



**ANNUAL GENERAL MEETING
MAY 2, 2014**

7:55 – 9:00 a.m.

**ALBERTA / NEW BRUNSWICK ROOM
FAIRMONT BANFF SPRINGS
BANFF, ALBERTA**

MINUTES

ORDER OF BUSINESS A. CALL TO ORDER AND REMARKS BY THE PRESIDENT

President Mark Chambers called the meeting to order at 7:55 a.m. and welcomed members to the 108th Annual General Meeting of The Alberta Association of Architects.

B. MINUTE OF SILENCE FOR DECEASED MEMBERS

Mark Chambers asked the membership to join together for a Minute of Silence for the following members of the profession who have passed away since the last Annual General Meeting:

William Kendall, Architect, AAA – February 25, 2013
OnkarSaggu, Retired Member, AAA – March 10, 2013
Harold Saxby, Life Member, AAA – September 29, 2013
John Douglas Bennett, Architect, AAA – November 25, 2013

**C. INTRODUCTION OF DISTINGUISHED GUESTS, PAST PRESIDENTS,
COUNCIL MEMBERS AND STAFF MEMBERS**

Mark Chambers introduced the following distinguished guests:

Honourable Ric McIver
Minister of Alberta Infrastructure

Marcia Nelson
Deputy Minister, Alberta Infrastructure

Ivan Moore
Assistant Deputy Minister, Alberta Infrastructure

Jim Galliland
President, APEGA

Kevin Harrison
President, ASET

Brad Kennedy, Architect, AAA
Board Chair, CAA

Barbara Bruce
Executive Director, CAA

Mark Chambers then recognized the following Past Presidents that were in attendance:

Scott Pickles, Architect, AAA; **Peter Streith**, Architect, AAA; **Katherine Wagner**, Architect, AAA; **David Down**, Architect, AAA; **Barbara Shipman**, Architect, AAA; **Brian Oakley**, Architect, AAA; **Richard Lindseth**, Architect, AAA; and **Dale Taylor**, Architect, AAA.

Mark Chambers then recognized the following 2012-2013 Council members:

Peter Streith	Immediate Past President
Don Davidson	Vice President
Darryl Rewniak	Treasurer
Robert Spaetgens	Chair, Complaint Review Committee
Jane Lawson	Licensed Interior Designer Rep
Henry Howard	Chair, Practice Review Board
Ron Wickman	Vice-Chair, Legislation Committee
Patti Swanson	Chair, Communications Advisory Committee
Peter Osborne	Councillor
Elizabeth Songer	Councillor
Gregory Sim	Public Representative
Jan Kroman	Intern Representative
David Monteyne	U of C Representative
Helen Evans-Warren	MRU Representative
Kendra Kusick	U of C Student Representative
Katelyn Smith	MRU Student Representative

Mark Chambers then recognized the members who have important roles to play as our Registrar, Registration Chair and Practice Advisory Committee as well as the AAA Administration.

ITEM 1 ADOPTION OF THE ANNUAL GENERAL MEETING AGENDA

Mark Chambers called for a motion adopting the May 2, 2014, AGM Agenda.

MOTION:

Moved by Dale Taylor and seconded by Scott Pickles.

“MOVED THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS APPROVE THE ANNUAL GENERAL MEETING AGENDA DATED MAY 2, 2014, AS PRESENTED.”

CARRIED

ITEM 2 ADOPTION OF THE ANNUAL GENERAL MEETING MINUTES

Mark Chambers called for a motion adopting the April 19, 2013, AGM Minutes.

ACTION:

Moved by Chris Kourouniotis and seconded by Carol Belanger.

THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS APPROVE THE APRIL 19, 2013 ANNUAL GENERAL MEETING MINUTES AS PRESENTED.”

CARRIED

ITEM 3 PRESIDENT’S REPORT

Mark Chambers presented the President’s report:

“Another year has passed and the Council of The Alberta Association of Architects (AAA) has been steadfast in its mission to advance the profession and provide support to our members. Your elected Council and numerous volunteer Task Forces have been extremely busy reviewing the *Architects Act and General Regulation* and envisioning what changes may best address the changing nature of the professions of architecture and licensed interior design. The Legislation Committee proposed, and Council endorsed, the streamlining of the legislation review process by identifying the fundamental issues – Guiding Principles – which impact the *Architects Act and General Regulation*, and presented them to a membership vote early in 2014. The outcome of this vote reinforces and further informs the rest of the journey through to presentation to the Alberta government of the AAA’s recommendations for revisions to our legislation. Continuing the vigorous discussion and debate will be critical in establishing the most appropriate and beneficial revisions to our legislation so we can better perform our roles in the public interest.

The legislation review of the *Architects Act and General Regulation*, which began approximately two years ago, recently reached a milestone in the recent vote by the membership on the Guiding Principles; those key elements of the *Act* which need reviewing, updating, and adding relevance. As changes to the content of the *Architects Act and General Regulation* require motions in the Alberta Legislature, these are the most pressing issues to address while the AAA has the focus of the Government of Alberta. The AAA can attend to updating the Bylaws and Policy on our own without the need for passage by the Legislature. I would like to take a moment to thank all the AAA members who have been volunteering to chair and sit on legislation task forces as well as those members who have participated in the numerous discussions, presentations, webcasts, and other forms of member engagement.

The AAA Council has been working diligently on many initiatives. The Strategic Plan, which was developed several years ago, continues to: guide our efforts to strengthen the governance and leadership capabilities of Council; strengthen the Duggan House administration so as to better serve our members and facilitate the implementation of the Strategic Plan; grow the membership by guiding intern architects and intern interior designers through the rigorous process of becoming registered and licensed; enhance our communication and advocacy in conveying our value proposition, the value architecture and licensed interior design bring to bear in the built environment; and support the development of member competence through meaningful professional development and practice support.

The AAA continues to provide annual scholarships to the four post-secondary institutions in Alberta that contribute to the education of our future registered architects and licensed interior designers as well as architectural and interior design technologists. The four schools are: the University of Calgary, Mount Royal University, SAIT, and NAIT. In addition, 2013 was the first year that proceeds from the AAA's Annual Golf Tournament also went to the four post-secondary institutions, thus dramatically increasing the AAA's contributions to student scholarships in the Province.

At the recent Induction Ceremony, I had the pleasure and honour of awarding the President's Medal to the graduate with the highest academic achievement from the architecture program in the Faculty of Environmental Design at the University of Calgary as well as, for the first time, the President's Medal to the graduate with the highest academic achievement from the Department of Interior Design at Mount Royal University.

As we are striving to grow our membership base by encouraging our interns to pursue registration, our Internship in Architecture Program (IAP) is continually evolving to meet the needs of our interns and also addressing the move to harmonization of the internship process among all Canadian architecture jurisdictions. In order to better facilitate the process for interior designers to become licensed, the AAA is refining the Internship in Interior Design Program. The IAP has gone through a streamlining process without compromising the rigor of the program and the high standard we expect of our interns. This change, along with the continued efficiency and effectiveness of the Examination for Architects in Canada (ExAC) exams, have resulted in an increase in number of interns as well as an increase in the number of newly registered architects. A similar process is underway for the Intern Interior Designer program.

Council meetings have become more efficient and effective. Meetings alternate between Edmonton and Calgary. In Calgary we conduct one Council meeting at the University of Calgary and another Council meeting at Mount Royal University, so that Council members can engage with the students of architecture and interior design. These students are encouraged to join the AAA as student members and then embark on the registration and licensure processes as soon after graduating as is possible.

On the national front, the AAA is participating in a number of initiatives which focus on the harmonization of the education, internship, continuing education, and practice of architects across the country. I had the honour of representing our association at the Canadian Architectural Licensing Authorities (CALA) meetings in Yellowknife, Northwest Territories and Toronto, Ontario. Critical discussions around the roles of the schools of architecture, the (IAP), and architectural practices themselves are intended to ensure that the present and future needs of the profession will be met. With respect to the Internship in Architecture Program, all Canadian jurisdictions are now utilizing the ExAC assessment as opposed to the National Council of Architectural Registration Boards (NCARB) testing. We look forward to the National Validation Conference in September 2014 at which time the Canadian Architectural Certification Board (CACB) and the schools of architecture will be discussing the responsibilities of meeting the competency requirements of architectural education. The Broadly Experienced Foreign Architects (BEFA) Program is underway in all jurisdictions across the country.

Internationally, CALA finalized an agreement, the Mutual Recognition Agreement (MRA), with NCARB which enters into reciprocity agreements with the majority of states in the USA. IRC was successful in its application for a government grant to pursue other international agreements with Architectural Council of Europe (ACE) and Asia/Pacific Economic Cooperation (APEC). Canada is providing support for the APEC Secretariat and this involvement will culminate in an international conference in Vancouver in the fall of 2014. These international initiatives are intended to streamline and facilitate the access to opportunities for our members in international markets.

The Duggan House restoration and addition is now complete and additional grants have been awarded to the association through the Alberta Historical Resources Foundation as Duggan House is a Provincial Historical Resource, and through a Rehabilitation and Maintenance Agreement with the City of Edmonton as Duggan House is also a Municipal Historic Resource.

Administratively, AAA Council and Duggan House administration have been working effectively and efficiently together to achieve the big picture goals as identified in the Strategic Plan. These goals are intended to better fulfill our obligations as a self-regulating professional organization, to elevate the profession of architecture, and to facilitate our services, opportunities, and offerings for our members.

I would like to express how honoured I have been to represent the profession of architecture, licensed interior design and our association over this past year. I would like to thank the very many volunteers who have dedicated their time and expertise to sit on Standing Committees, Legislative Committee Task Forces, and sub-committees. Our Volunteer Recruitment program, "*The Profession is What you Create*", has seen an overall increase in member participation from this past year.

Last but certainly not least, I would like to express my sincere gratitude to my fellow Council members who have provided such professional and intelligent guidance over the past year on matters related to practice, education, internship, professional development, and ensuring our association remains strong and sustainable into the future. The Strategic Plan has been and is a guiding tool, and with the dedication of time, energy, and insight provided by members of Council, our association will be able to respond effectively and efficiently to future challenges and opportunities. I encourage all members to become involved in some capacity as our profession is what we make it."

ITEM 4 REPORT FROM THE REGISTRAR

Robert Bennett presented the Registrar's report and stated "During 2013, the AAA experienced an increase of approximately 5% both in the number of Architects and the number of Licensed Interior Designers to 1075 and 67 respectively, for the total of 1175 professional members registered with the AAA. The number of intern architects and intern interior designers is also growing, currently numbering 409. This is a large group relative to those currently registered, and holds the potential of a significant increase in registered professionals on record when internships are completed.

It is also of interest that of our registered and licensed professionals, only 593, approximately 55% are resident in Alberta, the remainder living primarily elsewhere in Canada or the US. When all categories of memberships are

considered, the number of those on record with AAA has grown by over 5% to a total of 1717 members during 2013.

We continue to review and approved new practices and revisions to existing practices in an increased effort to maintain both uniformity and compliance with the *Architects Act and General Regulations*. Our records currently include a total of 702 firms and corporations, 241 of which are located outside of Alberta.

By agreement with all provincial associations, the Broadly Experienced Foreign Architect Program, frequently referred to by its acronym, BEFA, continues to be operative and is being refined as it proceeds. In Alberta, 3 BEFA candidates have proceeded through registration to date and 16 candidates are in the process of application and assessment.

Nationally, the AAA, together with other provincial and territorial associations, is in the discussion stages of three initiatives with the objective of negotiating terms for reciprocity of architects internationally. These include agreements under negotiation with Australia and New Zealand (APEC); with the European Common Market Countries (ACE); and with Mexico (NAFTA). These discussions are precipitated by economic agreements either concluded or in negotiation between the Federal Government and other international governmental organizations.

As Registrar, I have confidence in the careful procedures and record keeping which attends the registration of Architects, Licensed Interior Designers and their practices at the AAA. I express my gratitude to the Administrative Staff at Duggan House who continue to be on top of the considerable administrative challenges posed by increasingly complex registration procedures; which enable the regulation of the practice of architecture and interior design in accordance with our mandate to protect the Alberta public.”

ITEM 5 TREASURER’S REPORT

Darryl Rawniak presented the Treasurer’s Report and stated “In 2013, the AAA continued its record of strong financial performance. This year’s financial report reflects Council’s continued focus on maintaining a balanced budget and providing financial security for the future of the Association.

The 2013 auditor’s report ensures that the necessary third party oversight has taken place and our financial statements fairly represent the Associations financial position for 2013.

As indicated on the Statement of Financial Position, the Association has current assets of \$2,869,015 which is more than adequate to cover its current liabilities of \$1,652,693.

At the same time, the Association was able to set aside \$600,000 in long-term investments which are comprised of two GIC’s.

It should be emphasized that although the Association’s financial position is strong, funds will be used in 2014 for the Legislation Committee work in reviewing our governing legislation, completion of the website development, upgrading the Associations computer equipment and the iMIS database, leadership training and archiving of old records and files.

Operationally, it was a fairly good year in that an operating surplus of \$298,200 was realized. The overall surplus was due to higher revenue from new member registration and programs; as well as, lower than expected expenses from the Legislation Committee, HR and Duggan House expenses.

The renovations at Duggan House were completed in 2012. We are committed to replenishing the reserves for funds used in the Duggan House renovations. The new work that has been underway at Duggan House is related to the Historic Restoration from which the city and province has grant funding available to pay for a portion of the work.

As well, the association was able to increase its reserves to provide a contingency against unexpected expenditures and legal costs relating to professional conduct matters.

The Legislation Committee's costs for the last year have increased as anticipated. In 2014, we have budgeted for these costs, which are related professional consultation for specific matters, i.e. legal advice. Council strongly believe this investment in our future will pay off by our having played a key role in the governance of our profession.

We started 2014 in a strong financial position and remain committed to maintaining our goals of ensuring a long-term financial stability for the AAA in the years to come. “

Darryl Rewniak asked if there were any questions from the floor. One member asked about Note 10 – Contingent Liability of the Audited Financial Statements. It states:

“The Association is defending a claim filed by a former employee. Because the outcome of the claim is indeterminable, no provision has been recorded for any loss which may occur. If a loss occurs in a subsequent year, it will be charged to earnings in that year.”

Darryl Rewniak responded “To date, this has been resolved. A resolution happened in the last week. It will be posted in the next financial statement”.

Another member asked how much was spent on the Legislative Committee. Darryl Rewniak responded that the financials are not broken down per Committee; just as Committees, including Council, as a whole and the total was \$141,850.

Darryl Rewniak called for a motion:

MOTION:

Moved by Darryl Rewniak and seconded by James Dykes:

“AS TREASURER I MOVE THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS ACCEPT THE FINANCIAL STATEMENTS OF 2013 AS PRESENTED.”

CARRIED; 1 OPPOSED

MOTION:

Moved by Darryl Rewniak and seconded by Henry Howard:

“AS TREASURER, I MOVE THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS APPOINT PETERSON WALKER CHARTERED ACCOUNTANTS AS AUDITOR FOR 2014”.

CARRIED

ITEM 6 RATIFICATION OF COUNCIL ACTIONS FOR THE PAST YEAR

Mark Chambers called for a motion on the ratification of Council's actions over the past year.

MOTION:

Moved by Beverly Wilson and seconded by Catherine Richardson.

“THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS MOVE TO RATIFY COUNCIL'S ACTIONS FOR THE PAST YEAR.”

CARRIED

ITEM 7 2014 COUNCIL ACCLAMATION

Announcement of New Councillors

Mark Chambers thanked the 2013 Nominations Committee members: **Peter Streith**, Architect, AAA; **Donna Assaly**, Licensed Interior Designer, AAA; **Christopher Babits**, Architect, AAA; **James Dykes**, Architect, AAA and **John Harrop**, Architect, AAA.

Mark Chambers then announced that the following individuals have been acclaimed to the 2014-2015 Council.

- **Coben Christiansen, Architect, AAA**
- **John Harrop, Architect, AAA**
- **Walker McKinley, Architect, AAA**
- **Patti Swanson, Architect, AAA**

Mark Chambers then welcomed the Council Members of 2014-2015.

ITEM 8 RETIRING COUNCILLOR'S PRESENTATION

Mark Chambers acknowledge that he had the honour of working with a number of highly competent members on Council this year and wanted to take the opportunity to recognize the retiring Councillors from this present Council.

Mark Chambers formally recognized Peter Streith, Henry Howard and Ron Wickman. Mark thanked them on behalf of the membership of The Alberta Association of Architects, for their service on Council.

Mark Chambers called upon the Council Ex-officio Representatives that have completed their term this year. Mark thanked Jan Kroman, Kendra Kusick and Katelyn Smith.

Mark Chambers requested everyone to join him once more in thanking the members for their contribution made on Council.

ITEM 9 PRESENTATION OF THE PRESIDENT'S MEDALLION AND PLAQUE

Mark Chambers stated it was his pleasure to announce that Don Davidson, Vice President, would become the 2014-2015 President and then made a formal introduction of Don Davidson to the members. Mark took off his gold President's seal and placed it around Don Davidson's neck. Don Davidson then put a silver medallion around Mark Chamber's neck.

ITEM 10 INCOMING PRESIDENT REMARKS

Time was of the essence, so Don Davidson told members his Vice-President's report can be found in the AAA Annual Report on the AAA website.

Don Davidson mentioned it was with great enthusiasm that he begins his one year term as president of the AAA.

ITEM 11 CLOSING REMARKS

Mark Chambers stated that it was an honour and privilege to serve as elected President. Going forward, the Association is strong and will be in good hands under new President Don Davidson, and Council.

Mark Chambers noted he looks forward to working with them as Immediate Past President, and offered his sincere thanks to the members, Council and Administration for making his year at the helm such a pleasure.

ITEM 12 DATE AND PLACE OF NEXT MEETING

Mark Chambers called for a motion on the time and place of the next Annual General Meeting.

Richard Lindseth asked that the AAA have a look at when other Provincial Architect Associations have their AGM and try not to schedule ours on the same date.

Members then stated the AGM was too early in the morning.

MOTION:

Moved by Brian Oakley and seconded by Dennis Bathory.

"THAT THE NEXT ANNUAL GENERAL MEETING OF THE ASSOCIATION BE HELD AT A TIME AND PLACE SELECTED BY COUNCIL".

CARRIED

ITEM 13 ADJOURNMENT

Mark Chambers called for a motion of Adjournment.

MOTION:

Moved by Dave Mazurick and seconded by Dan Heaton.

"MOVED THAT THE MAY 2, 2014, ANNUAL GENERAL MEETING OF THE ALBERTA ASSOCIATION OF ARCHITECTS BE ADJOURNED."

CARRIED

The 2014 AGM was adjourned at 9 a.m.