



Annual General Meeting Minutes
June 1, 2011, 11 am – 12 pm
Rodd Charlottetown Hotel , 2nd floor boardroom

Attending: Janice Pettit
Jodi LeBlanc
Wendy MacDonald
Sharon Cameron
Nishant Grover
Natalie Dow
Denise Amyot, special guest

Regrets: Albert MacDonald
Susan Anderson
Sarath Chandrasekre
Gordon MacFarlane
Keith Hiller
Cartherine MacInnis
John MacQuarrie
Robert Hughes
Heather Jackson
Deborah Doucette
Keith Hansen
Andy Hutchings

1. Introductory Remarks – Janice Pettit, Regional Group Chair

Janice welcomed everyone and welcomed our guest, Denise Amyot, IPAC National President. Janice asked that everyone introduce themselves for those who are new to the group.

2. Approval of Agenda

Sharon asked to have August conference added to the agenda.

3. Annual Report

Annual reports were provided to each of the committees and Janice discussed highlights, which are provided below.

Membership: There are currently 22 members with IPAC and as with every year as events come and go memberships increase and decrease. Janice suggested that the

committee discuss ways to engage core members with the board. Janice also believes that if we increase brand awareness and continue to hold successful events, the membership will grow.

Awards: Perhaps the committee could look into more awards at each of the Federal, Provincial and Municipal levels.

Next Steps: The funding and spending history of the committee suggests that the budget may only last 3-4 years. It would be in the best interest of the committee if we investigate other funding options. Janice is interested in speaking with Aliant to see if they would be interested in being a long term sponsor for the LG Award. It was recommended by Janice that the board begin to address the following:

1. **Website** – The new www.ipac.ca/pei website is being utilized and has been updated over the past year. It is hoped that we will continue to improve this site.
2. **Online Event Reservation tool** – The program committee and treasurer should continue to become familiar with this tool in order to maximize the benefits that arise from it.
3. **Finances** – IPAC-PEI has operating with an annual net loss of up to \$10,000 over the past few years. At this rate, funds will be expired within three to four years, which is well before we host another annual conference (where groups typically recoup finances to help them get through another 10-13 years). While we should continue to support members who attend board meetings or conferences, a more formal process should be put in place for these situations. Also, this regional group should explore re-instating a sponsor for the Lieutenant Governor Award for Excellence and work at increasing revenues at events throughout the year.
4. **Programming** – This committee should work together over the upcoming months to begin building a strong program for the 2011-12 year with an aim to at least break even at most events.
5. **Marketing** – To assist the programming committee to build brand awareness, pull up banners should be created and ordered. In addition, folders with magazines, brochures, and membership information should be given out at all events.
6. **National Office** – IPAC-PEI should continue to press the national office to encourage book tours and other nationally sponsored speakers to include PEI in their itinerary.

Janice asked members for their input on these recommendations and members made positive comments. Suggestions on implementation of these recommendations included:

- Memberships for departments, Provincial and/or Federal
- Institutional Memberships/Block Memberships (more of a VIP type membership)

4. Nomination and Election of Executive

Members approved the following:

President & National Rep – Janice Pettit
Past President – Susan Graham
DM Champion – Sharon Cameron
Secretary – Natalie Dow
Treasurer – Susan Anderson
Program Chair – Jodi LeBlanc
Awards Chair – Sarath Chandrasekere & Gordon MacFarlane
New Professionals – Nishant Grover

Directors:

Keith Hillier
Wendy MacDonald
Albert MacDonald
John MacQuarrie
Robert Hughes
Catherine MacInnis
Heather Jackson
Deborah Doucette
Keith Hansen
Andy Hutchings

5. Denise Amyot talked to the group about the IPAC International Programs, Institutional and Block Memberships, Public Service Without Borders and other IPAC initiatives.

6. The IPAC Annual conference will be held August 28th-31st in Victoria. For further please consult the website at: <http://www.ipac.ca/2011/Home.html>

Meeting adjourned at 12:00pm, followed by the IPAC luncheon with guest speaker Denise Amyot, IPAC National President.