# Agenda Proposed:

1. Call to Order – Chairperson
2. Establish Quorum – Secretary
3. Comments and Introductions – Chairperson
4. Approval of Agenda
   * *(Review agenda, make corrections, add items and then approve)*
5. Financial Report
6. Committee Annual Reports
   * Nominations and Elections
   * Membership
   * Communications and Public Relations
   * U40 Leadership
   * Professional Development

1. President’s Report
2. Elections – Candidates option to speak – Max 3 minutes each – plus time for questions
3. Adjournment

# Annual General Meeting called to order at 12:00pm PST

WebEx

# Quorum

Attendance: 18 members

Quorum (30%) Achieved

# Comment and Introductions

 No guests were present.

# Approval of Agenda: Approved

Motion to approve: Joe B

Seconded by: Brian G

Motion Approved

# Financial Report:

Highlights from the Financial Report:

|  |  |
| --- | --- |
| **2018** | |
| Income | Expense |
| $2,012.50 | $1,441.46 |
|  |  |
| **Balance** | $571.04 |

* Expense reimbursement form approved by the executive.
* The executive approved a quarterly prorating of the chapter fees.
* Potentially to look for other banking options in 2019, ideally with no fees.
* Other business: chapter dues by the end of December; IAAO membership fees also by the end of December; emailed reminders with instructions on how to claim before the end of the year.

**Treasurer**

*Questions: none*

Motion to approve: Hart M

Seconded by: Peter A

Motion Approved

1. Committee Reports:

1. Nominations and Elections Committee Report:

Highlights from the Committee's Report:

So far this year, this committee has spent most of its time and energy in preparation for the annual meeting election. This has included:

* Review of bylaws to set schedule for nominations for 2018 BC Chapter of IAAO
* Researched options to receive nominations and conduct elections
* Concluding that online nominations and elections most efficient and practical
* Developed and sent out  nomination package to chapter members calling for nomination on October 17th
* Test of electronic voting system

**Chair:** Joe B

*Questions: none*

1. Membership Committee Report:

Highlights from the Committee's Report

* Finding ways to promote IAAO and the BC Chapter and increase membership in partnership with the other committees.
* With the creation of the BC Chapter website to reach more potential members and grow our chapter, will be the key focus in the upcoming year.
* The membership committee has been successful in adding a couple of new members but hope to increase our membership by 10% in 2019 with campaigns across BCA offices but also focus on new membership from within the province.
* Created a welcome package and member tracking that allows us to track, and remind, membership dues and contact information.

**Chair:** Tina D

*Questions: none*

1. Communications Committee Report:

Highlights from the Committee's Report

* Finalised strategic goals for the period 2018 -2020.
* The website sub-committee successfully implemented the IAAO BC website.
* IAAO BC held its inaugural social event in July 2018. Sponsorship received from ESRI; CUPE 1767 and BCA. Fifty-two (52) RSVP’s including:
  + IAAO executive,
  + Industry professional bodies (AIC; REIBC; Urban Development Institute –Pacific Region),
  + Community representatives (Musqueam First Nation; CUPE; BCGEU),
  + Academic representatives (UBC) and property professionals.
* Targeted e-mails promoting IAAO Webinar series sent to organisations:
  + Spatial Modeling – June
  + Customer Service and IT - May
  + Work continues with other IAAO BC committees to provide updates as required to members.

**Chair:** Brian G

*Questions: none*

1. U40 Report:

Highlights from the Committee's Report

* U40 members conducted beta testing of the new IAAO forum – IAAO Connect.
* Spoke at the BCA North office’s October local engagement virtual event. Shared information on the IAAO, the chapter and U40 initiatives.
* Increased communication on the Innovation Grant and other scholarships opportunities.

**Chair:** Brian G

*Questions: none*

1. Professional Development Report:

Highlights from the Committee's Report

* Met with IAAO International Executive in Vancouver and presented BC Chapter vision and strategies for professional development.
* Initiated discussions about ways to receive advanced calendar notifications on IAAO webinars and course offerings.
* Held discussions with U40 Committee regarding specific learning needs within this subset of the membership.
* Commenced communications within BCA about possible recognition of IAAO designations.

**Chair:** Peter A

*Questions: none*

# President's Report

Since establishing our Chapter your executive members have been getting clearer on our role as a professional association. As it is and as it can be. We’ve also become clearer on how our defined group relates to our members and potential members, to the profession generally, to BC Assessment and various functions within that organization, as well as to the larger IAAO.

Having been engaged in a similar capacity with the Appraisal Institute of Canada I had some notion of what our Chapter might look like after it was fully established and some ideas for how we could set up our governance. But never having been involved from the very start of a new Chapter and with an association that, while recognized for its Standards and its educational offerings, is not strongly integrated with the profession in BC, there was/is substantial learning.

Over the last 18 months your current executive, with help from other members, have put in place the operating model necessary for the chapter to take on a life of it’s own… as you, the members, direct.

As we go into our first full elections and we provide our first formal reporting out to membership (most of which are founding members of the Chapter) we can summarize some of our activities so far:

1. Initial bylaws drafted and approved by IAAO
2. Interim Executive in place – Directors and Officers appointed
3. Committees established and activated
4. Administrative and financial processes established
5. Chapter charter received – it’s official
6. Numerous Executive and Committee meetings
7. Initial multi-year (strategic) plan developed
8. One successful Chapter event held: A formal reception of the IAAO Executive Board in Vancouver
9. Initial Communications Objectives met:
   * New IAAOBC Website up (<https://www.iaaobc.com/>)
   * Notifications to members regarding key IAAO educational offerings
   * BCA News items informing all BCA staff of new chapter
   * Chapter Recognition
     + Recognized or referenced in several articles and announcements in the IAAO’s Fair & Equitable Magazine - distributed across North America and around the world.
10. Chapter Charter formally accepted by Chapter President from IAAO President at IAAO conference
11. Meetings with IAAO Leadership
    * Your president has met, virtually and actually, with IAAO Executive Board members (including the current and incoming IAAO presidents) and key staff, including the Executive Director and the Director of Strategic Initiatives to further the interests of our profession in BC.
12. Working with BC Assessment:
    * BC Assessment is currently exploring the potential to support IAAO accreditation – similar to how other professional designations are supported at BCA - or perhaps in new ways. They will also be exploring potential changes to their “educational matrix” to include a greater focus on mass appraisal and advanced analytics.

1. Chapter Committee and U40 Lab Activities
   * See separate reports

In addition to formal Chapter Activity, related member activity has also included:

1. Involvement on IAAO Committees and Task Forces
   * Education Committee
   * Designation Equivalency Task Force
   * Data Quality Standard (New) Task Force
   * U40 Leadership Lab
2. In support of our Chapter’s priority to have, certified Instructors based in BC to deliver IAAO content cost effectively and to a higher degree of quality and relevance, two members are advancing toward their CAE accreditation and one member enrolled in the Instructor training program.
3. British Columbia Representative
4. Secured ad hoc funding to reimburse IAAO and Chapter dues for founding members and those engaged in building the chapter

Looking ahead to 2019

The Chapter’s multi-year (strategic) plan is currently in draft form (and available online). A few of the goals as outlined, or to be outlined, in that plan are noted below:

* Continue supporting members wishing to attain professional accreditation or pursue instructor training
* Continue working with BC Assessment to gain recognition and support for IAAO designations
* Increase chapter membership
* Increase engagement in IAAO educational opportunities
* Increase number of members pursuing IAAO designations
* Host at least one Chapter event in 2019
* Develop plan for larger event in 2020 (potentially partnering with other provincial or national association(s)
* Pursue opportunities to create a mass appraisal community of practice in BC
* Communicate with members (and potential members) to ensure the Chapter is pursuing the right opportunities to bring value from the Chapter to its members (surveys, special meetings, online forums)
* Set even bigger goals for the next year!

That’s my report! It has been an honour and a pleasure to work with this group in bringing this chapter from an idea to a going concern. Thank you for the opportunity to serve in this capacity. Best wishes for the year ahead.

*Questions: none*

Motion to approve: Bill M

Seconded by: Tom O

Motion Approved

# Elections:

* 1. Each candidate was given the option to say a few words and they all did

*Questions:*

1. Clarify positions to be filled – the election is general to the executive and roles assigned afterwards

# Adjournment

Additional Comments

* Brian and Laura shared some info regarding education and web based formats offered.
* Brian would like to hear from members who we would consider potential strategic partners so that we can start developing those opportunities.
* Recognition from member - "The Chapter Team has done an incredible job over the past 18 months. It is evident that a tremendous amount of time and effort was required to set up the BC Chapter with good governance and processes. Congratulations to all of you and thank you for that. You made it easy for me to decide to re-join the IAAO this summer and volunteer on the international Data Quality task force."

Motion to Adjourn: Bill M

Seconded By: Fernando S

Motion Approved

Meeting Adjourned at 12:48 pm PST