APPROVED
BY ELECTRONIC MOTION
AS OF 10 AUGUST 2011

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of:	AIBC Council
Date:	11:30 a.m. to 3:30 p.m., 12 July 2011
Location:	AIBC Large Boardroom
Presiding:	Richards
In Attendance:	Boswell, Chester, Csutkai, Currie, Gallant, Gillies, Grossman, Hendriks, Kemp, Pawson, Peddie, Spiegel, Van Duzer, Werker, Yustin, Zeibin
Staff:	Ernest Gatensby, Lutes, Marburg, Rau, Wiebe
Regrets:	Belsheim, Toy

Item #	Detail

1.0 Welcome and Call to Order

The Meeting was called to order at 11:40 a.m.

A point-of-order was raised inquiring if a motion is required at each council meeting to accept the presence of non-voting liaisons to council. The Chair ruled that past motions/rulings of council do not require re-voting at subsequent meetings.

2.0 Acceptance of the Agenda

Motion: to remove consent items 4.5 and 4.6 from the agenda as committees are operational in nature and reporting changes in personnel or terms of reference to council is unnecessary.

Chester/Van Duzer **Defeated**

Motion: to add an *in camera* item 7.2 Compensation and review process for the Executive Director.

Spiegel/Kemp **Carried**

The agenda was accepted with the addition of 7.2 and adjustment of the proposed times by ten minutes.

Kemp/Gallant **Carried**

3.0 Adoption of the Minutes

Minutes from the council meeting 24 May 2011 were adopted with amended text for item 7.1.

Gallant/Spiegel **Carried**

4.0 Consent Items

4.1 Recording of previously passed electronic motions
- 4.1.1 Register amendments and ARE Results, June
- 4.1.2 Committee changes (at 27 June 2011)
  (Notation of votes against was requested by Csutkai and Werker.)
- 4.1.3 Adoption of the council minutes of 10 May 2011
- 4.1.4 Assessments of council meeting of 10 May 2011

4.2 Internal compliance monitoring report:
- 4.2.1 Financial compliance monitoring and summary

4.3 Registration Board (as amended)
4.4 Council's task forces (GTF, FHTF and PRTF)
4.5 AIBC Bylaws Review Committee
4.6 Committee changes (at 12 July 2011)

Kemp/Peddie **Carried**
Opposed: Csutkai, Grossman

Motion: that electronic votes on consent items be conducted by means of a visible distribution list and that council members copy their respective responses to all voting members.

Grossman/Werker **Carried**

5.0 Policy Discussion Issues

5.1. Council Initiatives

5.1.1. 2010/11 New and Diverse Members Working Group: a final report on the working group's findings is anticipated to be submitted to council at its meeting in September.

5.1.2. Council's work-plan, priorities, creation of working groups and assignments

That council:

(a) Discontinues all working groups established by the prior council; and

(b) Establishes three new working groups, the titles and compositions of which are recommended by the GTF as listed below (names in alphabetic order) and outlined in the initial, proposed Terms of Reference.

Associates: Resolution	
David E. Boswell	(BD/RD Liaison)
Robert G. Chester	
Michael Currie	(AT Liaison)
Eszter Csutkai	
Paula Grossman	
Scott Kemp	(CHAIR)
Gordon Richards	
Tim Spiegel	

People to Architects | New & Diverse Members 2.0

James A. Belsheim	
Veronica Gillies	
Joan Hendriks	(CHAIR)
Leslie Van Duzer	(UBC SALA representative)
David Zeibin	(IA Liaison)

Public Interest | Private Interest

Pierre E. Gallant	
Owen Pawson	
Richard Peddie	
Jim Toy	(IDIBC Liaison)
Lynne Werker	(CHAIR)
David N.M. Yustin	

Kemp/Richards **CARRIED**

Council members and liaisons were invited to forward any input on working group terms of reference, timelines and/or budgetary implications to the Governance Task Force in advance of its meeting 30 August 2011.

5.1.3. 2011/12 Other Initiatives

Motion 1:

That council acknowledges the appropriate allocation of these four initiatives as follows:

1. **LEGISLATIVE REPAIR: Executive Director; to be pursued as an operational priority. Scope and implementation strategy to be prepared and communicated with council.**
2. **ENGAGEMENT, COMMUNICATIONS AND GOVERNMENT RELATIONS: Executive Director; to be pursued as an operational priority. Former (2010/2011) related working group's report's recommendations to be followed and new/amended "Communications" policies (5-series) to be developed for council's consideration and approval.**
3. **GOVERNANCE MODEL REVIEW: Governance Task Force**
4. **COUNCIL CLIMATE: Governance Task Force**

Motion 2:

(a) That any council member who wishes to assist as a volunteer may do so; and
(b) That a specific time-frame be placed against each initiative.

Peddie/Kemp **CARRIED**

5.2. Intern Architect Program revision

Revisions to the Intern Architect Program (IAP) recommended by the IAP Task Force (reporting to the Canadian Architecture Licensing Authorities) were reviewed.

That council delays the vote on the IAP Memorandum; the vote to be conducted electronically on 10 August 2011.

Van Duzer/Peddie **CARRIED**

6.0 Non-Policy Items

6.1. Council Schedule:
- 6.1.1. Next council meeting date: 13 September 2011
- 6.1.2. Strategic planning Sessions: 11 October and 13 December 2011
- 6.1.3. Council retreat dates 2012: to be confirmed.

Working group chairs are invited to forward reports for discussion at a council strategic planning session to the Governance Task Force in advance of its meetings 27 September and 29 November 2011.

Motion: for council to go *in camera.*

Werker/Grossman **CARRIED**

7.0 *In Camera*

Council passed the following motions for publication on the record:

7.1. Council meeting procedures and conduct:

7.1.1. Council Governance Manual

The governance manual for council members is to be updated each year following the election.

Kemp/Richards **CARRIED**

7.1.2. Web Page

The AIBC Council instructs the Executive Director that the policy content on the AIBC web page be reviewed for content and accuracy and that all revisions and updates be completed by September 6, 2011. The web page is, thereafter, to be updated on an ongoing basis. Updated policy material for the web page is to be posted within a two week time frame of council accepting the policy and/or revision.

Kemp/Richards **CARRIED**

7.2. Compensation and review process for the Executive Director

7.2.1. Executive Director Evaluation Committee

Council appoints a standing committee that that will review and evaluate the performance evaluation of the Executive Director, on an annual basis and report to council with a recommendation. The committee shall consist of:

- **President of the AIBC**
- **LG appointee**
- **Another council member**

Kemp/Richards **CARRIED**

7.2.2. Executive Director Evaluation Committee

The AIBC Council appoints Gordon Richards, Richard Peddie and Lynne Werker to the ED Evaluation Committee for 2011/2012.

Kemp/Van Duzer **CARRIED**

7.2.3. Executive Director Compensation Standing Committee

Council appoints a standing committee that will, on an annual basis after approval of the performance evaluation of the ED by council, make recommendation(s) to council on the compensation package for the ED. The committee shall consist of:

- **The Treasurer**
- **A member of the Financial Task Force**
- **Another council member**

One of the members of this standing committee must be an LG appointee.

Kemp/Van Duzer **CARRIED**

7.2.4. Compensation Standing Committee

The AIBC Council appoints David Yustin, Veronica Gillies and Tim Spiegel to the ED Compensation Standing Committee for 2011/2012.

Kemp/Van Duzer **CARRIED**

8.0 <u>Adjournment</u>

Kemp/Richards **CARRIED**