



## ANNUAL GENERAL MEETING & MEMBER FORUM

April 27, 2012

7:45 A.M. – 8:30 A.M.

THE BANFF SPRINGS CONFERENCE CENTRE  
BANFF, ALBERTA

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### MINUTES

#### ORDER OF BUSINESS

##### A. CALL TO ORDER AND REMARKS BY THE PRESIDENT

President Scott Pickles called the meeting to order at 7:45am. and welcomed members to the 106th Annual General Meeting of The Alberta Association of Architects.

##### B. Minute of Silence for Deceased Members

Scott Pickles 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:

James P. Ayres, March 14, 2011, Retired Member

Arthur J. Ferrari, July 30, 2011, Registered Architect

Lorne T. Nelson, January 1, 2012, Association Member

##### C. Introduction of Distinguished Guests, Past Presidents, Council Members and Staff Members

Scott Pickles introduced the following distinguished guests:

###### David Morhart

Deputy Minister of Alberta Infrastructure

###### Diane Dalglish

Assistant Deputy Minister, Alberta Infrastructure

###### Adrian Pritchard

Manager, Professions and Occupations

###### Reva Bond Ramsden

Academic Chair, Architectural Technologies School of Construction, SAIT

###### Dr. Nancy Pollock-Ellwand

Professor and Dean University of Calgary

###### Jerald Peters

President, Manitoba Association of Architects

**Doug Olsen**

President Elect, Alberta Association of Landscape Architects

**John Webster**

Secretary/Treasurer, Consulting Architects of Alberta

**Craig Webber**

Advocacy Chair, Consulting Architects of Alberta

Scott Pickles then recognized the following Past Presidents that were in attendance:

**Douglas Ramsey, Craig Webber, Katherine Wagner, Douglas Campbell, David Down, Barbara Shipman, Brian Oakley, Richard Lindseth, Peter Burgener, Dale Taylor and Gerald Forseth**

Scott Pickles then recognized the following 2011-2012 Council members:

<b>Doug Ramsey</b>	Immediate Past President Chair, Legislation Committee
<b>Peter Streith</b>	Vice President
<b>Neil Mackenzie</b>	Treasurer
<b>Donald Davidson</b>	Chair, Complaint Review Committee
<b>Mark Chambers</b>	Chair, Professional Development
<b>Stephanie Clancy</b>	Chair, Committee of Reinstatement – Vice-Chair Registration Committee
<b>Henry Howard</b>	Chair, Policy Committee
<b>Beverly Wilson</b>	Chair, Practice Review Board and LID Representative
<b>Ron Wickman</b>	Chair, Communications
<b>Darryl Rewniak</b>	Chair, Practice Support Program
<b>Denis Noel</b>	Councillor, Public Representative
<b>Dr. Branko Kolarevic</b>	Representative, EVDS, U of C
<b>Helen Evans Warren</b>	Representative, Dept's of Interior Design., MRU
<b>Devon Skinner</b>	Intern Representative
<b>Kyle Auch</b>	Student Representative – University of Calgary
<b>Nina Garcia</b>	Student Representative – Mount Royal University
<b>Dianne Johnstone</b>	Executive Director

Scott Pickles 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**

Scott Pickles called for a motion adopting the April 27, 2012 AGM Agenda.

**MOTION:**

Moved by Michele Gunn and seconded by Douglas Campbell:

**“MOVED THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS APPROVE THE ANNUAL GENERAL MEETING AGENDA DATED APRIL 27, 2012 AS PRESENTED.”**

**CARRIED**

**ITEM 2 ADOPTION OF THE ANNUAL GENERAL MEETING MINUTES**

Scott Pickles called for a motion adopting the April 15, 2011 AGM Minutes.

**ACTION:**

Moved by Peter Streith and seconded by Neil Mackenzie:

**“THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS APPROVE THE APRIL 15, 2011 ANNUAL GENERAL MEETING MINUTES AS PRESENTED.”**

**CARRIED**

**ITEM 3 PRESIDENT’S REPORT**

Scott Pickles stated that as President of the Alberta Association of Architects, it was his pleasure to present the Annual Report on the activities of the Association for the 2011-2012 Council Year. He informed the members that the 2011 Annual Report is posted on the AAA website along with the audited financial statements, in accordance with the AAA bylaws. Scott then presented the following 2010 overview:

Scott reflected on his comments from the 2010 Annual General Meeting where he stated that it would be an honour to carry on the great legacy of previous Councils and Presidents to which he has had a pleasure to serve and associate with. During the past year, he has grown to better understand the great responsibility the Association has and the importance of our regulatory responsibility to the public and to our membership. He has appreciated the members support and comments while meeting in numerous local and national events. He stated that while the role of President is at times the public face of our Association, he wishes to acknowledge how appreciative he is of the many volunteers who give of their time and talents to the various standing committees, task forces and appointments that ensure we meet our public responsibilities. He also reminded that our ability to be entrusted with a defined scope and title must never be taken for granted and we must protect it with diligence, competence, and increased respect.

This year marks an important moment in Council’s 2011 – 2014 Strategic Plan which identifies five keys goals:

- Strengthen Governance
- Strengthen Administrative Support
- Grow the Membership
- Communications/Outreach
- Increase Member Competence

Over the last three years, Council has been able to make significant progress in our strategic goal of strengthening the governance of the AAA.

We have been able to build the terms of references for our various standing and operational committees and task forces, which provide clear direction to the volunteers who serve on them. This has allowed us to streamline the expectations and time commitments of our volunteers in order to best utilize their expertise.

Through governance and leadership training, we have been able to increase the effectiveness of Council which has resulted in a reduced time commitment to 6 half-day meetings per year. Committees have also become more effective in delivering their mandates and providing sound advice which, in turn, has allowed Council to pursue more strategic directions. We are better equipped to do our job in overseeing our fiduciary duty as a self-governing body in relation to our Architects Act and General Regulation, to review and address policy when and where necessary and to ensure sound financial accountability over the operations and resources of the Association. Council has made the commitment to foster Council leadership through governance training, performance evaluations and accountability of their respective roles and responsibilities.

Standing committees have come to life this year with increasing interest and enthusiasm from those participating. Meetings are called when triggered by our legislation sparing volunteers the need to meet when no items are required. Operational committees also are called into action when Administration needs advice to build the best value to our membership. Making these important changes allows the Association to be more nimble and wise in how we utilize our volunteer resources.

We have continued to support our Executive Director to increase efficiency and effectiveness of operations. This has allowed the Association to strengthen the administrative support of the AAA by identifying, recruiting and providing the skill sets required to address Council's Strategic Plan. Working with Administration, this specialized recruiting has strengthened our internal resources to better meet the needs of the public, our membership, government, and various other stakeholders.

Through investments such as the Content Management Database, we have begun to increase the methods for members to communicate with Duggan House and for the Association to communicate with its members, and we look forward to increasing levels of communication in the years to come. We have made some initial steps in the design and content of our website and look forward to further improvements in the months ahead.

We continue to look for new opportunities to support our Strategic Plan. We have been able to provide more professional development opportunities to our members and we remain committed to provide members with opportunities to fulfil requirements under the Professional Development Competency Program. From expanded AGM course offerings to professional development days, we are seeing that our desire to increase member competence beginning to take life and grow.

Scott acknowledged that after years of discussions, the Duggan House renovation is largely complete and able to accommodate the Associations needs for many years to come. This significant investment now provides our membership, Council and administration an environment where we have ensured that current building code and barrier free requirements have been

met and have increased the space and efficiency in our building. This further signifies the Association's permanence through the retention of this important physical and emotional asset. Scott personally thanked Doug Ramsey and Dianne Johnstone for their countless hours spent ensuring that the project remained on track and to a standard that the Association would be proud of.

The AAA has maintained an active participation in many national initiatives and has shown leadership in working towards consensus with the various regulators. National movements such as the Broadly Experienced Foreign Architect Program (BEFA), the maturation of the Examination for Architects in Canada (ExAC), the national continuing education harmonization, the new Internship in Architecture Program and the ongoing work of the International Relations Committee which strives for fluid exchange of qualified professionals are just a few initiatives that have the ability to strengthen our profession, and our relationship with our fellow regulators.

Scott recognized that the Association is now better prepared for the many new challenges that will certainly await us. Our membership and Council have a vision and with our ability to bring our house in order, we see the opportunity to continue to grow and prosper together. In the year to come, we have a significant opportunity to explore and debate possible changes to our legislation which could capture many opportunities that currently do not exist, or weren't contemplated in the existing Architects Act and General Regulation. He encouraged our membership to participate in this process to ensure that the profession remains strong.

Scott declared that we can achieve amazing things. The Profession is truly what the membership creates. While governance and administrative support have been strengthened, both are ineffective without volunteers and we are in need of members help. Through legislated standing committees, a variety of task forces and advisory groups, membership, young and old, new and experienced, we are required to develop and provide the strategic leadership to meet the aspirations of the Profession.

Council has taken important steps to reduce the tactical workloads of volunteers in order to solicit that which cannot be substituted: professional knowledge and vision for the profession here in Alberta. A healthy Association is one where not only a small group volunteers, but where the membership at large are interested, engaged and active in discussions, debates and volunteerism. The Association needs individuals who gain and share knowledge through participation in committees with the eventual transition to running for positions on Council. For the first time in many years, this year's Council election was decided through acclamation. Scott thanked those members who ran and hopes it is the last year this happens. The future of the Association is too important to leave it to a few individuals to set direction and provide their best efforts to do what is right. In the years to come we need your knowledge to achieve our strategic goals. Great opportunities are there for those who seize it.

Scott thanked members of Council on behalf of the Association membership for the service they rendered this year. Through discussions and their commitment, they have brought important professional experiences that have assisted in guiding the Association at this important time.

## **ITEM 4**

### **REPORT FROM THE REGISTRAR**

Robert Bennett, Registrar, stated the year 2011 has seen resumption in the annual increase in the number of Architects registered with the AAA, as compared to a slight decrease in 2010. The number of Interior Designers licensed by the AAA remained substantially unchanged in 2011. When all categories of memberships are considered, the number of those on record with the AAA has grown by over 10%. In particular, the number of Intern Architects who have joined our Association during 2011 has been especially strong.

2011 has been a productive year in which the continuing efforts to streamline and simplify the registration/licensure process for our profession and their practices has progressed. The changes made to the AAA Administration this past year has substantially strengthened our capacity to process and document the continuing stream of applications. Conformity with mandatory professional development requirements has also been given attention, to ensure that all members are meeting the established standards.

We continue to review and approve new practices and revisions to existing ones, in an effort to maintain both uniformity and compliance with the Architects Act and General Regulation.

This past year, the national initiative to develop processes regarding the registration of Broadly Experience Foreign Architects (BEFA) has reached a viable operating level. The first candidates from BEFA have been received under a pilot project of this Program. They have been evaluated and interviewed during 2011 and early 2012. A few have been successfully admitted to registration in other provincial jurisdictions and we expect to have our first such registrants in Alberta during 2012.

In closing, Robert Bennett stated that he has confidence in the careful procedures and record keeping which attends the registration of Architects, licensure of Interior Designers, and the entities of which they practice through by the AAA. He expressed his gratitude to the Administration at Duggan House, who continue to be on top of the considerable administrative challenges posed by the registration process, and who contribute purposefully to the regulation of the practice of architecture and interior design within our mandate to protect the Alberta public.

### **TREASURER'S REPORT**

## **ITEM 5**

Neil Mackenzie, Treasurer, stated that, based on a firm footing from previous years, the Alberta Association of Architects continues its success of strong financial performance for the year 2011. The 2011 Financial Report reflects Council's focus on maintaining a balanced budget and providing financial security for the future of the Association.

The auditor's report has given us a clean bill of health and provides the requisite oversights for our internal financial management and for our stakeholders. I would like to extend Council's thanks to the Administration of Duggan House for their efforts, first, in the careful management of our finances and, second, for their work in the development of the financial statements.

For 2011, the total current asset to total current liabilities ratio is up slightly over the previous year which means that we are in a strong financial position in that we are able to more than cover any expenses that may occur.

The most significant changes on the statement of financial position were decrease to long-term investments and the increase to property and equipment. This reflects the money that was spent on the Duggan House renovations which will be completed later this year.

Neil Mackenzie discussed the Statement of Operations noting there was an operating surplus for the current year and mainly due to the higher than expected revenue and cost savings in expenses. These revenues were because many members completed in Act Course and we held additional professional development along with the AGM and in October.

There was a significant decrease to program revenue and program expenses because of the Banff Session that was held in 2010.

The operations revenue year over year was fairly consistent with a lower surplus in 2011. This is due mainly to expenses incurred for the temporary office space while Duggan House was being renovated

Council has set aside restricted funds for both legal and financial stability. The non-restricted assets have been set aside to be used in 2012 to fund the mandatory Building envelop course, further website enhancements and database development, completion of Duggan House Renovation, and Leadership training.

The Association's financial position remains strong and it was a good year operationally.

We did not have to borrow to pay for the Duggan House Renovations. We have made plans for a short term financing in the event we may need funds in the 2012 year; however, feel that we can cover these costs through operations. Council has also made plans to replace these funds; all budgets for the next several years need to reflect a surplus in order to recover the costs for the renovation.

We start 2012 in a strong financial stance and remain committed to maintaining this position by adherence to our good management practises and sound investment strategies. Council and the Administration of Duggan House are dedicated to maintaining our goals of ensuring a long-term financial stability for the AAA in the years to come.

**MOTION:**

**ITEM 6**

Moved by Neil Mackenzie seconded by Don Davidson:

**“AS TREASURER I MOVE THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS ACCEPT THE FINANCIAL STATEMENTS OF 2010 AS PRESENTED.”**

**CARRIED**

**ITEM 7**

**MOTION:**

Moved by Neil Mackenzie and seconded by Mark Chambers:

**“AS TREASURER, I MOVE THAT THE MEMBERS OF THE ALBERTA ASSOCIATION OF ARCHITECTS APPOINT PETERSON WALKER CHARTERED ACCOUNTANTS AS AUDITOR FOR 2012”**

**CARRIED**

**ITEM 8**

**RATIFICATION OF COUNCIL ACTIONS FOR THE PAST YEAR**

Scott Pickles called for a motion on the ratification of Council’s actions over the past year.

**MOTION:**

Moved by Robert Bennett and seconded by David Cheetham:

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

**CARRIED**

**ITEM 9**

**2012 COUNCIL ELECTION RESULTS**

**Announcement of Newly-elected Councillors**

Scott Pickles thanked the 2011 Nominations Committee members; Doug Ramsey, Past President; Carol Mannas, Licensed Interior Designer; Craig Webber, Architect; Roland Charpentier, Architect.

Scott Pickles then announced that the following individuals have been elected to the 2012 Council.

**Henry Howard, Architect**

**Mark Chambers, Architect**

**Ron Wickman, Architect**

**Patti Swanson, Architect**

Scott Pickles welcomed the new members of Council.

**ITEM 10**

**Retiring Councillor’s Presentation**

Scott Pickles 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.

Scott formally recognized Doug Ramsey, Christopher Babits and Denis Noel. Scott thanked them on behalf of the membership of The Alberta Association of Architects, for their service on Council.

Scott then called upon the Council Ex-officio Representatives that have completed their term this year. Scott thanked Devon Skinner, Nina Garcia and Kyle Auch.

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

### **Presentation of the President's Medallion and Plaque**

Scott Pickles stated that it was a pleasure to announce that Peter Streith, Vice President would become the 2012 President and then made a formal introduction of Peter to the members.

The presentation of the President's plaque was then conducted

## **ITEM 11**

### **Incoming President Remarks**

Peter Streith, Incoming President, stated that Council has continued to move forward with its Strategic Plan to strengthen the Association and streamline processes to better support membership. Each year at the Annual Think Tank, Council reconfirms its mandate and objectives for the coming year and discuss ways to improve processes, future direction of Council and how to continue to maintain the legislative requirement outline in the Architects Act and General Regulation. In addition, Council discusses the various committee assignments to ensure obligations under the legislation are met and reviews the need for any additional committees or strategic task forces required to meet the ever increasing needs of the growing membership.

Council's main focus in the coming year will be the opening up of the *Architects Act* and General Regulation in 2013. The Legislation Committee has been created to review and determine areas of the legislation that will need to be developed or revised to meet the changing needs of our society and of our profession. Government will continue to exert pressure to ensure that our self-governing profession meets the overarching legislative requirement of protecting the public good. The Legislation Committee has developed their guiding principles and will be proactively moving this file forward in the coming year to effectively position the Association with recommendations for improvements of the *Architects Act* and General Regulation in 2013 to the government. On behalf of Council, Peter expressed his thanks toward the numerous members of the Association who have already volunteered their valuable time to support this endeavour and in particular, Doug Ramsey, who has accepted the role as Chair of the Legislation Committee.

Council made a strategic decision this past year; to engage three (3) members to be part of the Practice Advisory Committee (PAC). This committee has been functional since the summer of 2011 and has dealt with members practice concerns in a very efficient and effective manner. They work very closely with our Executive Director and will certainly have a role to play in advising our Legislation Committee. Peter thanked Len Rodrigues, Sherri Shorten and Mike Dowler for being a part of this very important Committee and their dedication to helping improve our profession.

On the national front, Peter informed that the Association continues to play an important role. Peter has been appointed by Council to act on the International Relation Committee (IRC). This Committee has been working hard on a number of key files. With the development of the ExAC and changes to the IAP, the current reciprocity agreement with the USA is no longer relevant. The IRC has already commenced negotiation with NCARB to update this key agreement and move forward the Tri-National Agreement with Mexico. These and other international files, when finalized, will increase the opportunities for the membership to practice in multiple jurisdictions around the world.

Locally, Council will continue to develop its relationship with the CAA to seize opportunities to advocate for the profession in Alberta. These are just some of the initiatives that Council supports in an effort to grow and strengthen the Profession in Alberta.

**ITEM 12**

**CLOSING REMARKS**

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

**ITEM 13**

**DATE AND PLACE OF NEXT MEETING**

Scott Pickles place a “call for a motion” on the time and place of the next Annual General Meeting.

**MOTION:**

Moved by Denzal Lobo and seconded by Don Davidson:

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

**CARRIED**

**ITEM 14**

**ADJOURNMENT**

Scott Pickles called for a motion of Adjournment.

**MOTION:**

Moved by Stephanie Clancy and seconded by Katherine Wagner:

**“MOVED THAT THE APRIL 27, 2012, ANNUAL GENERAL MEETING OF THE ALBERTA ASSOCIATION OF ARCHITECTS BE ADJOURNED.”**

**CARRIED**