

Annual General Meeting Minutes

Meeting Date: May 12, 2018

Location: Fairmont Banff Springs, Van Horne A

Time: 8:00 – 9:30 am

WELCOME / OPENING REMARKS

President and Chair, Elizabeth Songer, welcomed members and guests to the 2018 Annual General Meeting and introduced Lenore Neudorf, Assistant Deputy Minister, Alberta Labour, who brought greetings from the Government of Alberta.

Ms. Lenore Neudorf delivered greetings from the Government of Alberta. She reminded members to stay tuned for a vote on extending the expiry date of the *Architects Act General Regulation* by three years and thanked members for serving Albertans.

President and Chair, Elizabeth Songer, then called upon John Droog, Manager of Business Development at PCL Construction, silver sponsor of the AGM, who brought greetings and wished AAA members a successful conference.

CALL TO ORDER

Elizabeth confirmed quorum and called the Alberta Association of Architects' (AAA) 2018 Annual General Meeting (AGM) to order at 8:11 am.

IN MEMORIAM

Elizabeth asked members and guests to join together for a moment of silence in memory of the following members of the profession who had passed away since the last AGM:

- Maria Rosa Bertucci
- Nicholas J. Bevanda
- Howard L. Bouey
- Kenneth Hutchinson
- Marten Christof Rhead
- Jason Wenhuan Xu

THANKS TO SPONSORS

Elizabeth thanked the following sponsors of this year's Banff Session:

- PCL Construction – Silver Sponsor
- University of Calgary, EVDS – Bronze Sponsor
- Capital Colour – Print Sponsor

INTRODUCTIONS

Elizabeth welcomed the following honoured guests:

- From the Consulting Architects of Alberta: Allan Partridge, Chair, and Jayne Jeneroux, Executive Director
- From ASET: Barry Cavanagh, CEO & General Counsel
- From Collins Barrow: Thomas Gee, Partner

INTRODUCTIONS (cont'd)

Elizabeth asked the following groups and individuals to stand and be recognized by the members:

- Past Presidents in attendance
- Robert Bennett, AAA Registrar
- Barry Johns, Director of Practice
- Standing Committee Chairs:
 - Henry Howard, Chair, Registration Committee
 - Robert Spaetgens, Chair, Complaints Review Committee
- 2017-2018 members of Council
- Administration staff of the AAA

On behalf of the AAA members, Elizabeth recognized and thanked all of these individuals for their commitment and efforts over the past year.

Council members were thanked for their outstanding contribution during the past year and Elizabeth indicated that it was a pleasure to collaborate with all of them.

ADMINISTRATIVE UPDATE FROM AAA EXECUTIVE DIRECTOR, BARBARA BRUCE

Elizabeth called on Barbara to provide an administrative update.

Barbara began by thanking the following:

- All volunteers who support our administrative work and provide valuable input in working towards our many goals as an organization.
- President, Elizabeth Songer for serving as the link between governance and administration.
- AAA staff – she is proud of her team and the work they do.

Administration – What do we do?

- Events – Banff Session, AGM, and smaller ones throughout the year
- Complaints and discipline process – as part of the regulatory mandate. It has been rather active this past year.
- Member inquiries – we answered over 300 practice inquiries this past year.
- Keep members informed – via E-bulletins and E-blasts
- Represent the AAA at the national table in conversation with other provincial regulatory and advocacy bodies

Activities and accomplishments

- New AAA website – to be rolled out late summer 2018
- Records retention which includes a new policy, basement clean-up, and new filing system
- Changes to intern hours for those working in non-traditional firm environments. Updates to Appendix B of the IAP program – a new booklet will be issued to members in the coming months
- Advocacy strategy
- Building Envelope Course – we anticipate a roll-out in early fall 2018
- Government and stakeholder relations (Government of Alberta Ministries: Seniors and Housing, Infrastructure, Labour, and Municipal Affairs)

ADMINISTRATIVE UPDATE FROM AAA EXECUTIVE DIRECTOR, BARBARA BRUCE (cont'd)

- Continue to work with allied professions: ASET, IDA and IDC, municipalities
- Illegal Practice / Cease and Desist – never-ending task

And, much more. Barbara thanked all in attendance, then introduced Gregory Beck, Councillor and Chair, Communications Advisory Committee, to provide a preview of the new website.

WEBSITE UPDATE

Greg introduced a short preview of the new website with static screenshots and sample content.

Research

A significant portion of the website structure was established based on member consultation and plenty of research was conducted. AAA hired a website consultant familiar with the website and database. A member survey was sent out in late 2016. Members of Council, various committee representatives and key stakeholders were consulted to understand and determine what they didn't like about the current website and what their wish list would be. Best practices were discussed with other professional associations and CALA members to create a list of priority items to improve and enhance the site.

Homepage

The new homepage will feature a clean interface with easy-to-use navigation. All menu items within a navigation tab will be viewable at once to aid the user in finding information they need. Timely news and event information will be featured in the rotating header. There is room to permanently display items that are consistently important to members and the public, such as careers, events calendar, and directory will be easy to find and access.

Search Function

Search functionality will be enhanced to allow searches of both hypertext website content and forms and practice bulletins. Website content will be categorized when entered and users will have the ability to refine their search.

Content

All pages of the new website will be responsive so that it can be properly viewed and used on any size device. AAA staff will have an increased ability to create more visually appealing pages with images that reflect the content. AAA staff will also be reviewing and rewriting all content to ensure it is fresh and properly reflects our responsibilities to the public and our members. Documents will no longer be downloaded automatically, but rather they will open in a new browser window so users can preview them and ensure they are the correct document before downloading or printing.

Any questions or suggestions about the website should be emailed to communications@aaa.ab.ca.

ITEM #	ORDER OF BUSINESS	ACTION
1	<p>ADOPTION OF THE AGENDA</p> <p>Elizabeth called for a motion:</p> <p>Move that the members of the Alberta Association of Architects approve the Annual General Meeting Agenda dated May 12, 2018, as presented.</p> <p>Moved by Allan Partridge Seconded by Darryl Rewniak</p> <p>There were no questions or comments from the floor. Motion was carried.</p>	
2	<p>ADOPTION OF MAY 9, 2017 AGM MINUTES</p> <p>Elizabeth called for a motion:</p> <p>Move that the members of the Alberta Association of Architects approve the May 9, 2017, Annual General Meeting Minutes as presented.</p> <p>Moved by Randy Krebs Seconded by Katherine Wagner</p> <p>There were no questions or comments from the floor. Motion was carried.</p>	
3	<p>PRESIDENT'S REPORT</p> <p>Elizabeth presented the President's report and began by indicating that the AAA faced many challenges in 2017, some regulatory and some practice-related, but we have also made some rewarding progress, especially in strengthening our relationships with related organizations.</p> <p>Council's focus and accomplishments in 2017 included the following:</p> <ul style="list-style-type: none"> • At Think Tank, Council considered where the professions are going and how the association ensures we are ready to support the professions when we get there. Future projections were considered to try and foresee the many directions our professions could take in order to anticipate the tools we will need when the future arrives. • Council reviewed and provided direction for new practice bulletins and policies that seek to provide guidance to our membership in an ever-changing practice environment. • Work continued with both the Minister and the Deputy Minister of Alberta Infrastructure with the goal of building our relationship and strengthening the ongoing dialogue between AI and the AAA. Given that AI is one of the biggest clients in Alberta for our membership, we stressed the need for our involvement in issues that affect our professions. • More than 180 members were honoured with life membership in 2018 using revised criteria for this milestone. The honourees were congratulated on their longevity within the professions and contributions to the built landscape of our province and beyond. 	

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3	<p>PRESIDENT'S REPORT (cont'd)</p> <ul style="list-style-type: none"> • Council welcomed Natasha Jalbert, a non-voting Licensed Interior Designer (LID). Current legislation prevents Council from adding another voting LID member. Her guidance and input related to the profession of interior design helps to strengthen the profile of our LIDs. This additional voice supports proposed future changes to our membership, including the potential merger with the Interior Designers of Alberta (IDA). <p>Elizabeth expressed her appreciation to all members of Council for their commitment to these and so many other issues that Council faced in 2017.</p> <p>Council could not do its job without the work of committees and many volunteer hours spent serving on them. Special recognition went to the following:</p> <ul style="list-style-type: none"> • Practice Advisory Committee for diligently researching and preparing practice bulletins as issues arise and providing ongoing practice support for our members. • Joint Board of Practice which came together for the first time in years to resolve a key application for an architectural / engineering firm. Current trends indicate that we may need this committee more often in the coming years. • Advocacy Committee has made real progress towards an advocacy strategy that will guide us for the next three years. • Practice Review Board has been dormant for years, however, a new terms of reference has been developed and volunteers have been recruited. Their work is now underway. • Complaints Review Committee continues to respond to concerns and queries from the public and then assesses these concerns against the standards of practice and ethics mandated for our members. A significant number of hours have been invested by these volunteers serving as investigators and hearing panel members. • Legislation Review Committee continues to work on our legislation renewal project. We are now working on the details to put forward clear policy positions to government with well-researched background material to explain why we need specific changes. • Registration Committee strives to keep our membership relevant and ensures new members are well-equipped to meet future needs of our professions. <p>Lastly, Elizabeth thanked the dedicated administrative staff for taking on tasks over and above their daily fare to make Council's job easier and for serving our membership with rigor and respect.</p>	
4	<p>REGISTRAR'S REPORT</p> <p>The Registrar's report was presented by Robert Bennett who was pleased to report modest growth in the number of practitioners registered by the AAA during 2017, despite ongoing economic challenges our province has experienced over the past several years.</p>	

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4	<p>REGISTRAR'S REPORT (cont'd)</p> <p>The association experienced an increase of 4.3 percent in the number of registered architects to a total of 1,216. However, there was a decrease of 2.9 percent in the number of licensed interior designers to 69, at year end.</p> <p>In contrast, the number of intern architects has decreased by 10.6 percent, but we have experienced an increase of almost 3.0 percent in the number of intern interior designers. This is perhaps a reflection of the economy as some of our former intern architects have sought work elsewhere. Compared to the number of registered and licensed practitioners, the number of intern architects and intern interior designers registered with the AAA is still substantial, numbering 295 and 36, respectively.</p> <p>In a reflection of the demographic changes occurring in the workforce, the number of retired members continued to slightly increase, standing at 86 by year end compared to 85 in 2016. When all categories of membership are considered, the number of those on record with the AAA has increased by approximately 3.5 percent to 1,840 in 2017 from 1,778 in 2016.</p> <p>Newly registered members in Alberta during 2017 were as follows:</p> <ul style="list-style-type: none"> • 43 through completion of internship, representing first time registration. • 57 through reciprocity, representing professionals from other Canadian provinces. • 14 through inter-recognition, representing professionals from the US • 4 through the BEFA program • 1 through reinstatement (previously registered with AAA) <p>We continue to review and approve new architecture and interior design practices as well as revisions to ownership in existing practices while maintaining compliance with the Architects Act and General Regulation.</p> <p>Our records at year end reflected a total of 615 firms and corporations and 122 non-practicing corporations with 261 (41.4 percent) of those located outside Alberta.</p> <p>The association continues efforts to standardize and simplify the registration process for architects and licensed interior designers and their practices. In conjunction with the ongoing legislation review, some small but useful changes governing the process of registering firms and corporations have been proposed, holding the promise of reduced complexity, if implemented. Conformity with professional development requirements is also carefully monitored, to ensure that all members are meeting the established standards.</p> <p>Robert commended the consistent registration management and recordkeeping procedures at the AAA and express his gratitude to the staff at Duggan House who continue to be on top of the administrative challenges posed by the registration processes.</p>	

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5	<p>TREASURER'S REPORT</p> <p>Treasurer Janette Gescher reported that the AAA continued its stable financial position and is well-placed to remain so into the future. Some of the highlights:</p> <ul style="list-style-type: none"> • In 2017, operational revenues exceeded expenses by over \$220,000, mainly due to lower-than-expected expenses (from national levy, travel, HR and legislation review expenses). • Council decided not to increase member dues in 2017 with the expectation that surplus funds from the 2016 Banff Session year could be used to offset any additional expenses. • Since our cash position remained strong at the end of 2017, we have been able to look at ways of providing better services to our members in 2018 with funds for various projects. The total for these projects is budgeted at \$387,000 from our unrestricted funds. We were also able to transfer \$256,000 from our unrestricted funds to support cash reserves in our restricted funds. • We will not be increasing member dues in 2018 and anticipate a small operating surplus of \$2,800. <p>Janette thanked the administrative team at Duggan House for the meticulous management of AAA's finances and development of our financial statements. She also stated that it was an honor to serve as Treasurer for the past year.</p> <p>Janette introduced Thomas Gee from Collins Barrow, the AAA's auditor, who presented the 2017 financial report.</p> <p>Financial Report by Thomas Gee</p> <p>Mr. Gee began by reviewing the following financial statements:</p> <p>Statement of Financial Position – AAA's financial position remains very strong. Long-term investments increased significantly in 2017 (\$1.3M) compared to 2016 (\$765K) and net position remains steady.</p> <p>Statement of Operations – showed an operating surplus in 2017 (\$226,968 vs \$581,053 in 2016) due to the impact of Banff Session in 2016.</p> <p>Statement of Changes in Net Assets – shows transfers of funds, totaling \$256K, to internally restricted funds, as follows:</p> <ul style="list-style-type: none"> • Duggan House Maintenance and Historical Fund increased by \$6K to a total of \$206K • Legal Contingency Fund was increased by \$100K to a total of \$1.6M as a single complaint appeal can result in significantly increased legal costs (\$750K to \$1.0M) • Financial Stabilization Fund – increased by \$50K to a total of \$770K • Office Space Relocation Fund is new and started with a transfer of \$100K 	

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5	<p>TREASURER'S REPORT (cont'd)</p> <p>Financial Report by Thomas Gee (cont'd)</p> <p>Statement of Cash Flow – shows a positive start to 2018 with \$1.356M in cash (from \$1.317M at the beginning of 2017)</p> <p>Mr. Gee asked if there were any questions from the membership in attendance. There were none.</p> <p>Janette Gescher thanked Mr. Gee for his review of the financial statements and made the following motions:</p> <p>As Treasurer, I move that the members of the Alberta Association of Architects accept the Audited Financial Statements of 2017 as presented.</p> <p>Seconded by Scott Pickles</p> <p>There were no questions or comments from the floor. Motion was carried.</p> <p>As Treasurer, I move that the members of The Alberta Association of Architects appoint Collins Barrow Edmonton LLP as auditor for 2018.</p> <p>Seconded by Barb Shipman</p> <p>There were no questions or comments from the floor. Motion was carried.</p>	
6	<p>2018-2019 COUNCIL ELECTION RESULTS</p> <p>Elizabeth began by thanking the 2017-2018 Nominating Committee members, Patti Swanson, Christopher Babits, Alexis Finlay, and Kerri Peyton.</p> <p>The slate was presented to the membership in accordance with our bylaws. Elizabeth announced that the following individuals have been elected to the 2018-2019 Council:</p> <ul style="list-style-type: none"> • Dean Russell, Architect, AAA • Gordon Murray, Architect, AAA • Gregory Beck, Architect, AAA • Jan Pierzchajlo, Architect, AAA <p>The new Intern Representatives appointed to Council this year are:</p> <ul style="list-style-type: none"> • Amanda VanderZee, Intern Architect, AAA • Erika Klavins, Intern Interior Designer, AAA <p>Elizabeth congratulated and welcomed the new members of the 2018-2019 Council, then called for a motion:</p>	

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6	<p>2018-2019 COUNCIL ELECTION RESULTS (cont'd)</p> <p>That ballots and any associated election records and materials for the 2018-2019 Council Election be destroyed.</p> <p>Moved by Ben Klumper Seconded by Carol Belanger</p> <p>There were no questions or comments from the floor. Motion was carried.</p>																			
7	<p>RETIRING COUNCILLOR PRESENTATION</p> <p>Elizabeth stated that every year, some key members of Council move on. She acknowledged the retiring councillors from the 2017-2018 AAA Council and presented each of them with a certificate.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-right: 1px dotted black; padding-right: 10px;">Patti Swanson</td> <td style="width: 15%; border-right: 1px dotted black; padding-right: 10px;">2017 – 2018</td> <td> <ul style="list-style-type: none"> • Immediate Past President • Executive Committee • Chair, Nominating Committee • Co-Chair, Legislation Committee </td> </tr> <tr> <td style="border-right: 1px dotted black; padding-right: 10px;"></td> <td style="border-right: 1px dotted black; padding-right: 10px;">2016 – 2017</td> <td> <ul style="list-style-type: none"> • President </td> </tr> <tr> <td style="border-right: 1px dotted black; padding-right: 10px;"></td> <td style="border-right: 1px dotted black; padding-right: 10px;">2015 – 2016</td> <td> <ul style="list-style-type: none"> • Vice-President </td> </tr> <tr> <td style="border-right: 1px dotted black; padding-right: 10px;"></td> <td style="border-right: 1px dotted black; padding-right: 10px;">2012 – 2015</td> <td> <ul style="list-style-type: none"> • Councillor </td> </tr> <tr> <td style="border-right: 1px dotted black; padding-right: 10px;">Janette Gescher</td> <td style="border-right: 1px dotted black; padding-right: 10px;">2017 – 2018</td> <td> <ul style="list-style-type: none"> • Treasurer • Executive Committee </td> </tr> <tr> <td style="border-right: 1px dotted black; padding-right: 10px;"></td> <td style="border-right: 1px dotted black; padding-right: 10px;">2016 – 2017</td> <td> <ul style="list-style-type: none"> • Councillor </td> </tr> </table> <p>Elizabeth also called upon the following ex-officio members of Council whose terms were completed this year. Certificates were presented to those in attendance.</p> <ul style="list-style-type: none"> • Dania Atassi, Intern Architect Representative 2017 – 2018 • Marcie-Rae MacFarquhar, Intern Interior Designer Representative 2017 – 2018 • Erin Scott, Student Representative Mount Royal University 2016 – 2018 <p>Elizabeth thanked all of the retiring Council members for their commitment and contributions and stated that they would be missed.</p>	Patti Swanson	2017 – 2018	<ul style="list-style-type: none"> • Immediate Past President • Executive Committee • Chair, Nominating Committee • Co-Chair, Legislation Committee 		2016 – 2017	<ul style="list-style-type: none"> • President 		2015 – 2016	<ul style="list-style-type: none"> • Vice-President 		2012 – 2015	<ul style="list-style-type: none"> • Councillor 	Janette Gescher	2017 – 2018	<ul style="list-style-type: none"> • Treasurer • Executive Committee 		2016 – 2017	<ul style="list-style-type: none"> • Councillor 	
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8	<p>PRESENTATION OF THE PRESIDENT'S MEDALLION</p> <p>Elizabeth expressed her pleasure in announcing that Coben Christensen, Vice President, would become the 2018-2019 President and formally introduced him to the members. Elizabeth removed the President's Medallion and placed it around Coben's neck.</p> <p>Coben, in turn, thanked Elizabeth for her achievements over the past year, placed the silver Past President medallion around her neck, and added that he was honoured to present her with the President's plaque.</p>																			

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<p style="text-align: center;">9</p>	<p>INCOMING PRESIDENT’S REPORT</p> <p>Coben Christiansen presented the incoming President’s report.</p> <p>Coben noted that 2017 was an active time for Duggan House and Council and that he is proud to serve with such a determined and ambitious group of volunteers. Council has worked hard to reconnect with membership and stakeholders to best understand the issues that are facing our professions in 2018 and beyond.</p> <p>He indicated that he is honoured to have been elected Vice President for the past term and look forward to leading Council in 2018-2019.</p> <p>Following the dedicated leadership of our Past President, Patti Swanson and Immediate Past President, Elizabeth Songer, Coben has been engaged in several important issues around advocacy affecting the professions.</p> <p>Council established the Advocacy Committee in 2016 with their initial deliverable being the development of an advocacy strategy to guide the outreach activities of AAA in the coming years. Committee members have met regularly during the latter half of 2016 and into 2017. They brought a variety of perspectives to the table and discussed ways in which the AAA could take a more proactive role in various areas to advocate for the professions of architecture and interior design. Important groundwork has been done on target audiences and key messages by the committee. We are optimistic that 2018 will result in a strong advocacy strategy that all members of AAA will see value in.</p> <p>Duggan House continues to develop the new website and we are thrilled to be able to roll this out in 2018.</p> <p>Coben recognized the staff at Duggan House for continuing association initiatives and for their commitment to providing excellent member service and also thanked Executive Director, Barbara Bruce, for providing us with strong strategic and operational leadership.</p> <p>Coben indicated that he looks forward to serving as the 80th President of the AAA and to carry forward the diligent efforts of his predecessors.</p> <p>Council remains dedicated to strengthening our association, growing the membership and enhancing services to better support our members.</p>	
<p style="text-align: center;">10</p>	<p>RECOGNITION OF VOLUNTEERS AND MILESTONE MEMBERS</p> <p>Coben asked the following groups to stand and be recognized by their peers.</p> <p>Volunteers</p> <ul style="list-style-type: none"> • Coben thanked all volunteers for sharing their passion for the professions. • Also, he indicated that if any members are looking for an opportunity to be involved, the AAA is always in need of volunteers for various committees and to please check the website or monthly e-bulletins for vacant positions. 	

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10	<p>RECOGNITION OF VOLUNTEERS AND MILESTONE MEMBERS (cont'd)</p> <p>Milestone Members – 50, 40, and 25 years of membership with the AAA</p> <ul style="list-style-type: none"> • Coben stated that their long-term dedication to the professions is inspiring. <p>Life Members</p> <ul style="list-style-type: none"> • 2018 was the first year in which life membership was awarded to those in good standing with 30 or more years of membership with the AAA. • All new life members received a letter of congratulations and certificate in the mail. • Coben congratulated all new life members. 	
11	<p>CLOSING REMARKS BY NEW PRESIDENT</p> <p>Coben expressed it was an honour being chosen as President and hopes to continue building on the work of his predecessors and Council as a whole. He looks forward with enthusiasm to the year ahead as we work together to represent our members to the best of our ability.</p> <p>Coben also stated that he looks forward to working with the staff at Duggan House. Their ongoing support and commitment to the Alberta Association of Architects is very much appreciated.</p> <p>Date and Place of Next Annual General Meeting</p> <p>Coben announced that the next AGM would take place on May 17, 2019 in the new J.W. Marriott in Edmonton’s ICE District.</p>	
12	<p>ADJOURNMENT</p> <p>With all business of the Annual General Meeting being concluded, Coben called for a motion to adjourn:</p> <p>Move that the May 12, 2018, Annual General Meeting of the Alberta Association of Architects be adjourned.</p> <p>Moved by Len Rodrigues</p> <p>Coben Christiansen declared the 2018 AGM adjourned at 9:17 am.</p>	