



MINUTES
CIP BOARD OF DIRECTORS 2024-2025

JULY 7, 2024
EDMONTON, AB

PRESENT:

JANICE BARRY PHD, RPP, MCIP	DIRECTOR
PAUL BELL RPP, MCIP	DIRECTOR
BEATE BOWRON RPP, FCIP	DIRECTOR
LESLEY CABOTT RPP, FCIP	DIRECTOR
DOUG DANIELS RPP, MCIP	OFFICER
JASON FERRIGAN RPP, MCIP	DIRECTOR
LAURA HARTNEY RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
ELIZA HYDESMITH	DIRECTOR
RAYMOND KAN RPP, MCIP	DIRECTOR
OLIMPIA PANTELIMON URBANISTE, RPP, MCIP	DIRECTOR
ROBERT PRIEBE RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP, FCSLA	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
JAMES CHIN	GUEST/FINANCE COMMITTEE

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the in-person meeting to order in Edmonton, AB, on July 7, 2024, at 9:03 am MT. Dan opened with a land acknowledgment that the CIP Board of Directors meeting was being held on Treaty 6, the ancestral and traditional gathering place and travelling route for many Indigenous Peoples including the Cree, Saulteaux, Blackfoot, Métis, and Nakota Sioux, Oji-Cree, Dakota, and Dene Peoples, as well as home to Métis Region 4.

Jenna Schroeder shared her work on reconciliation in her professional role at the Saskatchewan Capital Commission, linking their land acknowledgement to the organization's purpose.

Introductions were provided for all Directors, Officers, and guest, James Chin.

2.0 ADOPTION OF DRAFT MEETING AGENDA

Action

Related material: July 7, 2024, Draft Agenda

The Discipline Committee's terms of reference were removed from the Consent Agenda and an In Camera was added to section 5.0 of the agenda.

Motion 2024-2025/35

Moved: Gordon Smith / Seconded: Beate Bowron

“That the agenda for the July 7, 2024, Board of Directors meeting be adopted as amended.”

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

No conflicts were declared.

Action

4.0 FINANCE

4.1 Financial Training

CIP’s CFO, Caitlin Vivian CPA, was welcomed. Caitlin provided a review of the Board’s financial responsibilities and overview of CIP’s financial reporting and resources. Questions were received and answered.

Caitlin departed the meeting.

4.2 Finance Reports

Background Material: 2024 Budget Forecast and Narrative; Q1 Budget vs Actual; Q1 Reserves

CIP’s Treasurer, Doug Daniels, was welcomed.

Doug reviewed the budget forecast. Beth shared additional detail on the forecast, particularly noting CIP’s current staffing levels and the need for additional capacity to support the Institute’s growing membership, as well as to support the Board’s planned governance-related projects and increase financial reporting capacity.

Doug reviewed the Q1 report, noting that membership numbers have largely been achieved; however, it’s still early in the year for providing additional insights. A discussion on The Path and its uptake took place, which is a program that will continue to be monitored.

Action

CIP staff to share the presentation provided by Caitlin Vivian

Finance Committee will look at the Balanced Scorecard as a potential tool for CIP

5.0 BOARD BUSINESS DISCUSSION

5.1 Discussion of CIP’s Officers Governance Model

Background Material: CIP Officers - Proposed Model (PPT)

Dan reviewed the materials in the PowerPoint, which were distributed in advance of the meeting. Directors provided feedback and ideas for the most appropriate approach to make changes to the terms and roles of CIP’s Officers.

Doug departed the meeting.

Directors reviewed the two scenarios related to implementation timelines that were provided for discussion. A range of models for CIP’s Officers were discussed and debated, including ratification of President-Elect by the members, which will continue at the September Board meeting.

Action

The Executive Committee will continue to look at options for the Officers model, which will be brought forward to the Board at the September meeting

There was consensus that CIP's members should approve changes to the bylaws before the Board amends the Officers model, with an objective to have the amendments made in May 2025.

Motion 2024-2025/36

Moved: Gordon Smith / Seconded: Janice Barry

"That that Scenario Two be advanced, in which CIP's members approve changes to the bylaws before the Board amends the Officers model."

Motion 2024-2025/37

Moved: Beate Bowron / Seconded: Gordon Smith

"That the election of Officers and Committee members be held as the first order of business at the Board meeting on September 21, 2024."

5.2 In Camera

Motion 2024-2025/38

Moved: Paul Bell / Seconded: Jenna Schroeder

"That the CIP Board of Directors meeting convene in-camera."

CARRIED.

Motion 2024-2025/39

Moved: Jenna Schroeder / Seconded: Gordon Smith

"That the CIP Board of Directors in-camera meeting be adjourned."

CARRIED.

5.3 Officers and Standing Committees Overview and Election Process

Background Material: CIP's Committee Structure

Dan reviewed the process for submitting expressions of interest for the three Officer positions, as well as the Standing Committees. Board liaisons on Priority Committees are also confirmed at the September meeting.

Beth McMahon provided an overview of the Officer election process, confirming that individuals can apply for more than one Officer position. It was reconfirmed that the Vice President will be Chair of the Governance Committee, as per policy.

5.4 Review of the GPPM Project

Meredith Low was welcomed to the meeting.

Meredith provided an overview of the project and next steps for working with the Governance Committee and Board to achieve the stated project timelines. As there is a need to consult on the proposed policy template during the summer months, a meeting will be scheduled with the Governance Committee with an understanding that individuals will attend

Expressions of Interest are to be received for the Officer positions, Governance and Finance Committees, as well as the Nominations Sub-Committee, by August 30, 2024

CIP staff will organize a meeting later in July with the Governance Committee to meet with Meredith Low on the proposed policy template. Materials will be circulated in advance of the meeting

on a best effort basis, and email comments and feedback are also welcomed.

Meredith left the meeting.

5.5 PSB and Standards Committee Update

Background Material: CIP-PSB Shared Standards Agreement; PSB AGM Package

Dan provided a brief overview and an update on the transition of the standards-setting function to the PSB, noting that all PTIAs and CIP have signed the updated Shared Service Agreements. The full ratification of the new PSB structure will take place at its AGM on July 8, 2024.

Beth confirmed that the Standards Committee has been dissolved, with all past committee members receiving a thank you letter signed by the Presidents and Chairs of the Signatory Parties.

CIP will pay 25% of the budget required to operate the PSB's new standards-setting function, with the remaining 75% contributed by the PTIAs. Following a call for expressions of interest, CIP also put forward Daniel Mercer's name to participate on the new PSB standards committee.

5.6 Discipline Committee Terms of Reference

Background Material: Discipline Committee Draft Terms of Reference

Beth explained the rationale for the new committee's classification as a Priority Committee reporting to the CEO, rather than a Standing Committee of the Board. A brief overview of the governance model for committees was provided, and it was confirmed that any further changes to it could be led by the Governance Committee.

Motion 2024-2025/40

Moved: Jenna Schroeder / Seconded: Jason Ferrigan

"That the Disciplinary Committee Terms of Reference be approved as presented."

CARRIED.

5.7 Review of 2024 Work Plan and Priorities

Background Material: 2024 Board Work Plan and Goals

Beth provided a review of the Board's work plan, with a particular focus on the work of the committees. Directors discussed the broad range of actions assigned to the Governance Committee and the need to review and reprioritize. It was agreed that items that are no longer priorities, should be removed, and those that are the primary priorities should be adequately resourced.

CIP staff will commence recruitment for the Discipline Committee

CIP staff will update the Event Code of Conduct process to review the new committee name and terms.

Standing Committees will review their work plans and update them, as needed, noting any requirement for additional funding in the 2025 budget

The Board will discuss the work plan priorities and commitments made in the Strategic Plan at its next meeting, focusing on items that require additional Board guidance

5.8 September Meeting Agenda

Dan provided an overview of the schedule of events for the September Board meeting, which may also include a team-building activity for the Board.

Beth provided an update on the EDI Insight Survey, noting the consultant's report will be released in September, which will be followed by a public webinar. Beth also provided an update on the project status on the review of the Fellows nomination guidelines and adjudication process. Both topics will be on the September Board agenda.

Directors discussed the draft agenda and provided suggestions.

CIP staff will add an agenda item that provides time for reflections on the conference

CIP staff will ask Kristin Agnello to be available to discuss the report and recommendations for the Fellows nominations guidelines and process

CIP Directors will watch the EDI Insight Survey webinar on September 18 in advance of the Board meeting

Beth will provide an update on the review of the Fellows nomination guidelines and adjudication process at the College of Fellows meeting on July 10

Action

CIP staff will post the approved minutes to Basecamp and the CIP website members area for information.

Action

6.0 CONSENT AGENDA

Related material: as noted below.

a) Draft Meeting Minutes

Recommendation: That the draft minutes from the April 25, 2024 Board of Directors meeting be approved.

7.0 ADJOURNMENT

The next meeting of the Board of Directors will be held September 20-22, 2024, in Victoria, BC.

Motion

Moved: Paul Bell / Seconded: Olimpia Pantelimon

"That the meeting be adjourned on July 7, 2024."

CARRIED.