



**Real Property Institute of Canada Board of Director's Meeting
September 9, 2009
Record of Decisions**

Present: JP St-Amand (President), Gilles Champoux (Treasurer), Peter Linkletter, Heather Kane, Bob Kilpatrick, Krishna Sahay, Irene Wolanskyj, Kathy Jones (Executive Secretary)

Absent: Brian Card, Tara Dinsmore (First Vice President), Colleen Post (Second Vice President), Gary Lacey, Daniel Leclair, Anthony Thompson

1. Approval of August 12, 2009 Record of Decisions

MOVED by Heather Kane, seconded by Gilles Champoux that the August 12, 2009 Record of Decisions be approved.

Carried

2. President's Report

INFORMATION: The proposed 2009-2010 Slate was discussed. The Treasurer position is vacant. Michael Nahir will not serve. Sebastien Yelle, PWGSC, is interested. David Cooke, Health Canada, to be confirmed. Peter Linkletter will recommend a DND representative. Peter is also discussing the 2010 ADM Champion with Scott Stevenson. The ADM Champion to be added to the Slate.

ACTION: JP St-Amand to contact Sebastien Yelle to confirm Board position.

INFORMATION: An article for Government Executives Magazine prepared by the President and Gordon McIvor was circulated. An article for the Ottawa Citizen was mentioned. [Post-meeting note: the article will not be published.]

3. Treasurer's Report

INFORMATION: The operating budget for FYE Sep 30, 2009 showing forecasted cash flow indicates a deficit of \$98k. Actual to Jul 10, 2009 is a deficit of \$65k. Approximately \$60k has been paid as facility deposits for the Nov 2009 Real Property Workshop and 2010 Federal Contaminated Sites. A revolving fund of \$100k is targeted. Issues contributing to the deficit are an increase in expenses, decrease in revenues, decrease in sponsorship and aid-in-kind.

Registration fees for the Real Property Workshop are below industry standards.

DECISION: Substitute delegates will not be allowed. Seek more aid-in-kind to cover potential loss in sponsorship and tradeshow.

MOVED by JP St-Amand, seconded by Peter Linkletter to increase the registration fee by \$100 for the PD Day and by \$100 for the Symposium effective immediately for the Nov 2009 Real Property Workshop.

Carried

ACTION: The Fundraising Committee is to generate sponsorship revenue to offset the Institute's deficit.

4. Professional Development Delivery Program

4.1 2009 National Real Property Workshop – Gatineau

INFORMATION: PD Day sessions are confirmed, Symposium program filling up, site tours are being arranged, partnership with CISCO re telepresence is in discussion, registration will go live Sep 14th.

ACTION: Co-Chair remains vacant and must be filled prior to the workshop.

4.2 2010 National Real Property Workshop – Toronto

ACTION: JP St-Amand with discuss organization and planning with Gordon McIvor.

4.3 2010 Federal Contaminated Sites National Workshop – Montreal

INFORMATION: Program is close to final, adding a stream on one day to accommodate number of solid paper submissions, PD Day will offer half day in Eng and repeated in Fr , site tours are confirmed and will be included on the registration form, registration fees will not change.

INFORMATION: Irene Wolanskyj is stepping down as Chair, Sebastien Yelle, PWGSC, and Caroline Caza, Environment, will serve as Co-Chairs. Mike Nahir is Chair of the technical program. Andrea Peters continues in the workshop management position.

4.4 Regional Workshops

4.4.1 Atlantic Canada – Halifax – June 2009

INFORMATION: Post-mortem report deferred to next Board meeting.

4.4.2 Western Canada – Winnipeg – April 2010

DECISION: Winnipeg is recommended for an end of April workshop. Bob Kilpatrick and Heather Kane will serve as Board committee members. Mike Nowlan will be asked to assist.

4.4.3 Central Canada – Ottawa – February 2011

No report.

5. Community Development and Outreach Program

5.1 Member Services

INFORMATION: CLC's holiday list will be submitted by mid-Oct. The CLC list will be submitted by end of Sep.

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

5.2 Breakfast Series

INFORMATION: 47 people have registered for the Sep 29 session with more expected. Progress is being made on acquiring descriptions for the balance of the sessions.

5.3 Awards

INFORMATION: A joint CFIA/Ag-Can/PWGSC nomination will be submitted on the skyline complex.

5.4 Your Source

INFORMATION: Articles prepared for the Ottawa Citizen and Government Executive Magazine are to be included in the October issue.

ACTION: JP St-Amand is to write an article on CFIA's stimulus package.

5.5 Website

ACTION: JP St-Amand is to provide his Strategy Conference case study presentation for posting to the Best Practices/Research Papers section.

ACTION: Board members are to submit best practices and research papers for posting.

ACTION: Website to track hits and duration on site.

ACTION: RPIC Awards and Federal Contaminated Sites Awards are to be clearly presented on the website to avoid confusion.

6. Professional Development Definition Program

No report.

7. Other Business

Irene Wolanskyj gave goodbye remarks and stated that bringing the Federal Contaminated Sites working group under the RPIC organization has created an unmatched FCS National Workshop. She suggested that RPIC consider expanding into environmental services and energy management (PWGSC would need to be engaged, along with NRCan's FBI program and Infrastructure Canada). The Board expressed their thanks to Irene for her contributions to RPIC.

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

8. Next Meeting

The next meeting is scheduled for Wednesday, October 14, 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.

ACTION: The 2009-2010 Slate is to be confirmed for approval at the October 14 meeting.

9. Adjournment

MOVED by Bob Kilpatrick, seconded by Gilles Champoux to adjourn.