



Minutes
CIP Board of Directors Meeting
 September 20-22, 2024
 Victoria, BC

Present:

Janice Barry PhD, RPP, MCIP	Director
Paul Bell RPP, MCIP	Director
Beate Bowron RPP, FCIP	Director (via videoconference)
Lesley Cabott RPP, FCIP	Director
Doug Daniels RPP, MCIP	Officer (via videoconference)
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
Valérie Broadfoot	Director, Governance and Operations

Guests:

Janet Riehm, CPA	Chief Financial Officer (via videoconference)
Alli Marshall	Consultant
Meredith Low, BA, MBA, CAE, C. Dir.	Consultant (via videoconference)
Kristin Agnello RPP, MCIP	Consultant
Michael Fox, MBA	Consultant (via videoconference)
Heather Swan, PEng, RPP, MCIP, PMP	Consultant (via videoconference)
Steven Pelletier, MBA, PMP	Consultant (via videoconference)

1.0 Welcome and Call to Order

Action

Dan Huang called the meeting to order on September 20, 2024, at 2:44 pm PT. Dan opened with an acknowledgment that the CIP Board of Directors meeting was being held on the traditional territory of the Lkwungen (Lekwungen) peoples, and the Songhees, Esquimalt, and WSÁNEĆ First Nations. Dan also acknowledged that the Te'mexw Treaty Association (TTA) treaty table, which represent five First Nations, is in Stage 5 negotiations (of a six-stage process) to finalize modern treaties.

2.0 Adoption of Draft Meeting Agenda

Action

Related material: September 20-22, 2024 Draft Meeting Agenda

Dan noted that the approval of the meeting agenda includes the approval of all items in the consent agenda.

No changes to the meeting agenda were requested.

Motion 2024-2025/41

Moved: Jason Ferrigan / Seconded: Raymond Kan

“That the agenda for the September 20-22, 2024 Board of Directors meeting be adopted as circulated.”

CARRIED.

3.0 Declaration of Conflict of Interest

No conflicts were declared.

Action

4.0 Board Business

4.1 Finances

Related materials: Q2 2024 Budget vs. Actual; Q2 2024 Narrative; Reserves – Q2 2024; 2025 Draft Budget; 2025 Draft Budget Narrative

CIP’s CFO, Janet Riehm, was welcomed online and roundtable introductions were made.

Doug Daniels presented the Q2 financial statements, highlighting actuals up to June and updated forecasts for the year.

The preliminary draft budget for 2025 was discussed and the Board agreed to bring major new proposals for the budget to the November meeting, thus allowing for input from the standing committees.

Doug was thanked for his service as a Board member for the past six years and as Treasurer for the past four years. Doug and Janet departed the meeting.

4.2 In Camera

Motion 2024-2025/42

Moved: Jenna Schroeder / Seconded: Bob Priebe

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

CARRIED.

Motion 2024-2025/43

Moved: Raymond Kan / Seconded: Jason Ferrigan

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

CARRIED.

4.3 Election of Officers

Related materials: Candidates’ expressions of interest

The election process for Officers was outlined, including the terms for each position and the voting procedure. Candidates were given the opportunity to make brief statements before the voting commenced.

Action

Standing committees to bring major proposals for the 2025 budget to the November Board meeting.

Voting took place by secret ballot for those present and by email to staff for the Director participating remotely.

Motion 2024-2025/44

Moved: Olimpia Pantelimon / Seconded: Paul Bell

“That Lesley Cabott serve as CIP President for a two-year term, ending in accordance with the election process.”

“That Laura Hartney serve as CIP Vice-President for a two-year term, ending in accordance with the election process.”

“That Gordon Smith serve as CIP Treasurer for a two-year term, ending in accordance with the election process.”

As the new President, Lesley served as Chair for the rest of the meeting.

4.4 Election of Committee Members

The Board confirmed the membership of the Governance and Finance committees and the Nominations Subcommittee. Additionally, as per policy with the departure of a CEO, a 2024/2025 Transition and Search Committee was appointed.

Motion 2024-2025/45

Moved: Gordon Smith / Seconded: Olimpia Pantelimon

“That Dan Huang, Jenna Schroeder, Paul Bell, Jason Ferrigan, and Lesley Cabott be confirmed for the 2024/2025 Transition and Search Committee.”

CARRIED.

Motion 2024-2025/46

Moved: Janice Barry / Seconded: Dan Huang

“That Gordon Smith (chair), Jason Ferrigan, Olimpia Pantelimon, and Eliza Hydesmith be confirmed for the Finance Committee.”

CARRIED.

Motion 2024-2025/47

Moved: Raymond Kan / Seconded: Jenna Schroeder

“That Laura Hartney (chair), Beate Bowron, Bob Priebe, Jason Ferrigan, Raymond Kan, and Jenna Schroeder be confirmed for the Governance Committee.”

CARRIED.

Motion 2024-2025/48

Moved: Gordon Smith / Seconded: Jason Ferrigan

“That Laura Hartney (chair), Janice Barry, Jenna Schroeder, Bob Priebe, and Dan Huang be confirmed for the Nominations Subcommittee.”

CARRIED.

4.5 Strategic Plan Review

Related materials: CIP Board Strategic Plan Review; CIP Strategic Plan Action Issues Overview_2024; KPI Dashboard; CEO Notes: Operations, Policy & Public Affairs, Member Services & Membership Strategy

Consultant Alli Marshall was welcomed in person, and roundtable introductions were made.

Alli facilitated an in-person session with the Board to ensure that the recruitment process for a new CEO supports the Board's vision for the Institute. The outputs from this session will be incorporated into the Transition and Search Committee's work.

Alli departed the meeting.

4.6 Officers Governance Model and Next Steps

Dan presented the various governance models available to implement Scenario Two as selected at the previous Board meeting and recommended the 1-2-1 model (1-year President Elect, 2-years President, 1-year Past President). There was general agreement to move forward with this recommendation and for Dan to provide more details at the November Board meeting, including term limits and requirements for legal and governance reviews.

4.7 Governance Policies and Procedures Manual Review

Consultant Meredith Low was welcomed online, and roundtable introductions were made.

Meredith provided an update on her work in modernizing and streamlining CIP's governance-related policies. She will continue to meet with the Governance Committee in this work and the timeline for the project will be reviewed to ensure sufficient time is given for next steps.

Meredith departed the meeting.

4.8 EDI Insight Survey Report Discussion

Related materials: EDI Insight Survey Report

Dan presented key findings from the 2024 EDI Insight Survey Report. There was discussion about the planned updating of CIP's EDI Roadmap in 2025, which will take survey findings into consideration.

4.9 Fellows Program Review and Recommendations

Consultant Kristin Agnello was welcomed in person, and roundtable introductions were made.

Kristin presented key findings and recommendations from her report. Her review aimed to provide insights for informed decision-making regarding EDI improvements in the program. The Board discussed next steps and agreed to share the report with the College of Fellows Committee for their feedback before proceeding with any recommendations.

Transition and Search Committee to incorporate Strategic Plan review session outputs into the CEO recruitment process.

Dan to provide complete details at the November Board meeting on the implementation of a 1-2-1 governance model.

Governance Committee to review timelines for the GPPM review project and adjust as needed.

Staff to share Dr. Agnello's report with the College of Fellows Committee for their feedback.

Kristin departed the meeting.

4.10 Reconciliation Action Plan

Consultants Michael Fox, Heather Swan, and Steven Pelletier from Indigenous and Community Engagement (ICE) were welcomed online, and roundtable introductions were made.

Dan provided background information on CIP's work to date on the first phase of CIP's reconciliation strategy and the recent selection of ICE for the development of the Reconciliation Action Plan (RAP).

The ICE team presented an overview of ICE's work plans and recommendations for creating the RAP and asked for the Board's feedback. It was agreed as a first step to form an Indigenous Advisory Committee (IAC) to gather diverse perspectives for the RAP. The committee's structure, recruitment process, and compensation for members were highlighted as critical considerations. ICE will work with staff to confirm the IAC's terms of reference and next steps.

Michael, Heather, and Steven departed the meeting.

4.11 Conference Reflections – What We Heard

Board members each provided their feedback on the 2024 CIP/APPI conference in Edmonton. It was noted that this was one of CIP's most successful conferences to date and staff were thanked for their hard work, along with the many volunteers who made significant contributions.

Terms of reference for an Indigenous Advisory Committee will be developed by ICE and CIP staff for the Board's review, and next steps will be determined.

5.0 Consent Agenda

Related material:

5.1 Draft Meeting Minutes

Recommendation: That the draft minutes from the July 7, 2024 Board of Directors meeting be approved.

5.2 Risk Register

5.3 Board Work Plan

Action

CIP staff will post the approved July 7, 2024 minutes to Basecamp and the CIP website members area for information.

6.0 In Camera

Motion 2024-2025/49

Moved: Gordon Smith / Seconded: Jenna Schroeder

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

CARRIED.

Motion 2024-2025/50

Moved: Olimpia Pantelimon / Seconded: Laura Hartney

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

CARRIED.

Action

7.0 New Business

Action

7.1 Interim CEO

Motion 2024-2025/51

Moved: Dan Huang / Seconded: Jenna Schroeder

“That the CIP Board of Directors endorse the appointment of Karen Meades as Interim CEO effective October 15, 2024, and that the Transition and Search Committee meet to negotiate a contract with Karen, and inform CIP staff as appropriate.”

CARRIED.

The Transition and Search Committee will prepare a contract with the new Interim CEO and forward to CIP staff (Director, Governance and Operations).

8.0 Adjournment

Action

The next meeting of the Board of Directors will be held online on November 28, 2024

Motion

Moved: Paul Bell / Seconded: Dan Huang

“That the meeting be adjourned at 12:05 pm PT on September 22, 2024.”

CARRIED.