

CAGP London Roundtable

Minutes of Executive Meeting (Conference Call)

Friday, May 21, 2010- –10:00 am- 11:00 am

Present: Sue McLean, Rachel Bayley, Lorie Colledge, Don Gordon, Lori Ann Horley, Lisa Mazurek

Regrets: Deborah Barton, Joanne Beaton, Vicki Hayter,

1. Adoption of Agenda: A verbal agenda was presented and adopted.

1. Conference Update
2. London Roundtable AGM Meeting- June 25, 2010
 - a. Visit from National Office- Dianne MacDonald
3. 2010-11 Executive Recruitment & Nominations
4. Sponsorship Acknowledgement- June 25, 2010 Education Session
5. Finance
6. Education
7. Leave a Legacy- 2010 Post Mortem
8. Membership Update
 - a. Membership recruitment- “gold members”
 - b. Roundtable Member name badges

2. Approval of Minutes: Minutes of previous Executive Meeting were adopted.

3. Correspondence

- Sue reviewed notes from CAGP Leaders Forum and also highlighted some ‘key’ points of interest
 - a. Gold Associates- partnership with Mckenzie Financial and Investors Group; each local roundtable will receive a list of “gold” associates to invite to special events; means to encourage new local membership
 - b. Free Wills Network- has received a positive response; Sue very impressed with UK representative; don’t have to be a member, but there may be some value

4. Chair’s Update

- **National Conference**
- Sue provided a brief overview of Edmonton CAGP Conference; mentioned she was very appreciative of the opportunity to attend and share ideas with other CAGP Leaders (CAGP Leaders Forum)
- Sue asked the Executive Committee to consider sending Vice Chair to next CAGP National Conference, as an opportunity to mentor and learn from other CAGP Leaders and to assist in preparing for the Chair role; discussion and vote tabled for another meeting

- Sue advised that a number of Roundtables have invested in name tags for their members; suggested London Roundtable may also wish to consider; discussion and vote deferred to another meeting
- **Roundtable Annual General Meeting (June 25, 2010)**
 - i. Discussed Dianne MacDonald visit
 - ii. Recommended Dianne meet with Executive Committee and provide a brief update to CAGP London members about “what’s new” in National Office
- **2010-11 Executive Recruitment**
- Sue advised Deborah Barton (Past Chair) has done a lot of good work in recruiting Executive Committee Members to ensure a continuum of the CAGP (London) Roundtable
- All roles have been tentatively been filled (pending an official nomination and vote), with the exception of the Sponsorship Chair
- It was recommended bringing someone back to fill the Professional Advisor Chair
- Tentative Roles (*pending official nomination, acceptance and vote*) include:
 - Chair- Rachel Bayley
 - Vice-Chair- Lorie Colledge
 - Past Chair- Sue McLean
 - Secretary- Lori Ann Horley
 - Leave a Legacy- Sue McLean (Chair) & Lisa Mazurek (Co-Chair)
 - Vicki Hayter- Education Chair- looking for a Co-Chair to assist Joanne Beaton- Membership Chair
 - Sponsorship Chair- TBD

5. **Sponsorship**- TD Waterhouse sponsor of June 25th Education Session

6. **Treasurers Report**- Lisa reviewed highlights of the financial statements

- Balance- \$16, 512.80
- Some expenses from LAL luncheon still outstanding; anticipate we will make approximately \$100.00 from event
- Sue’s Conference expenses of \$650.00 still outstanding
- Motion to accept Treasurer’s Report made by Lorie; seconded by Rachel
- National Office has requested a specific format for submission of Annual CAGP Roundtable Reports
- Payment for Don Gordon’s CAGP Conference Registration Fees discussed, voted on and carried
- \$500.00 to Alberta South Roundtable for purchase of National LAL material discussed, voted on and carried

7. **Education**

- Sue shared that Vicki has done a great job in recruiting Guest Speakers for 2010-11 upcoming CAGP (London) Roundtable Education Sessions
- There are a few spots still left to fill- Lorie to approach Terrence Carter, Carter Professional Law Firm to see if he would be interested in speaking at one of the upcoming CAGP Roundtable sessions (date tbd)

- **Education days** for the next year:
 - September 10, 2010
 - November 12, 2010
 - January 14, 2011
 - March 11, 2011
 - May 6, 2011 (Leave a Legacy Lunch)
 - June 10, 2011 – Annual General Meeting

8. Leave A Legacy Luncheon

- Numbers down from previous year, but overall very positively received by all who attended
- discussed recommendations for next year (reference Rachel Bayley's notes taken at the session), including a change in venue
- "Phone tree" approach might prove beneficial as a reminder

9. Next Executive Meeting

- Friday, June 25, 2010 @ 10:30 a.m. at Windermere Manor
- Meeting adjourned at 11:00 a.m.