

Real Property Institute of Canada
Annual General Meeting
February 5, 2004 – Ottawa, Ontario

1. Welcome

George Plank, President, welcomed all attendees.

2. Presentation of the January 31, 2003 Annual General Meeting

Minutes The President advised attendees that copies of the January 31, 2003 AGM minutes were available at the meeting room entrance.

3. President's Report

The President referenced the 2003 AGM minutes and the financial constraints that RPIC dealt with at the start of its 2003-04 fiscal year. He continued to note that while the constraints would never entirely go away, given the not-for-profit status of RPIC, they nevertheless have been reduced to a manageable level and the Board hoped to eliminate the remaining deficit over the course of the 2004 fiscal year. The President stated that the Board had worked over the twelve preceding months to re-invigorate RPIC.

A report on the various activities and initiatives undertaken by the RPIC Board was presented as follows:

Newsletter: Two (2) issues of the FOCUS newsletter were published and distributed to the RPIC constituency.

Breakfast Series: RPIC introduced a 'breakfast series' in the National Capital Region. On December 1, RPIC held its first event of its National Capital Region Breakfast Speaker Series. The President stated that the new initiative for RPIC was designed to provide more frequent networking opportunities as well as to keep the RPIC constituency up to date on challenging issues facing the federal real property community. He announced that several other events are planned between this date and May 2004 with the hope that the Series would become a staple of RPIC, much like the Conference.

Web Site: The President reported on the Board's efforts in pursuit of a new RPIC web site. He explained that by migrating to a new architecture, RPIC will gain access to some exciting new

communications and information sharing capabilities – with many services available to members electronically. Attendees were told that the new web site should be active within a few months time.

Professional Development: The President provided a status report concerning RPIC involvement with the Treasury Board Secretariat initiative on Professional Development and Certification. The initiative is intended to roll out in 2004 with the publication of a Canadian General Standards Board (CGSB) document on competencies of the federal government for the procurement, materiel management and real property community.

Outreach Program: The President explained that the Board initiated an 'Outreach Program' to create partnerships with several of the large groups involved in professional development in the real property profession, namely, the International Facility Management Association (IFMA) and the Building Owners and Managers Association (BOMA). Efforts to investigate further ways to enhance these partnerships through events such as a joint speaker program and collaboration on training are to continue through the coming months.

Plank informed attendees that: the Breakfast Series would continue and that the FOCUS newsletter would play a key role in keeping the lines of communication open within the community. RPIC will strive to increase its Professional Development activities by launching a number of one-day courses across the country and continue to represent the community by participating with the Treasury Board Secretariat on several of its initiatives.

In closing, the President thanked the current Board members for their respective devotion of both time and energy to various committees and initiatives. A special note of thanks was extended to Alan Jowett and Joan MacKinnon as they step down from the Board.

Moved by Peter Linkletter, seconded by Tony Varriano to accept both the January 31, 2003 AGM minutes and the President's Report.
Carried.

4. Treasurer's Report

The RPIC Treasurer, Howard Dudley, announced that the Institute incurred an \$8,000 shortfall in revenue versus expenses. Howard informed attendees that copies of the auditor-approved financial report were available for all to review. He continued to state that the Board was

committed to aggressive monitoring of the Institute's finances with the goal of a balanced budget for the coming year.

Moved by George Plank, seconded by Gilles Champoux to accept the Treasurer's Report.
Carried.

5. Board Elections

The President returned to remind attendees that members of the Executive committee serve for a one-year term and must be re-elected each year. He noted that Directors are elected for a two-year term. The proposed slate or 2004-05 was presented:

President: George Plank

First Vice-President: Tony Varriano

Second Vice-President: Tara Dinsmore

Secretary/Treasurer: Howard Dudley

Past President: Murray Ballantine

Directors-at-Large (and term)

Marc Landry (2004)

Jean-Pierre St-Amand (2004)

Gilles Champoux (2005)

Michel Falardeau (2005)

Peter Linkletter (2005)

Deborah Olver (2005)

Don Rocque (2005)

Veronica Barnes (new)

Anita Rosenfeld (new)

Moved by Peter Linkletter, seconded by Gilles Champoux to accept the Slate as presented.

Carried

6. General Housekeeping

A note of appreciation and congratulations was extended to the Conference Chair, Jean-Pierre St-Amand, and his Conference Organizing Committee for delivering a successful conference in 2004.

7. New Business

There was no new business.

8. Adjournment

Moved by Howard Dudley, seconded by Tony Varriano to adjourn the 2004 AGM.

Carried.