



**Real Property Institute of Canada Board of Director's Meeting
November 12, 2009
Record of Decisions**

Present: JP St-Amand (President), Colleen Post (Second Vice President), Gilles Champoux (Treasurer), Heather Kane, Gary Lacey, Daniel Leclair, Brian Card, Anne Stacey (Executive Secretary)

Absent: Tara Dinsmore (First Vice President), Peter Linkletter, Bob Kilpatrick, Krishna Sahay, Anthony Thompson

1. *Approval of Agenda*

MOVED by Gilles Champoux, seconded by Gary Lacey that the agenda be approved as presented.

Carried

2. *Approval of October 21, 2009 Record of Decisions*

MOVED by Heather Kane, seconded by Gilles Champoux that the October 21, 2009 Record of Decisions be approved with revisions.

Carried

3. *President's Report*

INFORMATION: The proposed 2009-2010 Slate was discussed. JP St-Amand has confirmed Michael Nowlan and Sebastien Yelle as Directors for 2009 - 2010.

JP St-Amand discussed topic of ADM Panel Discussion.

JP St-Amand and Gordon McIvor's article published in of November edition of Canadian Government Executive magazine. Copies were distributed and they will also be included in delegate gift bag at National Workshop.

ACTION: Gilles Champoux to request that Dan Godbout respond to JP's email requesting he participate as 2009 – 2010 RPIC Director.

ACTION: Colleen Post to email translated ADM session overview to Anne Stacey for distribution to DG's and ADMs (by Friday, November 13th) and to be included in RPIC E-Zine.

ACTION: Anne Stacey to send out a separate email blast promoting the ADM Panel Discussion to Real Property community.

4. *Treasurer's Report*

INFORMATION: Showing a reduced current deficit of \$40,000. Audit being prepared for AGM.

ACTION: Anne Stacey to follow up with Thomas Ao to ensure copy is emailed to Gilles Champoux.

5. Professional Development Delivery Program

5.1 2009 National Real Property Workshop – Gatineau

(a) WORKSHOP:

INFORMATION: Full program is confirmed. Noted that future workshops need to have the Program confirmed by June. Registrations to date are as follows:

Trade Show exhibits: 11 (*post meeting note: new total 14*)

Delegates registered: 167

Sales: \$107,455

Board members requested to contact their departments to encourage registrations. RPIC currently faces a shortfall of \$26,000.

DECISION: Private sector Planning Committee members will be provided complimentary passes.

DECISION: Speakers should be allowed complimentary access to workshop

ACTION: Anne Stacey to send an email under JP's signature to Board and Planning Committee requesting that they promote workshop and ADM registration to all contacts. Email should include the following:

- a. Current registration report and program brief.
- b. Summary of ADM Panel topic and link to registration
- c. Request for aid-in-kind support

ACTION: Anne Stacey to follow up to ensure the website content is up to date.

ACTION: Daniel LeClair and Brian Card to follow up with John McBain regarding contribution to Facility Rental for Gala Dinner. (*Post meeting note: Museum of Civilization facility rental is only \$4,000 but rental for the Palais des congres is \$17,000*)

ACTION: (Sales)

- Colleen Post to follow up on DFRP booth
- Anne Stacey to follow up with OGGO
- Brian Card and Gary Lacey to follow up with KRP
- Brian Card to follow up with Maple Leaf Property Management

(b) ANNUAL GENERAL MEETING:

ACTION: Anne Stacey to send an email to current and future Board Members ensuring their presence at the AGM on Tuesday, November 24th.

ACTION: Anne Stacey to send power point template with RPIC logo and last year's AGM PP presentation.

5.2 2010 National Real Property Workshop – Toronto

No report

5.3 2010 Federal Contaminated Sites National Workshop – Montreal

INFORMATION: Event is progressing well. Registrations to date as follows:

Trade Show Exhibits: 15

Partnership Sales: \$26,500

5.4 Regional Workshops

(a) Atlantic Canada – Halifax – June 2009

ACTION: Bob Kilpatrick and Heather Kane to provide report next meeting.

(b) Western Canada – Winnipeg – April 2010

ACTION: Bob Kilpatrick and Heather Kane to connect and report.

(c) Central Canada – location TBD – February 2011

ACTION: location to be determined.

6. Community Development and Outreach Program

6.1 Member Services

ACTION: Board members who have not yet done so, are to submit departmental lists to Anne Stacey

6.2 Breakfast Series

INFORMATION: December 1st breakfast session to be postponed

ACTION: Anne Stacey to contact venue to cancel booking and indicate on website the postponement of event.

ACTION: JP to write summary (approved by John McBain) to be uploaded to website.

6.3 Awards

INFORMATION: Winners have been selected.

DECISION: All nominees should be mentioned during award presentation.

DECISION: Michael Nurse's son should be contacted to present Michael Nurse award.

ACTION: Anne Stacey to develop presenting notes for Daniel LeClair.

6.4 E-Flyer / Your Source

No Report

6.5 Website

INFORMATION: Statistics provided to Heather Kane for review.

7. Professional Development Definition Program

No Report

8. Other Business

9. Next Meeting

The next meeting is scheduled for Wednesday, December 9, 2009 at 8:30am to 10:00am at The Willow Group office, 1485 Laperriere Avenue. If unable to participate, Board members are to submit a written update on their respective areas in advance of the meeting.

10. Adjournment

MOVED by Heather Kane, seconded by Gilles Champoux to adjourn.

Carried