**Annual General Meeting Minutes**  
May 29, 2018

Time: **1:30 p.m.**

Main Location: ***Provincial Wildfire Centre, Highway #2 North, Prince Albert***

Satellite Locations: ***Prince Albert – Forest Service, Hudson Bay, and Meadow Lake***

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.

**ATTENDEES:**

**MEMBERS:**

***PROVINCIAL WILDFIRE CENTRE:*** Bryan Fraser, John Doucette, Chris Brown, Matt Burtney, Kim Clark, Spiros Papastergiou, Doug Braybrook, Peter Sigurdson, Daniel O'Brien, Darryl Sande, Mike Guitard, Sindy Nicholson, Chris Dallyn,

***PRINCE ALBERT - FOREST SERVICE:*** Nadine Penney, Mark Doyle, Dave Lindenias, Diane Roddy, Steven Oldford, Phil Loseth, John Thompson, April Lesko

***HUDSON BAY:*** Michael Leblanc, John Daisley, Darcy Parkman

***MEADOW LAKE:*** Bill Thibeault, Ned Caissy

**NON-MEMBERS:** Christina Pico

(1) Approval of Agenda

**MOTION**

*Chris Brown moved that the agenda be approved as presented;*

*Seconded by Bill Thibeault*

*Motion is carried unanimously.*

(2) Approval of the Minutes of the 2017 Annual General Meeting

Bryan Fraser asked if there are any errors or omissions.

**MOTION**

*Darryl Sande moved that the minutes of the April 19, 2017 AGM be approved;*

*Seconded by Chris Dallyn*

*Motion is carried unanimously.*

(3) Business Arising from Minutes

No business arising from the minutes.

(4) Reports

Reports were previously distributed and presented during the information session on April 19<sup>th</sup>. The Reports, as listed below, are available on the ASFP web page under 2018 AGM report.

- a. President's Report
- b. Registrar's Report
- c. Treasurer's Report
- d. Admissions Committee
- e. Discipline Committee
- f. Professional Conduct Committee
- g. Right to Practice Committee
- h. Continuing Competency Committee
- i. Canadian Forestry Accreditation Board

The President asks if any committees wish to present or add to their reports. Additions presented were as follows:

1. Treasurer's Report

- Audit Requirement: Internal Financial Review was performed by Spiros Papastergiou and Deb Desrosiers

**MOTION**

*Ned Caissy moved to have the audit waived for this year;  
Seconded by Doug Braybrook  
Motion is carried unanimously.*

2. Admissions Committee

- Addition to information presented at the April 19 information session
  - Prepared exam sample questions and PowerPoint presentation will be uploaded on the association's website

3. Continuing Competency Committee

- The report for this committee was presented by Bill Thibeault

**MOTION**

*Chris Brown moved to accept reports;  
Seconded Ned Caissy  
Motion is carried unanimously.*

(5) Presentation of the proposed bylaws revisions

- a) Administrative Bylaws 22 & 23 – presented by Chris Brown

**MOTION**

*Chris Brown moved to approve the bylaws as presented;  
Seconded by Kim Clark  
Motion is carried unanimously.*

- b) Regulatory Bylaw 75(b) – presented by Chris Brown

**MOTION**

*Chris Brown moved to accept the newly proposed bylaws as presented;  
Seconded by Cindy Nicholson  
Motion is carried unanimously.*

- c) Administrative Bylaw Revision Section 45 and 57 – presented by Peter Sigurdson

**MOTION**

*Peter Sigurdson moved to amend the bylaws as stated in the presented resolution;  
Seconded by Chris Brown  
Motion is carried unanimously.*

- d) Regulatory Bylaw Revision Section 8– presented by Bill Thibeault

**MOTION**

*Bill Thibeault moved to accept amendments to Section 8;  
Seconded by Ned Caissy  
Motion is carried unanimously.*

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

**MOTION**

*Bill Thibeault moved that the actions of Council, Officers, and Committees of the ASFP for the preceding year be approved and confirmed;  
Seconded by Mike Guitard  
Motion is carried unanimously.*

(7) Nominations and Election of Officers

*Bryan Fraser made the first call for nominations for Vice President.  
Nominated for Vice President: Bill Thibeault.  
Bryan made the second call for nominations for Vice President.  
Bryan made the third call for nominations for Vice President.*

**MOTION**

*Darryl Sande moved to close nominations, Seconded by John Doucette. Motion is carried unanimously.  
**Vice President by acclamation. Congratulations to Bill Thibeault.***

*Bryan Fraser made the first call for nominations to Council: Darryl Sande, John Daisley, Aaron Burns  
Bryan made the second call for nominations to Council.  
Bryan made the third call for nominations to Council.*

**MOTION**

*Chris Dallyn moved that nominations cease. Seconded by Ned Caissy. Motion is carried unanimously.  
**By acclamation, Darryl Sande, John Daisley, and Aaron Burns join as Councilors.***

Plus returning for the second year of their term are Chris Brown, Matthew Burtney, Spiros Papastergiou, Peter Sigurdson, Kim Clark and Ryan Hallman

Serving as members of the Executive are John Doucette, Bryan Fraser and Bill Thibeault

Welcome to the new Vice President and Council members.

(8) Other Business  
No other Business

(9) Adjournment

Bryan Fraser declared the AGM meeting adjourned at 2:30 pm.

# Financial Statements

## ***BALANCE SHEET***

December 31, 2018

(reviewed)

### ASSETS

	December 31, 2018	December 31, 2017
<b>Current Cash Assets</b>		
Conexus Chequing	\$8,333	\$14,176
Conexus High Interest Savings	\$25,345	\$19,188
<b>Total Cash</b>	<b>\$33,678</b>	<b>\$33,364</b>
Accounts Receivable	\$250	\$200
<b>Total Current Operating Cash Assets</b>	<b>\$33,928</b>	<b>\$33,564</b>
 <b>Contingency Fund</b>		
Balance Start of Year	\$150,753	\$139,390
Additional Allocation to Contingency Fund	\$15,199	\$11,363
<b>Total Contingency Fund</b>	<b>\$165,952</b>	<b>\$150,753</b>
 <b>Capital Assets</b>		
Capital Assets	\$0	\$0
Total Capital Assets	\$0	\$0
 <b>TOTAL ASSETS</b>	 <b>\$199,880</b>	 <b>\$184,317</b>
 <b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$121	\$0
Deferred Revenue	\$0	\$0
<b>Total Liabilities</b>	<b>\$121</b>	<b>\$0</b>
 <b>EQUITY</b>		
Contingency Fund - Restricted	\$184,317	\$150,573
Total Current Operating Cash Assets	\$15,442	\$33,564
<b>Total Equity</b>	<b>\$199,759</b>	<b>\$184,137</b>
 <b>LIABILITIES AND EQUITY</b>	 <b>\$199,880</b>	 <b>\$184,137</b>

**STATEMENT OF INCOME FOR THE YEAR ENDED**

**DECEMBER 31, 2017 AND 2018 BUDGET**

(reviewed)

<b>REVENUE</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2018 Budget</b>
Job Postings	\$2,500	\$3,200	\$1,200
Application Fees	\$400	\$350	\$400
Membership Fees	\$46,000	\$47,865	\$48,000
Membership Fees (Late)	\$250	\$600	\$0
CIF Dues Collected	\$5,400	\$5,313	\$5,800
Registration Exams	\$500	\$200	\$600
AGM	\$5,600	\$0	\$0
Interest Income	\$1,500	\$1,762	\$1,400
<b>TOTAL REVENUE</b>	<b>\$62,150</b>	<b>\$59,290</b>	<b>\$57,400</b>
<b>EXPENSE</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2018 Budget</b>
CIF Dues Paid	\$5,400	\$5,313	\$5,800
Travel	\$3,000	\$1,416	\$2,000
Accommodations	\$1,000	\$792	\$1,200
Meals	\$400	\$267	\$400
Office Rent	\$6,965	\$6,741	\$6,965
Postage	\$150	\$122	\$100
Office Supplies	\$250	\$253	\$250
Computer & Software	\$500	\$121	\$1,000
Bank Charges	\$20	\$0	\$40
Utilities	\$750	\$823	\$550
Meeting Room Rental	\$0	\$0	\$250
AGM Expenses	\$7,000	\$0	\$200
Registrar's Fees	\$17,813	\$17,813	\$18,000
Office Manager's Salary	\$6,900	\$6,930	\$6,900
Ins-Gen Liability/Off/Directors	\$2,900	\$1,385	\$1,300
Accounting Fees	\$0	\$0	\$400
Legal Counsel	\$0	\$0	\$2,500
Continuing Education	\$2,000	\$315	\$2,000
CFAB Membership Fees	\$650	\$646	\$700
CFPFA Membership	\$100	\$100	\$100
SFA Membership	\$200	\$200	\$200
Donations/Scholarships	\$0	\$0	\$500
Web Site Maintenance	\$500	\$539	\$500
Miscellaneous	\$250	\$72	\$500
Forest Week Promotion	\$5,000	-	-
<b>Total Expenses</b>	<b>\$61,748</b>	<b>\$43,848</b>	<b>\$52,355</b>
<b>Net Income</b>	<b>\$402</b>	<b>\$15,442</b>	<b>\$5,045</b>

***STATEMENT OF RETAINED EARNINGS***

**FOR THE YEAR ENDED DECEMBER 31, 2018**

(reviewed)

	<b>2018</b>	<b>2017</b>	<b>2016</b>
Balance Beginning of Year	\$184,317	\$168,351	\$155,511
Income for the Year	\$15,442	\$15,966	\$12,840
Balance End of Year	<b><u>\$199,759</u></b>	<b><u>\$184,317</u></b>	<b><u>\$168,351</u></b>