



**Real Property Institute of Canada Board of Director's Meeting
October 21, 2009
Record of Decisions**

Present: JP St-Amand (President), Tara Dinsmore (First Vice President), Colleen Post (Second Vice President), Gilles Champoux (Treasurer), Peter Linkletter, Heather Kane, Bob Kilpatrick, Gary Lacey, Kathy Jones, Anne Stacey (Executive Secretary)

Absent: Krishna Sahay, Brian Card, Daniel Leclair, Anthony Thompson

1. Approval of Agenda

MOVED by Gilles Champoux, seconded by Peter Linkletter that the agenda be approved as presented.

Carried

2. Approval of September 9, 2009 Record of Decisions

Revisions: Correct spelling of Scott Stevenson's name in item 2 (President's Report).

MOVED by Heather Kane, seconded by Gilles Champoux that the September 9, 2009 Record of Decisions be approved with revisions.

Carried

3. President's Report

INFORMATION: The proposed 2009-2010 Slate was discussed. Heather Kane confirmed serving as Treasurer. Colleen Post, Peter Linkletter and Irene Wolanskyj are stepping down from Board. Colleen Post recommended Rosa Paliotti (TBS) as a Director. Peter Linkletter recommended Dan Godbout (DND) as a Director. Board support Michael Nowlan (NRCan) as a Director. Scott Stevenson has been confirmed as 2010 ADM Champion. Returning ex-officio member is Jean Bilodeau representing Seneca College.

[Post meeting note: Tara Dinsmore agreed to remain as 1st VP. Need to confirm Bob Kilpatrick as 2nd VP.]

The article written by Gordon McIvor for the Ottawa Citizen titled "Why Ottawa should focus on Lands" will be published on RENX website. Awaiting response from Renew Magazine. The Strategy Institute would be a good resource to share articles.

ACTION: JP St-Amand to contact Sebastien Yelle, Michael Nowlan, Dan Godbout and Rosa Paliotti to confirm serving on the Board for 2009-2010.

ACTION: Anne Stacey to revise Slate of Officers and send for approval.

4. Treasurer's Report

INFORMATION: Showing a current deficit of \$92k – \$94k.

5. Professional Development Delivery Program

5.1 2009 National Real Property Workshop – Gatineau

INFORMATION: Full program is confirmed. Trade show registrations are progressing slowly (5 booths confirmed). Total delegate registration is 117. AGM planning is progressing. An additional \$5000 provided by Colleen Post (TBS).

DECISION: Tara Dinsmore will be the Co-Chair.

DECISION: Board Members are requested to register and pay for their participation unless extenuating circumstances exist and free participation is approved by the Board.

ACTION: Board members asked to follow up with their contacts to encourage participation.

ACTION: JP St-Amand to contact the FBI program.

ACTION: Tara Dinsmore to draft ADM letter to be distributed to various ADM's and Federal Council contacts.

ACTION: JP St-Amand to meet with Kathy Jones and Anne Stacey (October 27th) to discuss AGM format and materials. Initiate plans for a 3-5 year Strategic Plan.

ACTION: Peter Linkletter to send template of Dan Godbout's "Campaign Plan" to Kathy / Anne.

ACTION: Certificates to be created for outgoing Board members.

ACTION: Kathy Jones to follow up with Thomas Ao regarding RPIC financial audit.

5.2 2010 National Real Property Workshop – Toronto

INFORMATION: Tara Dinsmore volunteered to Chair the event.

ACTION: Tara Dinsmore to investigate venue (CN Tower and Convention Centre) and dates for November workshop in time to announce at 2009 Workshop.

ACTION: JP St-Amand to contact Michael Nowlan about participating as Co-Chair and invite him onto the board for 2009/2010.

ACTION: Peter Linkletter to follow up with Carol Blotniuk to be on the committee and potential co-chair for 2011 National Workshop.

5.3 2010 Federal Contaminated Sites National Workshop – Montreal

INFORMATION: Event is progressing well – full update will be provided at next Board Meeting.

5.4 Regional Workshops

i. Atlantic Canada – Halifax – June 2009

No report.

ii. Western Canada – Winnipeg – April 2010

DECISION: Based on recommendations from Dwayne Willmer, location has been changed to Calgary.

iii. Central Canada – Ottawa – February 2011

INFORMATION: Discussion held regarding location as National Workshop will be held in Ottawa therefore other potential host cities include Vancouver or Quebec City.

6. Community Development and Outreach Program

6.1 Member Services

INFORMATION: CLC's holiday list will be submitted by early November.

ACTION: Board members who have not yet done so, are to submit departmental lists to Kathy Jones.

6.2 Breakfast Series

INFORMATION: September 29th session has been uploaded to website.

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

6.3 Awards

INFORMATION: Selection Committee will consist of past, present, and future ADM's (John McBain, Gordon McIvor, and Scott Stevenson), Gavin Liddy and JP St-Amand. Committee meeting October 22nd to discuss 14 submitted nominations.

ACTION: Winners to be provided to Anne Stacey October 23rd in order to proceed with ordering of awards.

ACTION: Additional awards to be ordered for John McBain and Gordon McIvor and presented at the Gala Dinner

6.4 E-Flyer / Your Source

INFORMATION: Format and content reviewed and approved for new 'e-zine'. Discussion held around limiting 'Your Source' to once annually – perhaps published as Annual Report. E-Flyer would promote events while Annual Publication would promote Institute.

ACTION: Anne Stacey to revise format and distribute e-flyer immediately.

6.5 Website

INFORMATION: New website is up and operational.

ACTION: Board Minutes to be posted to website (in English only).

7. Professional Development Definition Program

ACTION: JP St-Amand, Kathy Jones, and Jean Bilodeau to meet and discuss survey / rebate.

ACTION: Colleen Post to provide Federal Council contacts and engage.

8. Other Business

INFORMATION: Responses received from ADM letters with liaisons identified.

ACTION: Anne Stacey to add new contacts to RPIC distribution list.

9. Next Meeting

The next meeting is scheduled for Thursday, November 12, 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 Bob Kilpatrick, seconded by Gilles Champoux to adjourn.

Carried