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CANADIAN ASSOCIATION OF GIFT PLANNERS

ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONNS PLANIFIÉS

ANNUAL GENERAL MEETING **April 19, 2012**

BOOK OF BUSINESS

The CAGP-ACPDPTM mission:
Advancing Gift Planning in Canada

The CAGP-ACPDPTM vision:
Inspired giving through enlightened planning



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ANNUAL GENERAL MEETING

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*Copies of the Book of Business and the Audited Financial Statement for Fiscal 2011-2012 are available at the AGM and posted on the CAGP-ACPDP™ website:
http://www.cagp-acpdp.org/en/aboutus/annual_report.aspx*

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OUR PEOPLE 2011-2012 (BOARD, STAFF AND VOLUNTEERS)

National Board Members 2011-2012

Roger Lee, Chair
Marilyn Monson, Vice-Chair
Charles O'Neil, Treasurer
Ross Young, Secretary
Peggy Killeen
Darren Pries-Klassen
Malcolm Berry
Bob Strachan
Doug Puffer

National Staff 2011-2012

Diane MacDonald, Executive Director
Dominique Jolicoeur, National Communications & LEAVE A LEGACY™ Coordinator
Richelle Richardson, Professional Development Coordinator
Anne Williams, Finance and Administration Officer
Kat King, Project Assistant

CAGP-ACPDPTM Head Office

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www.cagp-acpdp.org, www.leavealegacy.ca

OUR VOLUNTEERS:

On the next few pages we have listed the volunteers that help make CAGP-ACPDPTM the organization that it is. Their contribution is essential to the productivity of the operations of the association. All Operational Committees work closely with the Executive Director to achieve the Outcomes set by the CAGP National Board.

Note: if we have missed your name, our apologies and our thank you. This comprehensive list was compiled from our files as of March 16, 2012.

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OUR NATIONAL OPERATIONAL COMMITTEE VOLUNTEERS 2011-2012

Operational Committees work with the Executive Director to achieve the Outcomes set by the CAGP National Board. Thank you to these Operational Committees who worked tirelessly throughout the year.

Conference 2012 Host Advisory Committee

Sara Neely (Co-chair)	Calvin Fong	Carla Funk
Dawn Tipton	Natasha Benn	Norma Cameron
Patrick Corrigan	Paul Longtin	Barbara Toller
Trudy Farrell	Jennifer Jesechko	Joy Spencer Barry
Diane Laundry (staff)		

Conference 2012 Programming Committee

Jill Nelson (Chair)	Diane Laundry (staff)	Norma Cameron
Calvin Fong	Sara Neely	Michelle M.B. Osborne
Jo-Anne Ryan	Jasmine Sweatman	Dawn Tipton

Government Relations Committee

Susan Manwaring (Chair)	Malcolm Burrows	Margaret Mason
Robert Kleinman	Sylvia Ugolini	DeWayne Osborn
Terrance Carter	Roger Lee (Board-Chair)	Bradley Offman
Christopher Richardson	Janice Margolis	Joanne Ryan
Elizabeth Moxham	Elena Hoffstein	Ann Jackson (retired)
Linda Pearson		

National RoundTable/LEAVE A LEGACY™ Advisory Committee

Catherine M. Hurley (Chair)	Jeff Sniderman	Liza Fernandes
Carey Bornn	Lucille Grimard	Joy Spencer-Barry
Calvin Fong	Alain Levesque	Natasha Benn
Paul Spelliscy	Edie Smith	Tamara Coleman-Lawrie
Glenn Stewardson	Don Gordon	Gail Burton
Marcella Zanella	Leigh Rowland	Darren Sweeney
Liz Dobbs Jones		

National Education Committee

Chair (Diane MacDonald)	Malcolm Burrows	Norma Cameron
DeWayne Osborn	Michelle Osborne	Janice Margolis
Brian Shea	Helen DeBoer-Daggett	Brad Offman

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OUR ROUNDTABLE COMMITTEE VOLUNTEERS – 2011-2012

RoundTable Committees work with the Executive Director to achieve the Outcomes set by the CAGP National Board. These volunteers work year-round to provide strong informational and educational sessions throughout the year to 23 communities across Canada.

Thank you to each and every one of you for providing strong support and benefits to CAGP-ACPDP™ members at the local level. Allowing members to share their learning's and best practices is a core value for members and allows the organization to grow in strength and knowledge. Thank you!

Alberta North RoundTable

Mien Jou	Michele Shea	Carole Pickering
Derek Michael	Beverly Sawchuk	Joyce Tutt
Jan Guerin		

Southern Alberta RoundTable

Neil Williams	Janelle Wakaruk	David Beavis
Cindy Neufeld	Debra Klippenstein	Gail Burton
Brian Duclos	Alen Okanvic	Tara Friesen
José Guillén	Edie Smith	Mike Skrypnek

Greater Vancouver RoundTable

Paul Spelliscy	Linda Ashton	Jerry Halma
Nicole Jeschelnik	Calvin Fong	Emily Clough
Tim Staunton	Joanne McLellan	Robert Gagliano
Tessa MacDougall	Michelle Bernard	Melanie Brooks
Diane Haarstad	Paola Coronado Hass	

Vancouver Island RoundTable

Dawn Tipton	Paul Longtin	Natasha Benn
Joy Spencer-Barry	Barbara Toller	Shamim Pirani

Manitoba RoundTable

Jackie Markstrom	Beth Proven	DeWayne Osborn
Chris Chipman	Liz Kovach	Jackie Markstrom
Sarah Crowley	Krislyn Glays	Patrick O'Connor

Saint John (NB) RoundTable

William S. Kim Anderson	Catherine MacBean	
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Newfoundland

Catherine Barrett	Deborah Glassman	Craig Bishop
Michelle Northover	Kevin Smith	

Nova Scotia RoundTable

Glenn Stewardson	Kelly Power	Mary Theresa Ross
Bonnie Boyd-Read	Toni Croft	Ann Vessey
Jane Rafuse		

Chatham-Kent RoundTable

Brad Langford	Nan Stuckey	David Drouillard
Joseph Mares		

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Greater Toronto Area RoundTable

Marcella Zanella	Jeff Sniderman	Cynthia Collantes
Amanda Stacey	Michelle Brome	Emelita Ervin
Jim Lawson	Martha Drake	Leigh Rowland
Winsor Pepall	Alanna Jones	Liza Fernandes
Ann Gorewill	Don Allen	Peter Ramsay

Niagara/Golden Horseshoe RoundTable

Nancy Handrigan	Mary Kay Aird	Patti Johnstone
Mary Goodfellow	Tamara Coleman-Lawrie	Lisa Gonnering
Paulette Kinmond	Marla Nasello-Smith	Brian Kon

London RoundTable

Ryan Fraser	Rachel Bayley	Sue McLean
Lisa Mazurek	Joanne Beaton	Bev Trist-Stewart
Susan Relecom		

Ottawa RoundTable

Claude Drouin	Jamian Logue	Barry Bloom
Lucie Châtelain	Karen Cooper	Karen Flynn
Vicky Wilgress	Jane Lee Rand	Monique Archambault
Ken Gorman	Joanna Luciano	

Southeastern Ontario RoundTable

Liz Dobbs Jones	Frank Lockington	Ron Kelly
Hazel Lloyst		

Waterloo-Wellington RoundTable

Susan St. John	Gillian Flanagan	Paul Dickson
Ken McGowan	Darren Sweeney	Caroline Oliver

Windsor and Essex County RoundTable

Tim Jones	Kim Willis-More	Emma Darby
Nancy Parker	Melissa East Aspila	

Prince Edward Island – Summerside RoundTable

Barb Dunphy-Gotell	Helen Chapman	Charlotte Comrie
Lisa Lamb	Tracy Comeau	

Greater Montreal RoundTable

Marie-Anne Desjardins	Lucille Grimard	Nancy Langlois
Chantal Thomas	Alain Lévesque	Maryse Legault
Marie-Claude Matton	Benoît Cardin	

Québec City RoundTable

Claude Parent	Nathalie Côté	Jean-Sébastien Brabant
Jean-Denis Côté	Christine Bouche	

OUR ROUNDTABLE COMMITTEE VOLUNTEERS – 2011-12 (cont.)

Mauricie RoundTable

Suzanne Cusson Jean-Michel Dubord Carmen Poudrier

Prince Albert and Area RoundTable

Merv Bender Robert Dalziel Laurent Fournier

Saskatchewan North RoundTable

Darren Ulmer Coni Evans Wendy Cooper
Vicky Corbin Jocelyne Hamoline

Saskatchewan South RoundTable

Judy Davis Dennis Duckerin Sharon Kremeniuk
Brian Wonnick Jeanette Kelly Todd Dixon
Robbie Gamble Douglas Stroud

ANNUAL GENERAL MEETING AGENDA

DATE: **April 19, 2012 (Thursday)**
TIME: **12:30 – 2:00 p.m. (EST)**
LOCATION: Victoria Conference Centre
720 Douglas Street
Victoria, B.C. V8W 3M7
Telephone : 1-250-361-1000

A G E N D A

*Member registration begins at 12:15 pm

Business commences as soon as quorum is met
Quorum = 50 members present in person or by proxy

Chair: R. Lee

- 1. Call to Order at 12:30 pm** **R. Lee**
- 2. Welcome** **R. Lee**
- 3. Approval of Agenda** **R. Lee**

Proposed Motion:

BE IT RESOLVED that the agenda be approved as circulated.

- 4. Approval of Minutes – April 14, 2011** **R. Lee**

Proposed Motion:

BE IT RESOLVED that the minutes of the Annual General Meeting held on April 14, 2011 be approved as circulated.

- 5. Report from the Chair** **R. Lee**
- 6. Report on Outcomes 2011 (including financial statements)** **D. MacDonald**
- 7. Auditors Report and Appointment of Auditors** **R. Young**

Proposed Motion:

**BE IT RESOLVED that the 2011-2012 Auditors Report be adopted as circulated and that the firm of McKay Duff, Chartered Accountants, is hereby appointed as auditor for Fiscal 2012-2013 and that the Board of Directors shall determine the remuneration of the auditor.*

- 8. Nomination Committee Report** **P. Killeen**

9. Election of Directors

P. Killeen

Proposed Motion:

WHEREAS the number of Directors of the Association be 9 (nine) and 4 (four) vacancies will arise in the position of Director as of the date of the 2012 AGM requiring an election by the Members:

BE IT RESOLVED that the following slate of 4 (four) persons, each of whom may serve for a two year term as a Director, be elected to the National Board of Directors of CAGP·ACPDP™, namely:

Ross Young - 2 year term, Bob Strachan – 2 year term, Amanda Stacey- 2 year term, Carla Gervais-2 year term.

10. Presentation of 2012/2013 Board of Directors

R. Lee

11. Draw for CAGP-ACPDP™ membership

R. Lee

12. Any Other Business

R. Lee

13. Adjournment

R. Lee

Proposed Motion:

BE IT RESOLVED that this meeting, the 19th Annual General Meeting of the CAGP-ACPDP™, be adjourned.

**Note: This motion has combined two activities:*

1 – accepting the auditor's report 2011-12 and 2 – appointing the auditors for 2012-2013

Minutes of the 18th Annual General Meeting

DATE : **April 14, 2011 (Thursday)**
TIME : **12:45 p.m.**
LOCATION : Hotel Hilton Toronto
145 Richmond St. West
Toronto, Ontario M5H 2L2
(416) 869-3456

Chair: Roger Lee

- 1 Meeting was called to order at 12:45pm R. Lee

- 2 Welcome R. Lee
R. Lee provided the welcoming remarks.
1 proxy and 0 mail ballots were received at the national office.
It was established there was a quorum. (Attendance number: 291)

- 3 Approval of Agenda R. Lee
Proposed Motion:
BE IT RESOLVED that the agenda be approved as circulated.
Moved: Ross Young
Seconded: Margaret Mason.
Carried

- 4 Approval of Minutes, May 13th, 2010 R. Lee
Proposed Motion:
BE IT RESOLVED that the minutes of the Annual General Meeting held on April 14th, 2010 be approved as circulated.
Moved: Mike Strathdee
Seconded: Christopher Richardson
Carried

- 5 Report from the Chair R. Lee

Roger referred to his written report contained in the Book of Business. He highlighted the proposed name change to "Canadian Association for Gift Planning / Association Canadienne pour les dons plainifiés (CAGP-ACDP).

Roger thanked the members of Board, the National office and staff, the members and countless volunteers for their involvement in CAGP-ACPDPTM.

- 6 Report on Outcomes 2013 (including Financial Statements) D. MacDonald

Diane MacDonald thanked Roger for his report.

Diane referred to her written report contained in the Book of Business. She reviewed the **OUTCOMES BY 2013:**

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1. CAGP-ACPDP™ is recognized as the leader in advancing gift planning in Canada by two national organizations. 2. A comprehensive education system is in place that enables the progression of learning in gift planning at both National and local levels. 3. There are 3000 members enabling CAGP-ACPDP™ to remain the voice of gift planning in Canada. 4. 80% of participants report they are very satisfied with their networking opportunities. 5. There are at least twenty positive major media reports about gift planning and/or CAGP-ACPDP™ per year. 6. CAGP-ACPDP™ is instrumental in new legislation being passed: Charitable Remainder Trusts and gifts of real estate. 7. The opportunities for CAGP-ACPDP™ to be the leader in research in gift planning in Canada are explored.

A few highlights include:

- Great West Life/Canada Life/ - have signed a contract for a further 2 years with CAGP.
- This is RBC Wealth Management's 14th year as conference sponsor.
- 19,000 visits to the CAGP website
- All in a Day summary – 9 sessions were held across Canada in 2010, a total of 320 participants.
- 1290 Current membership

Diane reviewed the Outcomes 2013 and the progress the association has made in 2010-11 towards the Outcomes. She highlighted membership numbers and activities, the new LEAVE A LEGACY™ website and the work of the Government Relations Committee. She then thanked the volunteers, members and Roundtable chairs that helped make all our successes happen.

Announcement of a new CAGP partner – Logilys - offering ProDon, a complete database program with a discount for members.

Financial Review: Diane reviewed the financial results for 2010-2011. Year-end results for 2010-11 – a loss of (\$4,471.) Edmonton conference - \$40,343 profit.

Roger thanked Diane for her report.

7. Auditors Report and Appointment of Auditors

T. Riglar

Proposed Motion:

BE IT RESOLVED that the 2010-11 Auditors Report be adopted as circulated and that the firm of McKay Duff, Chartered Accountants, is hereby appointed as auditor for Fiscal 2011-2012 and that the Board of Directors shall determine the remuneration of the auditor.

Moved: Doug Puffer

Seconded: Greg Lichti

Carried

8. *Nomination Committee Report*

R. Young

Ross delivered the following report:

The Association By-laws (Section 6.5) state that candidates for the office of Director may come from a slate of candidates recommended by a nominations committee appointed by the Board of Directors or formally nominated candidates. As the bylaws state (Section 6.2), the term of office of Director shall be one (1) or two (2) years.

Directors may serve up to three consecutive terms on the Board.

There are nine (9) Board of Director positions in total. Two (2) Board Directors are mid-term and will continue to serve on the Board until the Association's Annual General Meeting in April 2012. Seven (7) new or returning Directors will be elected to the Board at this 2011 – 2012 Annual General Meeting.

To alert Association members to the opportunity of becoming a Director, a call for expressions of interest in a Director position, and for nominations, was sent to the Membership from the National office on behalf of the Board of Directors in early December 2010. An article was included in the December edition of the PLANNER and a reminder notice was issued in early January.

By the deadline of January 14, we had not received any formal nominations, several people had explored interest in becoming a Director and one expression of interest was submitted. In addition, two (2) current Directors expressed interest in continuing to serve on the Board for another two (2) year term. One (1) Director expressed an interest in continuing to serve on the Board for another one (1) year term.

These seven (7) individuals were included on the recommended slate to the Board of Directors at its March meeting. The slate, to be presented shortly by Roger, was approved by the Board.

9. *Election of Directors*

Proposed Motion:

WHEREAS the number of Directors of the Association be 9 (nine) and 7 (seven) vacancies will arise in the position of Director as of the date of the 2011 AGM requiring an election by the Members:

BE IT RESOLVED that the following slate of 7 (seven) persons, each of whom may serve for a two year term as a Director, be elected to the National Board of Directors of CAGP-ACPDP™, namely:

Roger Lee	1 year term
Charles O'Neil	2 year term
Marilyn Monson	2 year term
Doug Puffer	2 year term
Malcolm Berry	2 year term
Darren Pries-Klassen	2 year term
Peggy Killeen	2 year term

Moved: Paul Spelliscy

Seconded: Neil Williams

Carried.

- | | |
|--|------------------|
| 10. Presentation of 2011/2012 Board of Directors | R. Lee |
| R. Lee presented the 2011-12 Board - all stood. | |
| 11. Draw for CAGP-ACPDP™ membership. R. Lee drew for a CAGP-ACPDP™ membership. | R. Lee |
| Kenneth Rowlands, Salvation Army was the recipient. | /D.
MacDonald |

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12. Any Other Business R. Lee

13. Adjournment R. Lee

Proposed Motion:

BE IT RESOLVED that this meeting, the 18th Annual General Meeting of the CAGP-ACPDPTM, be adjourned.

Moved: DeWayne Osborn

Seconded: Michael Blanchford

Carried.

Chair's Annual Report to Members

Year ended January 31, 2012

Officially this is supposed to be a report on the past year's activities. However, so much of the work of the past year was directed toward preparing for the future that there must be a discussion of what we hope to see happen in the years ahead.

The reason why so much time was spent on considering the future - more so than was normal even for a board dedicated to thinking big in terms of vision - was because we are in the last year of a five year strategic plan which was developed in November, 2007. It is worth noting that it also happened to be this organization's very first policy-driven five year strategic plan.

In deliberating over the future direction of this organization, the Board looked at numerous factors and sought input from many sources. We have learned a tremendous amount about the strengths of our organization, and how we can best utilize the immense talent of our numerous members and affiliates. We have also learned what are realistic goals to set given the resources available, and what goals, while laudable, may simply be out of our reach at this point. All of these hard-won lessons will serve us well when the next five year strategic plan is developed in November.

The learning has not stopped, though. We - all of us, the members - need to think beyond the ordinary, beyond the every-day boundaries we all place on ourselves and our work, and give that input to the Board so that those ideas can inform the strategic plan. It is a crucial part of CAGP-ACPDP™'s development, and critical to the health of the organization.

This organization is at a turning point - to be relevant, energetic, and active, or to be relegated to the dustbin of history. While the turn of phrase may be overly dramatic (and borrowed), the message is not. We must constantly consider whether what we do in this organization is relevant, and whether it offers those advantages and benefits which the membership wants and needs.

There may be those who ask now, has CAGP-ACPDP™ turned into a dust-bunny to be swept up with all the other detritus that these times have created?

The answer has to be a resounding "NO".

There is so much potential in what this organization and its members can do, particularly given the current state of the world and the difficult times we live in. People need hope and a connection to lasting legacies, and that is what this organization and we, as members, can and do offer.

That potential as an organization can be expressed in many ways. Further educational offerings, through web-based distance learning. Certification - not in the sense of a self-regulated profession, but in the sense of obtaining a certificate of completion after a certain number of specific courses have been taken. Taking leadership in the sector by developing and offering firm metrics of gift-planning terminology and performance. Enhancing our already strong voice with government in pushing for favourable legislative changes. Re-defining our organization's focus from the individual gift planner to gift planning in a more holistic sense.

These are all possibilities, glimmers of what might be. We have seen significant steps in that direction - educational offerings such as the "Top 6" Webinar series. The work of various individuals and the start of a coordinated review of research and metrics in gift-planning. The hard work and numerous submissions to encourage legislative support for leaving gifts which the Government Relations Committee puts forward to CRA and members of parliament.

The work of the Board this November in developing the next five year strategic plan will crystallize these various aspects into a coherent whole. All we have to do, as members, is provide our input, keep pushing the boundaries of what we think we can do, and believe that we and this organization can and will make a difference. Because we do - every single day.

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As a final note, I would like to offer my heartfelt thanks to the other Directors, Board committee members, national operational committee members, RoundTable leaders, Diane MacDonald, Kat King, and the rest of the staff, all of whom have contributed so much to this organization over this past year. I would especially like to recognize all the individual volunteers at the various local roundtables who give so much of their time and energy to make this organization as vibrant and as engaging as it is.

Respectfully submitted,

Roger Lee
Chair, CAGP-ACPDP™ Board.

REPORT FROM THE EXECUTIVE DIRECTOR – YEAR IN REVIEW April 2012

OUTCOMES BY 2013

CAGP-ACPDP™ is recognized as the leader in advancing gift planning in Canada by two national organizations

A comprehensive education system is in place that enables the progression of learning in gift planning at both National and local levels

There are 3000 members enabling CAGP-ACPDP™ to remain the voice of gift planning in Canada

80% of participants report they are very satisfied with their networking opportunities

There are at least twenty positive major media reports about gift planning and/or CAGP-ACPDP™ per year

CAGP-ACPDP™ is instrumental in new legislation being passed: Charitable Remainder Trusts and gifts of real estate

The opportunities for CAGP-ACPDP™ to be the leader in research in gift planning in Canada are explored.

The above Outcomes represent the Strategic direction provided by the CAGP-ACPDP™ Board - in order of priority. These Outcomes were adjusted slightly at the November 2010 Board retreat. In keeping with the Policy governance model – the Board determines the Outcomes for the Association and the Executive Director determines the means to reach those outcomes. The following is a summary of our recent activities for 2011-2012:

Outcome #1: CAGP-ACPDP™ is recognized as the leader in advancing gift planning in Canada by two national Organizations

We are pleased to report that Mackenzie Financial and Investors Group each confirmed their second year as Gold Associate sponsors. This is a new program that provides each advisor on the Gold Associate list with an introduction to CAGP-ACPDP™- by providing the opportunity to attend local and national CAGP-ACPDP™ educational sessions at the members rate.

We are thankful for the continued support of Great-West Life, London Life and Canada Life as our LEAVE A LEGACY™ National Development Sponsor for the final year of our current term - with a commitment of

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\$145,000 each year. This sponsorship provides for grants to local LEAVE A LEGACY™ Programs. In 2011, the largest number of grants was awarded. Eighteen grant applications were approved for local LEAVE A LEGACY activities totaling \$60,000. Applications include proposals for public awareness events, local advertising (bus, billboards, newspapers, radio, TV), etc.

These three organizations – Mackenzie Financial, Investors Group and Great-West Life, London Life and Canada Life recognize CAGP-ACPDP™ as the leader in gift planning in Canada by entering into a sponsorship that provides important value to their advisors and stakeholders. It is also important to recognize the long-term commitment of our Premiere Conference Sponsor – RBC Wealth Management who sponsored their 15th Conference this year (2012). There were approximately 28 sponsors with Conference 2011 for a total commitment of \$132,208.69.

Outcome #2: A comprehensive education system is in place that enables the progression of learning in gift planning at both National and local levels

The new offering of “Gift Planning – All in a Day” was intended as an introductory session, or an overview, or for some - a refresher. In 2010, we were fortunate to have held 9 sessions across the country, educated 320 attendees (which included 220 non-members). In 2011, we held one course – with an attendance of 50 participants where 24 were non-members. The lower number of “All in a Day” sessions in 2011 was due partly to less inquiries and partly our choice as we took the time to pursue new locations and new opportunities for this one-day session. Plans for 2012 will include more sessions across the country.

We were excited to announce the new offering for CAGP webinars in January 2012. This new webinar series included topics such as: Legacy Marketing, Things You Should Know About Receipting, Major Gifts – Incorporating Gift Planning, Talking to Donors and Clients about Philanthropy, etc.

Thank to the National CAGP Education Committee for their hard work this year. Not only are we researching a way to bring consecutive learning, perhaps even a curriculum of learning to CAGP members. We also explored the following in 2011: 1) Positive changes to the Canadian Gift Planning Course - included a new marketing plan assignment and group homework mid-day instead of in the evening. 2) Partnered with MindPath Conference in Toronto in October 2011. 3) April 2011 – face-to-face meeting for a half-day with the Education team. Determined target audience(s), who is attending, marketing and promotional content. Developed a “Progression of learning document” for the course and 4) Secured Webinar software provider, pricing, Terms of Reference for launching of National CAGP Webinars in 2012.

Outcome #3: There are 3000 members

CAGP National Office supports the work of the Roundtables with membership throughout the year. This year our support activities included:

1. Continue to provide prospective member kits as requested by Roundtables. Continue to provide prospective member kits and emails to: non-members who were identified through our on-line software that attended local RT events.
2. For the first time, provided prospective members list to each RT for their geographical area.
3. New this year – on the 15th of each month, RTs receive their member list, their Gold Associate list and their prospective.
4. Held three Chairs Conf calls this year, provided strong support for the Gold Associates program and had a successful Leaders Forum. Our Forum has the largest turnout of attendees (29) with 18 of 22 RoundTables being represented.
5. Provided on-line registrations services to 57 RoundTable events in 2011.

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As of January 31, 2012, the CAGP-ACPDP™ has 1,173 members in good standing and 24 members operating under the grace period – for a total of **1,197** members. This represents a decrease of 73 members over this same time last year.

Membership History:

Total Members 2011/12	Total Members 2010/11	Total Members 2009/10	Total Members 2008/09	Total Members 2007/08	Total Members 2006/07	Total Members 2005/06
1197	1270	1247	1326	1387	1367	1286

All CAGP-ACPDP™ members in good standing now have their contact information posted on www.leavealegacy.ca – under “Find an Advisor” or “Find a Charity”. In 2011, leavealegacy.ca 17,167 visits, compared to 17,104 in 2010 and 16,186 in 2009. The top three pages viewed were *Who Give, Who Can Help, Glossary of Terms*.

Ends#4: 80% of participants report they are highly satisfied with their networking opportunities

In the recent survey of October 2010, out of 260 member respondents, 86% rated their satisfaction with Networking at **national** events as very satisfied or satisfied. 36% rated very satisfied and 50% rated satisfied. The other choices were “neither satisfied or dissatisfied”, “dissatisfied”, and “very dissatisfied.”

In the recent survey of October 2010, out of 336 member respondents, 86% of our respondents rated their satisfaction with Networking at **local** events as very satisfied or satisfied. 35% rated very satisfied and 51% rated satisfied.

Social Networking

By the end of January 2012, we had approximately 421 members registered to the CAGP-ACPDP™ LinkedIn group and we have 6 education sub-groups (each CGP course). In addition, we had 75 “Likes” on Facebook, 160 @CAGP_ACPDP followers on the Twitter, 178 @LAL_Canada followers and 217 @CAGP2012 followers. It is our hope that this brings great value in the ability to share news and best practices with fellow members.

Ends#5: There are at least twenty positive major media reports about gift planning and/or CAGP-ACPDP™ per year

In May 2011, the London RT interviewed the CAGP Executive Director for their May insert. The Alberta North RT quoted the Executive Director at their AGM. Windsor-Essex LEAVE A LEGACY™ program distributed a 16-page tabloid in the Windsor Life Magazine. Saskatchewan South RT supplied print ads for the Regina Leader-Post, as well as establishing a permanent online presence with the Regina Leader-Post. Waterloo-Wellington distributed 125 binders, along with the LEAVE A LEGACY™ brochure to members of the Estate Planning Council, Estate Planners of Waterloo Region and the Advocis Golden Triangle Chapter. Saskatchewan North published a series of print advertisements in the Saskatoon Sun and placed one ad per week during the month of May. The London and Region LEAVE A LEGACY™ Committee created a 30 page supplement to the London Free Press on Wednesday, May 4th and the Londoner on May 19, 2011. The Greater Vancouver ran a media campaign during LEAVE A LEGACY™ month, Vancouver Sun 2012 Feature Publication (April 26), Community Newspapers 28-page LAL supplement (November) and three LEAVE A LEGACY™ Public Forums. Temiskaming LEAVE A LEGACY™ Committee purchased a variety of books on charitable gift planning and presented them to the Haileybury and New Liskeard Public Libraries and prepared posters entitled “These People Made a Difference in the Lives that Follow” with a selection of

the pictures of the various donors with a short synopsis beside the picture of the story that appeared in their local Newspaper. The Manitoba RT broadened their reach throughout rural Manitoba by advertising in community newspapers (48 in total). The Chatham-Kent launched its public presence in their community through the printing and circulation of a supplement on May 3, 2011 in the Chatham Daily News and Chatham - a total of 30,000 copies was distributed. The Nova Scotia LEAVE A LEGACY™ Committee promoted LEAVE A LEGACY™ through television ads - in addition to newspaper ads in Nova Scotia edition of the Chronicle Herald (feature 4+ pages) and Senior's Advocate (issue dedicated to LAL). The Newfoundland LEAVE A LEGACY™ Committee placed a LEAVE A LEGACY™ ad in the semi-annual provincial publication of the Newfoundland Bar Association newsletters that is distributed to more than 400 practicing legal professionals.

We are pleased to report that CAGP was once again profiled with three paragraphs in the Annual Public Accountability Statements 2010 (released summer 2011) – Great-West Life, London Life and Canada Life. CAGP's LEAVE A LEGACY program is described on page 19, amongst other great programs such as Imagine Canada's new Standards Program.

Ends#6: CAGP-ACPDP™ is instrumental in new legislation being passed: Charitable Remainder Trusts and Gifts of Real Estate

On July 14, 2011, the CAGP Executive Director met with Liz Seymour, Executive Assistant to Peter Braid, MP, Kitchener Waterloo. Discussion surrounded Peter's motion to have the charitable tax incentives in Canada reviewed.

For the first time in the history of CAGP, the Executive Director and the Chair of the Government Relations Committee held meetings with government officials prior to budget consultations (for Budget 2012). On August 9th, Diane and Susan Manwaring from Miller Thomson LLP and Chair of the CAGP-ACPDP™ Government Relations Committee had two meetings in Ottawa. They had a lengthy and informative meeting with four members of the Department of Finance: Bill Murphy, Sean Keenan, Ed Short and Blaine Langdon.

The second meeting that day was with Jonathan Finkelstein, Policy Advisor to the Honourable James Flaherty, P.C., M.P. Minister of Finance. Jonathan was interested in hearing about CAGP-ACPDP™ and ways of providing incentives for giving for Canadians.

In October 2011, CAGP learned that the Study on the Tax Incentives for Charitable Giving in Canada is moving forward by the Standing Committee on Finance. CAGP submitted their brief to the Standing Committee and appeared on February 7, 2012. Thank you to Robert Kleinman from the Jewish Foundation of Montreal - who presented on behalf of CAGP. At the time of writing this report, we await the results of this very important study.

Ends#7: Explore the opportunities for CAGP-ACPDP™ to be the leader in research in gift planning in Canada.

Activity this year:

1. In June 2011, the results of an International Legacy Survey on bequests. Give Green Canada (a project at Tides Canada Initiatives) and CharityVillage® launched an international survey to explore the current landscape of legacies and bequests. The survey was developed in consultation with CAGP, AFP, PPP, European Association for Philanthropy & Giving (EAPG) and the Showcase for Fundraising Innovation and Inspiration (SOFII) UK.

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2. With Penelope Burke – with Cygnus applied Research. CAGP Members were invited to participate in their recent survey. The participants included 42 Canadian and American not-for-profit organizations where 15,000 donors replied and 7,050 were Canadian. Penelope spoke on the results of her survey at a Plenary session at the CAGP Annual Conference in 2011.

A summary of the results of both surveys are available in the Members-Only Section of the CAGP-ACPDP™ website.

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I like to take a moment to thank the CAGP-ACPDP™ Board members for their continued support of my work and their leadership. And I like to make note of how grateful I am to work closely with the wonderful Operational committee members – some of whom I could not do this work without their guidance and input. And to the RoundTable leaders and volunteers who continue to show such commitment and support to their local members.

I want to thank the CAGP-ACPDP™ staff (Anne Williams, Richelle Richardson, Dominique Jolicoeur, and Kat King), our contract “staff”- Diane Laundry - for all their hard work and positive approach in all they do. It has been a tumultuous year but we are ending on a strong note – with a cohesive and dedicated team.

It has been a pleasure working with all of you this year. Thank you!

*Respectfully submitted,
Diane MacDonald, Executive Director*

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Nominations to the CAGP-ACPDP™ Board of Directors -2012-2013

Proposed Motion:

BE IT RESOLVED that the following slate of 4 (four) persons, each of whom may serve for a two year term as a Director, be elected to the National Board of Directors of CAGP•ACPDP™, namely:

NAME	CITY	PROV / TERRITORY	STATUS of TERM (for 2012/2013)
*Bob Strachan	Ottawa	Ontario	1 st year of 2 nd term
*Ross Young	Calgary	Alberta	1 st year of 2 nd term
**Carla Gervais	Calgary	Alberta	1 st year of 1 st term
**Amanda Stacey	Toronto	Ontario	1 st year of 1 st term

* Returning

** New

Returning Board Members

(in the middle of their terms or by the nature of their office):

NAME	CITY	PROV / TERRITORY	STATUS of TERM (for 2012/2013)
Marilyn Monson	Edmonton	AB	2 nd year of 3 rd term
Malcolm Berry	Toronto	ON	2 nd year of 1 st term
Peggy Killeen	Montreal	QC	2 nd year of 1 st term
Darren Pries-Klassen	St. Catharines	ON	2 nd year of 1 st term
Doug Puffer	Vancouver	BC	2 nd year of 1 st term

Retiring Board Members

NAME	CITY	PROV / TERRITORY
Roger Lee	Vancouver	British Columbia
Charles O'Neil	Halifax	Nova Scotia

BOARD OF DIRECTORS 2011- 2012 BIOGRAPHIES

Roger Lee (Chair)

Lawyer
Davis LLP

Roger Lee obtained his law degree from Dalhousie University in 1993, returned to Vancouver to article, and joined Davis LLP in 1994. Since his call to the Bar, Mr. Lee has developed an extensive practice in trust and estate litigation. He acts for individuals and charities in disputes over wills, legacies, and estate administration, advises corporate and individual trustees, as well as personal representatives, of their legal obligations and duties, and acts for beneficiaries who question the actions of trustees.

Mr. Lee was the Past Chairperson of the Vancouver Branch of the Canadian Bar Association Wills & Trusts Subsection, is a member of the British Columbia CLE Wills Advisory Committee, and is a contributing editor to several publications in British Columbia relating to estate administration. He is listed in the [The Best Lawyers in Canada](#) directory under Trusts and Estates (Litigation), and is recognized by [Lexpert®](#) as a leading practitioner in the field of estate and trust litigation.

Mr. Lee served on the Board of the Vancouver Roundtable of the CAGP-ACPDP™ for almost three years. While serving on the Board of the Vancouver RoundTable, Mr. Lee was a member of the Estate Resource Committee, which produced a very well-received package of materials for members. He has presented at the CAGP-ACPDP™ Annual Conference on several occasions. He has been on the National Board of CAGP-ACPDP™ since 2007 and acted as Chair of that Board since 2010.

Marilyn Monson (Vice Chair)

Marilyn Monson: a senior professional fundraiser who has been working in Gift Planning and with Gift Planning vehicles since the mid 1980's. During her career, Marilyn has worked in a number of not-for-profit organizations. She has had experience with the YMCA, helped pioneer Land Trust work in Alberta, the health care and education sectors and consulting. Development work has been an active part of each of her roles and progressing from part-time responsibilities to full time roles; general development work and more specifically gift planning. She is an early member of the Canadian Association of Gift Planners and was active with the Alberta North Roundtable providing leadership at the local level. She is currently a National Board member of CAGP and serves as the Vice Chair.

Charles L. O'Neil, B.A., B.Ed, EPC (Secretary)

Gift Planning Advisor

Charles has been active in gift planning since 1988 and currently is Director of Gift Planning at the QEII Health Sciences Centre Foundation in Halifax. The Foundation raises \$11 million each year in support of the QEII, Atlantic Canada's leading tertiary and quaternary medical care facility. Prior to this appointment Charles operated O'Neil Planned Giving Services, a consulting firm assisting Maritime-based charitable organizations to establish and operate gift planning programs.

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Charles has been a member of the Canadian Association of Gift Planners (CAGP) since 1996 and is past chair of the Nova Scotia Round Table. He served on its LEAVE A LEGACY™ steering committee for several years, and was a member of the association's national conference committees in 2001, 2002 and 2007.

Charles is a member of the editorial board of *Gift Planning in Canada*, a member of the advancement advisory committee of the Atlantic School of Theology, and the gift planning committee of the Anglican Diocese of NS & PEI. He also is a member of the executive of the Halifax Estate Planning Council.

Ross B. Young, CA, CFP (Treasurer)
Partner-Strategy Wealth Advisors Inc.

Ross is a Chartered Accountant and Certified Financial Planner specializing in tax and estate planning for business owners and has experience assisting charitable foundations. Ross received his CA designation in 1995 while at a major national accounting firm, and his CFP designation in 1999. He subsequently completed the In-Depth Tax Course of the Institute of Chartered Accountants. Ross has provided course material and instruction to chartered accountants (on estate planning and advanced insurance strategies) for the Institute of Chartered Accountants in Calgary, Edmonton, Regina and Vancouver. Ross currently serves on the National Board of the Canadian Association of Gift Planners.

Bob Strachan, Wealth Advisor & Financial Planner,
BMO Nesbitt Burns

Bob was educated in Toronto and London and holds an Economics (Hons) B.A. from the University of Western Ontario. His working life spans some 30 years and is rooted in the Canadian financial services sector.

He established Canada Trust's Personal Trust Division in Ottawa in 1978, and held various personal trust and investment management positions prior to his appointment as Regional Assistant Vice President for fiduciary and banking operations in Eastern and Northern Ontario. Bob also spent 8 years in various senior financial management positions in London and Kitchener-Waterloo, latterly as Regional Vice President of Mid-Western Ontario prior to leaving Canada Trust in 1995.

Bob returned to eastern Ontario to establish a wealth management and planning practice with BMO Nesbitt Burns. Today, he provides financial service and wealth planning solutions to personal, fiduciary, group and not for profit clients in eastern Ontario and various provinces across Canada.

For many years an active supporter of the charitable sector, Bob has served as a board member of the United Ways of London, Kitchener-Waterloo and Ottawa; the Community Foundations of Kitchener-Waterloo and Ottawa; the Kitchener-Waterloo Symphony; the Ottawa Hospital Foundation; Alma College, St. Thomas and Elmwood School, Ottawa.

He has been a frequent speaker on the topic of planned giving, and an active member of the Canadian Association of Gift Planners. Bob is a past Chair of the CAGP Ottawa Roundtable and has been a national CAGP Board Member since 2010.

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Malcolm Berry, Director, Gift and Estate Planning of SickKids Foundation, Toronto Ontario

Malcolm and his colleagues are responsible for raising funds for The Hospital for Sick Children, one of the most respected children's hospitals in the world, and for granting funds across Canada to advance children's health. SickKids Foundation raises \$100 million annually and is one of the largest charity foundations in Canada holding endowments valued at more than \$600 million. Before joining SickKids Foundation, Malcolm worked at Magna International and taught at St. Clement's School.

Malcolm received a Masters of Business Administration from the DeGroot School of Business at McMaster University, a Bachelor of Education from the Ontario Institute for Studies in Education at University of Toronto and a Bachelor of Science Degree from Queen's University. A member of the Canadian Association of Gift Planners since 2006, he is also a graduate of CAGP-ACPDP's Canadian Gift Planning and Advanced Canadian Gift Planning courses and has served on the Editorial Board of *Leave A Legacy's Guide to Giving Back*.

Peggy Killeen, Director of Stewardship at the Royal Victoria Hospital Foundation, Montreal, Quebec.

Peggy has 25 years of experience in the development field, specializing in non-profit management and fundraising. She started her career in South Africa, working for local advocacy, human rights and community development organizations. Peggy has worked at United Nations electoral missions in Central Africa and the ex-Yugoslavia, on contracts for the UN and the Canadian International Development Agency (CIDA). In Canada she has focused on adult literacy, immigrant aid services, education and health. She has taught at the International Human Rights Training Program run by Equitas. Peggy became a member of the CAGP-ACPDP in 2003, the same year she graduated from the original Canadian Gift Planning course in Banff. Peggy is due to present a session on ethical decision making at the 2011 CAGP-ACPDP national conference.

Darren Pries-Klassen is Executive Director of Mennonite Foundation of Canada, one of the largest faith-based public foundations in the country managing \$140 million in assets and distributing \$10 million annually to charity primarily through donor-advisement. Prior to this role Darren served as a Consultant with Mennonite Foundation of Canada for 12 years working primarily in the areas of charitable gift planning, will and estate planning, and financial literacy.

He holds a Bachelor's Degree in Theology from Canadian Mennonite University in Winnipeg, MB and a Certified Financial Planner designation. He is also a graduate of CAGP-ACPDP's Canadian Gift Planning Course.

Darren has served on many Boards in both for profit and not-for-profit organizations including Kitchener-based Mennonite Savings and Credit Union and Hamilton's Welcome Inn Community Centre. He has been a member of CAGP-ACPDP since 1998.

A sought after speaker, writer and educator, Darren has presented at several national conferences including CAGP-ACPDP.

He and his wife Monika live in St. Catharines, ON.

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**Doug Puffer, Director, Planned Giving, University Advancement
Simon Fraser University, Vancouver, BC**

Doug is one of those people who “fell into” a career in fundraising and knows that he couldn’t have made a better choice. His first experience as a volunteer fundraiser resulted in a job with Ducks Unlimited: first as wildlife biologist in Northern Ontario then, as fate would have it, as a staff fundraiser in Kingston. Fourteen years later he joined Queen’s University as a Senior Development Officer and then as Senior Planned Giving Officer.

IN 2007 he accepted the challenge to build a planned giving program at Simon Fraser University. He has seen the program grow from \$23M to over \$68M in expectancies, and has developed relationships with many wonderful donors who are giving for all the right reasons.

The idea of making the world a better place has been a cornerstone of personal and professional values for him. Connecting people with charity is one of the most rewarding and gratifying ways to make a better world. Helping people to leave their own legacy with an ultimate gift is one of the most satisfying feelings that he has experienced. Doug believes the silent philanthropists who we serve in this profession are the true, humble heroes of our Canadian society.

Doug volunteers his time and experience as a mentor and educator of fundraisers who are new to the profession. He stays current through research and writing, involvement in professional organizations, serving on the editorial board of Gift Planning in Canada and as a conference presenter. He is a relentless fan of Canadian college football, fortunate to have 3 sons who play or played at that level and one, so far, who has moved on to the CFL to pursue his own dreams.

PROSPECTIVE BOARD MEMBERS – 2012-2013 BIOGRAPHIES

Amanda Stacey

Amanda is a partner with Miller Thomson LLP in Toronto. She has been with Miller Thomson since 2004. She is a member of the Charities and Not-for-Profit and Private Client Services specialty groups at Miller Thomson. As part of her practice, she provides general counsel, governance, and specializes in tax advice to charities and not-for-profit organizations across Canada and abroad. She also provides estate planning and tax advice to individuals and families.

Amanda graduated in 2001 from the University of Toronto with a Bachelor of Commerce, with High Distinction, where she also obtained her J.D. from the University of Toronto, Faculty of Law in 2004. She was called to the Ontario Bar in 2005.

She has also been a member of the Canadian Association of Gift Planners since 2006 and has been a member of the Toronto Roundtable's Education Committee since that time. Amanda is currently the chair of the Education committee. In the past she has also served co-chair of the Professional Advisors' committee in 2008-2009. She was a speaker at the National Conference in both 2008 in Vancouver and 2009 in Niagara Falls.

Outside of CAGP, she has served on the ALS Society of Ontario Board from 2008-2009.

Carla Gervais

Carla is currently employed with United Way of Calgary and Area as a Major Gifts and Planned Giving Officer since March 2008. She previously worked in Fund Development at Wood's Home Foundation, YWCA of Calgary, Bethany Care Society, Vancouver Art Gallery and Art Gallery of Hamilton.

She graduated from Mohawk College and Planned Giving for Canadian Fundraising Professional-First Course at the Banff Centre of Management.

She is currently a member of CAGP and has been on and off during her 22 years of fundraising for various organizations. For the past 2 years she has been a member of the Leave A Legacy committee, as Secretary and Booth Sponsorship. She is a continuous attendee and supporter of many CAGP Southern Alberta Round Table events.

Carla has a strong interest in Life Insurance as a form of a Planned Gift, also tax laws and the implications they have on making a Planned Gift.

Carla has had extensive experience serving on previous Board positions with the Hal Rogers Endowment Fund Board (a National Board of KIN Canada), the Local Cystic Fibrosis Chapter, local AFP Chapter (as Membership Chair), President of the Kinette Club of Calgary, Deputy Governor of District 4 KIN Canada, Adopt-a-Family Program Chair for the past 8 years.

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RULES OF ORDER AND PROCEDURE GUIDE FOR MEETINGS

1. Purpose of Rules of Order

The purpose of General Meetings of the members of CAGP-ACPDPTM (after this called the "Association") is to ascertain the opinion of the members of the Association on the items of business coming before the meeting. The purpose of Meetings of Directors of the CAGP Association is to ascertain the opinion of Association Directors on the items of business coming before the meeting. To understand the question and to make an intelligent decision, discussion is necessary. Some order must exist, some control must be established and some rules laid down. The purpose of these Rules of Order are to save time, co-ordinate the discussion, allow all members of the meeting the opportunity to enter into the discussion and to keep discussion relevant.

2. Purpose of Motions

One of the basic principles of parliamentary procedure is that without a motion and question there is no debate. There must be a defined subject before the meeting, otherwise there can be no questions or discussion and all remarks are irrelevant. Before any question may be discussed at a meeting, it must be submitted in the form of a motion, which is moved by one member and seconded by another. (If possible, it should be submitted in writing to assure accuracy.) The motion is then debatable and may be accepted, amended, withdrawn or rejected. When a motion has been adopted, it becomes a resolution.

3. Speaking to a motion

- a. **Recognition by the Chair.** Any member shall be permitted to speak only if and when he or she has been recognized by the chair, and at that time all remarks shall be directed to the chair.
- b. **Speaking "for" or "against" a motion.** When speaking to a motion, members shall, before beginning the substance of their remarks, state whether they are speaking for or against the motion.
- c. **Limitations on speaking.** A member speaking to a motion may speak for up to two minutes. Any member who has spoken to a motion once shall not, without the express permission of the chair to be given or withheld at the sole discretion of the chair, speak again, except:
 - i. with leave of the chair in explanation of that members remarks if misunderstood;
 - ii. in the case of a mover or seconder only at the request of the chair to answer questions from the floor directed to the chair;
 - iii. in the case of a mover only who may reply thus closing debate and providing there are no other members still wishing to speak on the motion.

4. Amendments

- a. Amendments to a motion may be proposed at any time during the discussion. No amendment may be entertained which has the effect of nullifying the main motion.
- b. Any amendment must be relevant to the subject matter of the motion and may amend it in only one of the following three ways:
 - i. by leaving out certain words;
 - ii. by adding certain words; or
 - iii. by deleting certain words and replacing them with others.

5. Number of Amendments

In order that discussion may be confined within reasonable bounds, not more than two amendments may be before the meeting at one time. However, as soon as one amendment has been accepted or rejected, another may be proposed, provided of course, that it is different in purport from one already defeated.

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6. **Withdrawal of Motions**

General procedure permits withdrawal of a motion on consent of the mover and seconder. Amendments must first be withdrawn in reverse order, with the full consent of their sponsors. If either of these should refuse this consent, then the motion must stand.

7. **Tabling Motions**

A motion to table is not debatable and requires only a simple majority. If the motion is to table only until a particular time, it is debatable as to time only. If carried, the motion in question comes up automatically at the appointed time or, if indefinite as to time, it remains tabled until such time as another motion (not debatable) "that the former motion be now reconsidered" is carried. A simple majority only is required in this case.

8. **Questions**

If a member wishes to ask a question or seeks clarification in respect to a subject then before the meeting, and may do so without interrupting another speaker, the member shall, upon recognition, so state and shall not proceed further without permission from the chair, provided that in any event any such question shall be directed to the chair and shall not be used to discuss the merits of the subject then before the meeting.

9. **The Point of Order**

If a member feels that improper language has been used, an irrelevant argument introduced or a rule of procedure broken, that member is entitled to "rise to a point of order" interrupting the speaker. The point of order must be stated definitely and concisely. The chair shall decide without debate. The chair's ruling, however, may be appealed by the member. If that happens, the chair re-states his or her decision as well as the point of appeal, and then puts the question (not debatable), "Shall the decision of the chair stand as the judgement/judgment of this meeting?" A simple majority determines the issue. This merely settles a point of procedure and is not a vote of confidence in the chair.

10. **Voting on Motions and Amendments**

Voting on motions and amendments is done in the reverse order in which they are made:

- a. on the amendment to the amendment; or the second amendment;
- b. on the amendment; then
- c. on the motion; or on the motion as amended.

(Note: Carrying of the amendment does not carry the motion, and the motion as amended must be voted upon.)

A quorum is required to consider a question; but all questions will be decided by a majority of those members present and voting unless otherwise provided for in the by-laws of the Association.

11. **Deciding Vote**

Normally the chair does not vote, except in the case of a tie. Should that happen, the chair shall cast a vote for or against the motion with an explanation or rationale for that vote. In meetings of Directors, all questions are determined by a majority vote, and in the case of equality of votes the Chair shall have a casting vote. In meetings of Members, questions are determined by a simple majority (except for particular questions where the Bylaws dictate otherwise), the Chair as a Member is entitled to cast her or his vote, and an equality of votes (after the Chair has voted or elected to refrain from voting) means that the question is deemed to have been lost.

12. **Similar Motions**

No motion or amendment which is the same or substantially similar to a previous motion or amendment voted upon by the meeting may be put to the same meeting or any subsequent session thereof.

13. **Reconsideration of a Motion**

A motion may be made to reconsider the vote on any other motion (except a motion to adjourn or to table) whether affirmative or negative, provided that such motion is made at the same meeting at which such other motion was voted upon. A simple majority is required and the motion to reconsider is not amendable, but is debatable if the motion, the vote of which is proposed to be reconsidered, was itself debatable.

14. **Exception to Reconsideration**

Notwithstanding the foregoing, a motion to reconsider may not be put if the motion to which it is intended to apply has already been acted upon.

15. **Order of Business**

The order of business shall be determined by or with the consent of the chair. The order of business (agenda) will preferably be circulated and approved as the first item of business.

16. **Polls**

Any member may request a poll to determine the vote count on any motion (see Association Bylaw Section 8.14). The Chair decides at what time the poll will be conducted, whether at once or later in the meeting or after adjournment (except for electing a Chair or on the question of adjournment in which case the poll shall take place immediately). The Chair also decides the manner in which the poll is taken (including whether it be conducted by secret ballot or not). Typically, the Chair may ask each member present, one by one, to declare verbally her or his vote and each vote is recorded by whatever means the Chair determines as it is declared, and the recorded votes are counted after all votes have been declared unless it is clear to any observer that the motion has been approved or rejected. This is but one method the Chair may choose to employ.

The result of a poll shall be deemed to be the resolution of the meeting at which the poll was requested. A request for a poll may be withdrawn at any time prior to the taking of the poll.

17. **Adjournment**

A motion to adjourn may be made at any time. It is not debatable except if its intent is to adjourn to a time other than the next regular meeting time when discussion is permitted on that point only. The motion requires a simple majority and if passed, the meeting ends. If rejected, the meeting continues.

The chair, at its discretion, may refuse to put a motion for adjournment if, in the opinion of the chair, the motion is offered for the purpose of obstructing the meeting, or will make impossible a completion of the orders of business still to be considered by the meeting before its final adjournment.
