

CAGP · ACPDP™

CANADIAN ASSOCIATION OF GIFT PLANNERS
ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONNÉS PLANIFIÉS



ANNUAL GENERAL MEETING April 23, 2009

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Copies of the Audited Financial Statement for Fiscal 2008-2009, the CAGP-ACPDPTM Code of Ethics and the Bylaws will be available on site and posted on our website.

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OUR PEOPLE 2008-2009 BOARD, STAFF AND VOLUNTEERS

National Board Members 2008-2009

Greg Lichti, Chair
Roger Lee, Vice-Chair
Tom Riglar, Treasurer
Rosemarie Sampson, Secretary
David Wm. Brown (up to December 2008)
Naomi Kreutzwieser
Charlotte Lawson
Luce Laguë (as of December 2008)
Marilyn Monson
Linda Pearson

National Staff 2008-2009

Diane MacDonald, Executive Director
Jennifer Paradis, National Coordinator LEAVE A LEGACY™
Sharyon Smith, National Program Coordinator/Board Liaison
Katie Villeneuve, Communications Coordinator
Anne Williams, National Membership Coordinator

CAGP-ACPDP™ Head Office

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OUR VOLUNTEERS:

On the next few pages we have listed the volunteers that help make CAGP-ACPDP™ the organization that it is. Without their contribution, we could not manage the operations of the association. The Operational Committees work closely with the Executive Director to achieve the Outcomes set by the CAGP National Board. Thank you to these Operational Committees who work tirelessly throughout the year.

The RoundTable volunteers work year-round to provide strong informational and educational sessions throughout the year to 21 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 learnings and best practices is a core value for members and allows the organization to grow in strength and knowledge. Thank you!

Note: if we have missed your name, our apologies and our thank you. This comprehensive list was compiled from our files as of March 31, 2009.

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OUR NATIONAL OPERATIONAL COMMITTEE VOLUNTEERS 2008-2009

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

Conference 2009 Hospitality Committee

Catherine Picheniuk	Gail Berry-Graham	Teanna Brown
Cindy Carson	Barbara French	Helen Callaway
Lisa Gonnering	Lydia Potocnik	Mary Kay Aird
Mary Goodfellow	Nancy Handrigan	Patti Johnstone
Tamara Coleman-Lawrie		

Conference 2009 Programming Committee

Michelle Osborne (Chair)	Diane Laundry (staff)	Lydia Potocnik
Jasmine Sweatman	Helen DeBoer-Daggett	

Government Relations Committee

Susan Manwaring (Chair)	Malcolm Burrows	Margaret Mason
Robert Kleinman	Sylvia Ugolini	DeWayne Osborn
Terrance Carter	Ann Jackson	Bradley Offman
Christopher Richardson	Janice Margolis	Joanne Ryan
Joshua Thorne	Elizabeth Moxham	Alex Carpini
Elena Hoffstein		

National LEAVE A LEGACY™ Advisory Committee

Catherine M. Hurley	Sue Hardy	Paul Nazareth
Kristine Betker	Ross Young	

National RoundTable Advisory Committee

Carey Bornn	Deborah Bauder	Karen Karpuk
Michael Gower		

National Membership Committee

Charlene Taylor	Debra Klippenstein	George Jacob
Saskia Ages	Shannon Cottrell	Glenn Stewardson

National Education Committee

Stephen Boyd (Chair)	Malcolm Burrows	Norma Cameron
DeWayne Osborn	Michelle Osborne	Janice Margolis
Brian Shea	Joshua Thorne	Helen DeBoer-Daggett
Bradley Offman		

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ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONNS PLANIFIÉS

ANNUAL GENERAL MEETING AGENDA

DATE: **April 23, 2009 (Thursday)**

TIME: **12:15 – 2:00 p.m. (EST)**

LOCATION: The Sheraton on the Falls

5875 Falls Avenue

Niagara Falls, ON L2E 6W7

A G E N D A

*Member registration begins at 12:00 pm

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

Chair: G. Lichti

1. Call to Order at 12:15pm G. Lichti
2. Welcome G. Lichti
3. Approval of Agenda G. Lichti

Proposed Motion:

BE IT RESOLVED that the agenda be approved as circulated.

4. Approval of Minutes - April 24, 2008 G. Lichti

Proposed Motion:

BE IT RESOLVED that the minutes of the Annual General Meeting held on April 24, 2008 be approved as circulated.

5. Report from the Chair G. Lichti
6. Report on Outcomes 2008 (including financial statements) D.MacDonald
7. Auditors Report and Appointment of Auditors T. Riglar

Proposed Motion:

BE IT RESOLVED that the 2008-2009 Auditors Report be adopted as circulated.

Proposed Motion:

BE IT RESOLVED that the firm of McKay Duff, Chartered Accountants, is hereby appointed as auditor for Fiscal 2009-2010 and that the Board of Directors shall determine the remuneration of the auditor.

8. Sanction Bylaw Amendment(s) G. Lichti

WHEREAS the Board of Directors of the Association have enacted Bylaw 2009-1 January 28, 2009, and have caused a copy of said Bylaw to be delivered to the Members with the Notice of Annual General Meeting of Members of the Association for 2009, and now recommend to the Members that said Bylaw 2009-1 be sanctioned: BE IT RESOLVED Bylaw 2009-1 as enacted by the Board of Directors on January 28, 2009 be and is hereby sanctioned.

9. Nomination Committee Report L. Pearson

10. Election of Directors G. Lichti

Proposed Motion:

WHEREAS the number of Directors of the Association be 9 (nine) and 5 (five) vacancies will arise in the position of Director as of the date of the 2009 AGM requiring an election by the Members: BE IT RESOLVED that the following slate of 5 (five) persons, each of whom may serve for a two year term as a Director, be elected to the National Board of Directors of CAGP•ACPDPTM, namely: Roger Lee, Marilyn Monson, Charles O'Neil, Linda Pearson, and Rosemarie Sampson.

11. Presentation of 2009/2010 Board of Directors G. Lichti

12. Draw for CAGP•ACPDPTM membership G. Lichti

13. Any Other Business G. Lichti

14. Adjournment G. Lichti

Proposed Motion:

BE IT RESOLVED that this meeting, the 16th Annual General Meeting of the CAGP-ACPDPTM, be adjourned.

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Minutes of the Annual General Meeting

DATE : April 24, 2008 (Thursday)
TIME : 12:00 p.m.
LOCATION : Westin Bayshore Hotel
1610 Bayshore Drive
Vancouver BC V6G 2V4

Chair: Tara Gish

1. Meeting was called to order at 12: 25pm T. Gish
2. Welcome T. Gish
T. Gish provided the welcoming remarks
8 proxies and 7 mail ballots were received at the national office.
3. Approval of Agenda T. Gish
Proposed Motion:
BE IT RESOLVED that the agenda be approved as circulated.
Moved: Wayne Steer
Seconded: Anne Mackay
Carried
4. Approval of Minutes, April 12, 2007 T. Gish
Proposed Motion:
BE IT RESOLVED that the minutes of the Annual General Meeting held on April 12, 2007 be approved as circulated.
Moved: Tom Riglar
Seconded: Marilyn Monson
Carried
5. New Strategy for 2008-2013 T. Gish
Tara reflected on her tenure with CAGP. She then reviewed the process and steps the Board took to determine the following outcomes:

Outcomes by 2013:

- There are 3000 members
- CAGP-ACPDPTM is rebranded as the leading gift planning organization in Canada
- Gift planning is professionalized through competency-based standards of practice
- There are four new educational offerings
- 80% of members report excellence in networking opportunities

- CAGP-ACPDPTM is instrumental in new legislation being passed: Charitable Remainder Trusts and gifts of real estate
- There are at least four positive national media reports about gift planning per year.

Reviewed the MISSION: Advancing the work of professionals in gift planning
T. Gish announced that there are 277 voting members.

6. Operational Report on 2008 (including Financial Statements)

Diane MacDonald thanked Tara for her report. She then reviewed the Member numbers – then thanks to the volunteers, members and Roundtable chairs that helped make this happen.

Further summary of “firsts” in the past year:

- 62 new members in the month of February
- April last year 3 new partners 1. Planned Giving for Canadians 2. Charitable Guide to Gift Planning and 3. Planforgifts.com
- Membership fee rose to \$299
- November a new member survey
- Throughout the year traveled to Alberta, Saskatchewan, Toronto et - outreach with the RoundTables members
- Ottawa RoundTable invited staff to three events
- RoundTables now under one banking system
- Roundtable bulletin was introduced monthly

Education: the Educational Committee was introduced

- First original course in Eastern Canada at White Point Nova Scotia
- GP Course introduced 2 new faculty Norma Cameron and Susan Manwaring
- Offered 3 courses this year, including first ever Advanced CGP course
- Next advance course in 2009, list already started
- Original course interested participants list is – 10 months out
- First time ever LEAVE A LEGACY™ forum and booth
- New Sponsorship opportunities

Friend Award of CAGP plaque was created last year; please see it at the CAGP booth. Those wearing a pin designate they have won this award.

Most exciting and painful, CAGP-ACPDPTM created a customized website. Members now may change your own password – don’t have to contact National.

- Biography section
- Ability to ask an Advisor
- Members Forum: this link was outlined and invited to go in and use

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these Staff can send out eblasts, we can determine when you receive and open your emails.

Government Relations Committee work highlighted - chaired by Susan Manwaring.

Diane extended her thanks to the Chair, LEAVE A LEGACY™ Charlotte Lawson. Described the new funding from Great-West Life, London Life and Canada Life - 13 grants were awarded across Canada.

Three CAGP partners were thanked – Planned Giving for Canadians – Frank Minton; Charitable Guide to Planned Giving – DeWayne Osborn and Planforgifts.com- Leslie Howard. Special announcement - as of May members will be able to click onand be directly connected to this website. Thank you for Leslie Howard for this opportunity.

Financials:

Assets and Liabilities increased by approximately \$200,000 each

Net assets are \$375,667

Revenue \$941,837

Net \$8432 deficit.

One time costs included board costs, and the website.

Reserve stability fund at \$300,000

Net income:

\$75,278 Halifax conference

\$27,952 educational courses

\$31,573 for membership

Increase in expenses for salaries and administration, grants for LEAVE A LEGACY™, Board travel and salaries.

Diane thanked every single committee members, the board, for their support in making this happen. She then presented a review in pictures and closed by indicating that she was looking forward to more and more "firsts".

Tara thanked Diane for her report.

7. Auditors Report and Appointment of Auditors

M. Massé

Proposed Motion:

BE IT RESOLVED that the 2007-2008 Auditors Report be adopted as circulated.

Moved: Martin Massé

*Seconded: Irene Pfeiffer
Carried*

Proposed Motion:

BE IT RESOLVED that the firm of McKay Duff, Chartered Accountants, is hereby appointed as auditor for Fiscal 2008-2009 and that the Board of Directors shall determine the remuneration of the auditor.

*Moved: Martin Massé
Seconded: Roger Lee
Carried*

8. Nomination Committee Report

L. Pearson

Linda reported as Chair of the Governance Committee, she was pleased to present the following nominations report.

The Association By-laws (Section 6.5) state that candidates for the office of Directors may come from a slate of candidates proposed by the Governance Committee or nominated candidates.

This year there were 4 Director vacancies to consider. In early December, Association members received requests from the Board for nominations and expressions of interest in a Director position.

By the deadline of mid-January we had not received any formal nominations, but several expressions of interest were submitted all from very talented and connected individuals.

When considering a slate of candidates, the Governance Committee reviewed the skills and attributes presented by the remaining Board members against a matrix of the characteristics we would hope to see collectively represented by directors of a strong and well rounded Board.

With the strengths and gaps we identified in mind, we then reviewed the information and resumes submitted by potential Director candidates to identify names for the slate.

The slate of candidates recommended by the Governance Committee, to be discussed shortly presents the skills and attributes identified as most desirable for the Board at this time.

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9. Election of Directors T. Gish
Proposed Motion:

MOTION 1

BE IT RESOLVED that the number of Directors of the Association be and is hereby set at 9 (nine).

Moved: Rob Appleton

Seconded: Pierre Jacques Roy

Carried

MOTION 2

WHEREAS *the number of Directors of the Association is set at 9 (nine).*

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:*

David Brown, Charlotte Lawson, Greg Lichti and Tom Riglar.

Moved: Marilyn Monson

Seconded: Isabela Zabava

Carried

10. Presentation of 2008/2009 Board of Directors T. Gish
T. Gish presented the 2008-2009 Board - all stood.
11. Draw for CAGP•ACPDP™ membership. T. Gish drew for a CAGP-ACPDP™ membership - Winner- Marilyn MacDonald from Red Cross T. Gish/D. MacDonald
12. Any Other Business T. Gish
13. Adjournment T. Gish
Proposed Motion:
BE IT RESOLVED that this meeting, the 15th Annual General Meeting of the CAGP-ACPDP™, be adjourned.
- Moved: Lori MacLeod
Seconded: DeWayne Osborne
Carried.

VISION REPORT FROM THE CHAIR

As I reflect on the last year and look ahead to the future, I truly believe that CAGP-ACPDP™ is at its strongest point in history. I am constantly impressed by the heartfelt dedication of our members to quality gift planning and the skill and commitment that they demonstrate through volunteer work at the RoundTable and national level. Our Executive Director, Diane MacDonald and her team are proactively building the array of services and opportunities available to our members, ensuring that CAGP-ACPDP™ provides the best resources for gift planning in Canada. Building on the tremendous efforts of our members and staff, the national board is seeking to move to the next level in terms of providing strategic leadership for our Association.

As you may remember, the board adopted the following Mission, Vision and Strategic Outcomes in November 2007. The Outcomes reflect the strategic priorities identified by the board after reviewing the needs of our members and the context of gift planning in Canada. We are deeply grateful to Diane MacDonald and her team and the many dedicated RoundTable and other leaders across Canada who are bringing these outcomes into reality.

MISSION: Advancing the work of professionals in gift planning

VISION: Inspired giving through enlightened planning

OUTCOMES BY 2013:

- There are 3000 members
- CAGP-ACPDP™ is rebranded as the leading gift planning organization in Canada
- Gift planning is professionalized through competency-based standards of practice
- There are four new educational offerings
- 80% of members report excellence in networking opportunities
- CAGP-ACPDP™ is instrumental in new legislation being passed: Charitable Remainder Trusts and gifts of real estate
- There are at least four positive national media reports about gift planning per year

Board Year in Review:

This past year, the board has demonstrated its commitment to keep CAGP relevant and current through the following activities:

1. Communication with CAGP-ACPDP Members

Through reviewing the results of our Fall 2008 member survey and conversations, we attempted to better understand the varying needs of our members. We had a 20% survey response rate and we thank all those who were able to take the time to provide your input!

2. Focus on Learning

a. Especially at our November retreat, we placed a great deal of emphasis on board learning. Our goal was to understand key issues and emerging trends related to gift planning so that we could ensure that CAGP-ACPDP™ is being strategic and responsive.

b. We focused on learning about government relations/legislative issues, other key organizations in the sector (e.g. AFP and the Canadian Bar Association) and the recent strategic

changes undertaken by our sister organization in the U.S., the National Committee on Planned Giving (now Partnership for Philanthropic Planning)

3. Reviewing Strategic Priorities and Monitoring Performance Against CAGP-ACPDP™ Outcomes

- a. Based on member feedback and our learning, we did an extensive review of our 7 outcomes at the November board meeting to ensure that they were relevant in changing times. They were all confirmed as relevant at this point, but we made notes regarding possible changes in the future.
- b. Diane MacDonald reports periodically on CAGP-ACPDP's progress on achieving our outcomes by 2013. We are quite pleased with the progress to date. For instance, one excellent new educational initiative is the "Intro to Gift Planning – All in a Day" which will be unveiled at the 2009 conference.

Board Priorities for 2009-2010

The Board's goal is to continue to build an organization worthy of your membership. Our priorities for 2009 and beyond include:

1. **Communication with CAGP-ACPDP™ Members** – We will include more intentional conversations at conference, opportunities for RoundTables to give input to the Board and the 2009 member survey.
2. **Provision of Excellent Services to our Members** – We will continue to monitor the activities of Diane MacDonald and her team in providing excellent services for our members, especially in the areas of enhanced educational offerings, government relations and resources for gift planning.
3. **Good Governance** – We will ensure that the Board follows good governance practices and that CAGP-ACPDP™ enjoys continued financial stability. The Board has a limited committee structure, preferring to have most conversations as a committee of the whole. (At the operational level, there are many committees that partner with Diane MacDonald to plan and deliver CAGP-ACPDP™ programs)
4. **Major Strategic Discussions** – We will continue to learn about the "Big Picture" in gift planning. In particular, at our June board meeting, we will be investigating the major strategic review recently completed by the National Committee on Planned Giving, our U.S. sister organization. This review evaluated the current charitable gift planning environment and trends in gifts gift planning. It ultimately led to major changes in membership, structure, focus and policies and the rebranding of the organization as the Partnership for Philanthropic Planning. We feel that we have much to learn from PPP and look forward to engaging you in these kinds of conversations about CAGP-ACPDP™.

Please join me in thanking the Directors, Board committee members, national operational committee members, RoundTable leaders and staff who have served with such great dedication this past year. We truly appreciate all of your efforts in promoting our association and the cause of philanthropy across Canada.

Respectfully submitted,
Greg Licht, Chair,
CAGP-ACPDP™ Board of Directors.

OUTCOMES 2013 – OPERATIONAL REPORT FROM THE EXECUTIVE DIRECTOR , April 2009

ACHIEVEMENT OF OUTCOMES

- There are 3000 members.
- CAGP-ACPDP™ is rebranded as the leading gift planning organization in Canada.
- Gift planning is professionalized through competency-based standards of practice.
- There are four new educational offerings.
- 80% of members report excellence in networking opportunities.
- CAGP-ACPDP™ is instrumental in new legislation being passed: Charitable Remainder Trusts and gifts of real estate.
- There are at least four positive national media reports about gift planning per year.

The above Outcomes represent the Strategic direction provided by the CAGP Board. The Executive Director determines the means to reach those goals. With the assistance of four full-time staff and the countless hours of many volunteers, we are moving steadily towards these goals. The following is a summary for 2008-2009:

OUTCOME: THERE ARE 3000 MEMBERS

As of January 31, 2009 the CAGP-ACPDP™ has 1,297 members in good standing and 29 members operating under the grace period – for a total of **1,326** members. This represents a decrease of 13 members over this same time last year (down 1 percent). We are pleased to report that 97.8 percent of our members are in good standing. Last year, we had 94.5% in good standing (1310).

Membership History:

Total Members 2008/09	Total Members 2007/08	Total Members 2006/07	Total Members 2005/06
1326	1387	1367	1286

It's important to note that we have seen an increase in Advisor members in the past six months:

	New members (past 6 months)	CAGP database
Gift Planners	71.89%	82%
Prof. Advisors	28.11%	18%
Total New Members	22.83/month	

Membership Activities in 2009 included introducing a new partner to CAGP-ACPDP™ - *GEORGE'S TREE, The Story of a well planned gift* - an animated story of a well-planned gift. The book allows for input and discussion with donors/clients with examples - where calculations can be made directly in the book. CAGP-ACPDP™ members receive a 15% discount off the purchase of the book.

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OUTCOME: CAGP-ACPDPTM IS REBRANDED AS THE LEADING GIFT PLANNING ORGANIZATION IN CANADA.

For the purposes of branding, we focused our efforts this year on LEAVE A LEGACY™ - which is a brand that we have not used to its fullest capacity. This is our brand, it is easily identified and presents a strong opportunity for sponsorship – both locally and nationally. So we are exploring how we make use of this brand by incorporating it in all that we do – which means combining awareness and education in order to use the logo.

In April 2008, we received an increase in the original commitment from Great-West Life, London Life and Canada Life over the next three years to accommodate their offer to provide banners for all 21 LEAVE A LEGACY™ Committees across Canada for use at their events. This provides CAGP-ACPDPTM with a commitment of \$140,000 per year for three years.

In September 2008 - LEAVE A LEGACY™ Brochure Distribution - Mail out to All Members. Why? To introduce a new member benefit of using the LEAVE A LEGACY™ logos and registered products, and also to promote distribution of the new LEAVE A LEGACY™ brochures. By granting CAGP-ACPDPTM members permission to use the LEAVE A LEGACY™ logo and registered products within their organization and community, we expect to see the LEAVE A LEGACY™ message reaching new audiences – reinforcing the branding of LEAVE A LEGACY™ across Canada. BROCHURES, BOOKMARKS, THANK YOU CARDS ...



In November 2008, the www.leavelegacy.ca website was redesigned – providing new and clear information for Canadians – along with the ability to search for a CAGP-ACPDPTM Professional Advisor!

OUTCOME: GIFT PLANNING IS PROFESSIONALIZED THROUGH COMPETENCY-BASED STANDARDS OF PRACTICE.

The Education Committee met several times this year. One of their first courses of action was to compile a thorough list of educational offerings in gift planning in Canada. They decided to focus this year on researching ways to provide gift planning education to all members and at levels that are most meaningful to members.(i.e. Intro level) To that end, they are focusing on a few areas:

1. CAGP has plenty of educational material and speakers. To make the most of this strength, this committee is exploring new ways of providing this education – such as on-line learning. (see new educational offerings for more details)
2. There are two certification credits that are very relevant to CAGP Members – CFRE and ADVOCIS. CAGP is focusing on providing these credits whenever possible and is working with RTs to do the same. (example: CGA-Canada collaboration)
3. Exploring partnerships with current certifications. We chose to partner with the Canadian Academy of Senior Advisors – who provide a course and certification designation as a Certified Senior Advisor (CSA®). This certification is suited to ALL our members – both from charities and professional advisors. For this reason, they are hosting a one-day Fast-Start session as a pre-conference session at our Conference 2009. CSA's learn about the physical, social and psychological aspects of aging, understand how grief and loss affect each of us, learn about financial and estate planning requirements, wellness, spirituality, and most importantly, the ethics of dealing with older clients.
4. The Education Committee has also developed a CAGP Target Group document and is working on a "Road Map" for Education. They have also been instrumental in developing the "*Intro to Gift Planning – All in a Day*" which is being introduced in April as a pre-conference event. The intent is to roll this one-day session across Canada throughout the year.

OUTCOME: THERE ARE FOUR NEW EDUCATIONAL OFFERINGS.

Two new Educational Offerings were developed this year:

1. **Webcasts with CFRE and ADVOCIS credits.** In collaboration with CGA–Canada, CAGP-ACPDPTM Members now have preferred access to CGA-Canada's PD Net - the premier online professional development resource for CGAs and the business community. CAGP-ACPDPTM members receive: - **preferential pricing** when ordering CGA online learning products on the PD Net website, - **convenient access** to the PD Net library featuring courses, videos, webcasts, free articles, business tools, as well as an extensive selection of online learning product offers and discounts. The first three joint offerings were held on Oct.28, Nov. 18th and Nov. 27th, 2008.
2. **Intro to Gift Planning - All in a Day! (April 21, 2009 – pre-conference event)** **This year we introduced this new one-day session for people who are new to gift planning or perhaps would like a "refresher" - to review all the concepts and tools before attending the more detailed workshops at the Conference.** Joined by two CAGP faculty members for a full day of pre-conference learning and networking, delegates will learn about Canadian trends and tax issues, move right into a review of the most common gifts in Canada and conclude with

marketing, stewardship and donor recognition. To complete the day, they will attend a small reception to compare notes and share even more new ideas. All in a day! It is our intent to create this signature educational offering and bring it across Canada.

OUTCOMES: 80% OF MEMBERS REPORT EXCELLENCE IN NETWORKING OPPORTUNITIES.

In the recent September 2008 CAGP member survey, out of 293 member respondents - 171 rated networking as a **highly relevant** member benefit. And 91 rated networking as a **moderate relevant** benefit. 31 rated it as low. This means that 89% rated networking as **moderate to highly** relevant.

To that end, several RoundTables have included a networking session in their calendar of events this year. And CAGP-ACPDPTM National offerings have been reviewed to ensure opportunities are available for this informal learning.

OUTCOMES: THERE ARE AT LEAST FOUR POSITIVE NATIONAL MEDIA REPORTS ABOUT GIFT PLANNING PER YEAR.

1. On December 29th, 2007, the Globe and Mail announced their choice of the Globe and Mail's Nation Builder for 2007. It was none other than our very own Don Johnson (Friend of CAGP). He was honoured for his 12 years of lobbying and his efforts were recognized as being very influential in the change in tax law that "has unleashed a flood of charitable giving from Canada's wealthy". What is even equally impressive is the Globe and Mail's understanding of the impact that gift planning has made in Canada. "Nation Builder" is indeed a wonderful concept for gift planning in Canada and for the man that never gave up!
2. In April 2008, an article in the Financial Post (national media) regarding the gifting of BCE shares included several quotes by the Executive Director of CAGP-ACPDPTM
3. Also, for the first time, we inserted a LEAVE A LEGACYTM colored ¼ page ad in *Imagine Canada's* "Thanks and Giving Supplement" in the **October 6** issue of *Macleans* Magazine. The issue hit newsstands on **September 25, 2008**. This is the first time CAGP-ACPDPTM has had the funds to submit an ad in a national publication.
4. On November 14th, 2008 –CAGP-ACPDPTM placed a coloured ¼ page ad in the Financial Post-Special Report to coincide with National Philanthropy. Again, this is our first time to submit this type of ad in a national publication. A special thank-you to Great-West Life, London Life and Canada Life for their support in enabling this national exposure to the LEAVE A LEGACYTM message.

OUTCOME: CAGP-ACPDP™ IS INSTRUMENTAL IN NEW LEGISLATION BEING PASSED.

In March 2008, the Federal Budget 2008 included new legislation on:

1. *Capital Gains Tax Relief in Respect of Donation Securities – Exchangeable Shares*
2. *Private Foundations: Excess Corporate Holdings*
3. *Donations of Medicines.*

CAGP-ACPDP™ was instrumental in advising the government on the first two items.

- May 2008, the Government Relations Committee (GRC) surveyed CAGP-ACPDP™ members in it's' review of the recent *Consultation on proposed policy on fundraising by Registered Charities* posted on the CRA website. In August 2008, CAGP submitted our recommendations to CRA - along with the CAGP member survey. CRA felt our members input was relevance and asked CAGP permission to distribute the survey to various stakeholder groups for further consultation.
- August 2008, CAGP submitted a briefing to the Standing Committee on Finance and requested the opportunity to speak before the Committee in September. This year, we were asked to choose one issue only. We chose CRTs – which provides an opportunity to discuss in greater detail. Due to the election, the Standing Committee meetings did not take place.
- From time to time, the GRC gets involved in provincial legislation when it is deemed of importance. For instance, last year we wrote to the Quebec government to have the new federal budget legislation applied in their province. (It was passed). In June 2008, CAGP wrote the Ministry of Labour and Citizens Services in BC regarding the new British Columbia's Naming Privileges Policy. They have since replied that they are taking our concerns into consideration.
- Nov 2008 – CAGP participated in an Open letter to the Prime Minister, Minister of Finance, Leader of the Liberal Party, Le Chef du Bloc Quebecois and Leader of the New Democratic Party. Initiated by Imagine Canada – this letter went to the Calgary Herald, the Ottawa Citizen and La Presse
- Dec. 11, 2008 – CAGP Member stories were collected regarding the impact of the economic situation to charities – in cooperation with Imagine Canada for a meeting with the Minister of Finance.
- Jan 5th, 2009 - Participated again in the open letter to the PM (with Imagine Canada) in the Globe and Mail.
- Jan 5th, 2009 – With the assistance and coordination of Don Johnson, CAGP participated in a letter to the Prime Minister and the Finance Minister, with copies to the Leaders of the Liberal Party, the NDP, and the Bloc Quebecois. This letter appeared in the Globe and Mail, the National Post, the Hill Times, the Ottawa Citizen, the Montreal Gazette, the Winnipeg Free Press and the Calgary Herald.
- Jan 16, 2009 – CAGP wrote a letter to the Minister of Finance and the Prime Minister supporting the stimulus measures contained in the Brief submitted by Imagine Canada on January 15th – entitled "Helping Charities and Nonprofits to Help Canadians and Communities during the Economic Downturn".

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I want to take a moment to thank the CAGP staff and contract staff for their hard work. I feel we have a solid, cohesive group in the National office excited about fulfilling the OUTCOMES as outlined about. We have had some staff changes this year – we welcome Jennifer Paradis (LEAVE A LEGACY™) back from maternity leave and we welcome Katie Villeneuve to the team – as our new Communications Coordinator. Congratulations go to Sharyon Smith for celebrating 1.5 years with CAGP and to Anne Williams on her 2.5 years with CAGP. I too, am celebrating my sixth year with CAGP – having started in April 2003. What a wonderful six years it has been! Thank you as well to the countless volunteers, operational committee members, RoundTable volunteers and CAGP Board members who have stood behind me and provided me with the guidance and tools to make our operational plans happen. I could not do this without the strong volunteer support that continues to pave the road. Thank you everyone!

Diane MacDonald,
Executive Director,
CAGP-ACPDP™.

2009 THE YEAR AHEAD - REPORT FROM THE EXECUTIVE DIRECTOR

In November 2007, the CAGP-ACPDP™ Board of Directors identified the following priorities as Outcomes for 2013:

- *There are 3000 members.*
- *CAGP-ACPDP™ is rebranded as the leading gift planning organization in Canada.*
- *Gift planning is professionalized through competency-based standards of practice.*
- *There are four new educational offerings.*
- *80% of members report excellence in networking opportunities.*
- *CAGP-ACPDP™ is instrumental in new legislation being passed: Charitable Remainder Trusts and gifts of real estate.*
- *There are at least four positive national media reports about gift planning per year.*

The following is a brief list of the operational activities planned for 2009 based on these priorities:

1. Membership - We will continue our efforts to recruit and retain members by consistently reviewing and refining the benefits that we provide to membership. We will continue to explore new partnerships with advisor groups and organizations that bring enhanced value to our members. Most importantly, we are working closer with our Roundtables – who are instrumental in providing value at the local level.
2. Branding – During the month of May 2009, for the first time, we will introduce a new (30 second) national PSA for LEAVE A LEGACY™ - available in both official languages - along with matching radio ads. The PSA and radio ads will be distributed to all 21 LEAVE A LEGACY™ Committees for use in their community. The CAGP-ACPDP™ National Office is also contacting several TV stations across the country – requesting that they air this PSA

during the month of May. At the time of writing this report, we can confirm 11 stations have agreed to air our PSA.

3. Educational Standards – The CAGP Education Committee is looking at creating a curriculum and “road map” for members to follow as part of their formal gift planning education. We hope to introduce something in late 2009.
 4. New Educational Offerings – We plan to roll out the new “Intro to Gift Planning – All in a Day” across the country – starting in the fall. And CAGP-ACPDPTM will be providing Gift Planning Webinars with CE Credits beginning in the fall of 2009.
 5. Networking – we continue to provide opportunities to learn from our colleagues and will be exploring more opportunities for hands-on learning – both at the national and local level.
 6. New legislation – The recently revised proposal on Charitable Remainder Trusts is being forwarded to the Dept. of Finance this spring (09). We hope to report some progress this year!
 7. Media reports – During these economic times, it is important that we keep gift planning in the minds of Canadians and that will be our focus for our news to the public. As of March 2009, our LEAVE A LEGACYTM Website now includes a CAGP-ACPDPTM Advisor search for the public. CAGP-ACPDPTM will be more pro-active in seeking opportunities for articles in national publications.
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CAGP • ACPDP™

CANADIAN ASSOCIATION OF GIFT PLANNERS

ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONS PLANIFIÉS

NOMINATIONS TO THE CAGP-ACPDPTM BOARD OF DIRECTORS 2009-2010

Proposed Motion:

BE IT RESOLVED that the following slate of 5 (five) persons, each of whom may serve for a two year term as a Director, be elected to the National Board of Directors of CAGP-ACPDPTM, namely: Roger Lee, Marilyn Monson, Charles O'Neil, Linda Pearson and Rosemarie Sampson

NAME	CITY	PROV / TERRITORY	STATUS of TERM (for 2009/2010)
Roger Lee*	Vancouver	British Columbia	1 st year of 2 nd term
Marilyn Monson*	Edmonton	Alberta	1 st year of 2 nd term
Charles O'Neil**	Halifax	Nova Scotia	1 st year of 1 st term
Linda Pearson*	Toronto	Ontario	1 st year of 3 rd term
Rosemarie Sampson*	Bedford	Nova Scotia	1 st year of 3 rd term

* Returning

** New

Biographies Attached.

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Returning Board Members

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

NAME	CITY	PROV / TERRITORY	STATUS of TERM (for 2009/2010)
Greg Lichti	Toronto	Ontario	2 nd year of 2 nd term
Luce Laguë *	Quebec City	Quebec	2 nd year of 1 st term
Charlotte Lawson	Nanaimo	British Columbia	2 nd year of 1 st term
Tom Riglar	Vancouver	British Columbia	2 nd year of 2 nd term

*Director appointment effective December 18, 2008.

Biographies Attached.

Retiring Board Members

NAME	CITY	PROV / TERRITORY
David Brown	Toronto	Ontario
Naomi Kreutzwieser	Saskatoon	Saskatchewan

BOARD OF DIRECTORS 2008- 2009 BIOGRAPHIES

Greg Lichti, CFRE (Chair)

Senior Director, Major Gifts

Princess Margaret Hospital Foundation

Greg Lichti, CFRE, is Senior Director, Major Gifts at The Princess Margaret Hospital Foundation in Toronto. Greg and his colleagues are responsible for raising over \$25M annually in major gifts to support world-leading cancer research. The PMHF team places a particular emphasis on discussing the full range of giving options with major donors, including planned gifts.

Greg has an Honours B.A. in History and Applied Studies from the University of Waterloo and Master of Divinity and Master of Social Work degrees from the University of Toronto. Greg is a graduate of CAGP-ACPDP's Canadian Gift Planning course and has served as chair of the Greater Toronto Area RoundTable and as co-chair of the 2004 CAGP-ACPDP™ National Conference. Greg and his former colleagues at the AIDS Committee of Toronto won the 2000 AHP Showcase Award for the best Canadian planned giving program.

Greg believes that CAGP-ACPDP™, with its collective expertise in complex giving vehicles, planning and donor relations, is an essential resource for both major gift and planned giving professionals.

Roger Lee (Vice 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 and has given numerous lectures on the area to various groups. He advises corporate and individual trustees, as well as personal representatives, of their legal obligations and duties on a regular basis, acts for beneficiaries who question the actions of the trustees of their particular trusts, and represents various charities with respect to bequests made to them.

Mr. Lee is the Past Chairperson of the Vancouver Branch of the Canadian Bar Association Wills & Trusts Subsection, a member of the British Columbia CLE Wills Advisory Committee, and 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 also presented, along with Mary Hamilton, a workshop at the 2006 CAGP-ACPDP™ Annual Conference in Calgary, and presented another workshop at Halifax at the 2007 CAGP-ACPDP™ Annual Conference

Tom Riglar, BBA, MTI, CFRE (Treasurer)

Manager, Personal Philanthropy
United Way of the Lower Mainland.

Tom manages and participates directly in the marketing, soliciting, receiving and managing of the full array of immediate, deferred and planned gifts with a minimum value of \$10,000 from Individual Donors and both Private and Public Foundations through direct donor contact, development recognition and stewardship.

Prior to joining United Way, Tom was Director of Development and Communications for The Crisis Centre of Vancouver employing the full range of fundraising options and media contact skills. Prior to moving to Vancouver 16 years ago he was the Director of Corporate Financial Services for Eastern Canada at National Trust.

Tom was on the Board of Directors of Variety, The Children's Charity of BC for 11 years and previously both the National and BC Boards of The Acoustic Neuroma Association for 14 years where he served as Financial Director for six years. In his 39 years of volunteer work he was also on the Board of the Montreal YMCA and President of the Downtown Y where he Chaired four Annual and two Capital Campaigns. Tom holds a BBA from Bishop's University, Canadian Securities Courses I & II, and attended CAGP-ACPDP™'s Canadian Gift Planning Course in Banff. In his career he has had his license to sell Life Insurance for over 20 years.

Tom is a Member of the Trust Institute and has attended over 120 seminars of continuing education in the field of fundraising, as well as extensive training in Computerized Sales and Marketing, Salesmanship, Sales Management and Marketing Research, E-Commerce, Web Page Design and Database Management.

Tom has been a member of CAGP-ACPDP™ for 15 years, a member of the Vancouver RoundTable for three years and a member LEAVE A LEGACY™ BC for six. He was on the Sponsorship Committee of the highly successful National Conference in Vancouver in 2003 and assisted with the 2008 Conference. He recently served on the AFP Mentorship Program for five years and is now a member of the Vancouver CAGP Program. Tom is also a member of the Estate Planning Council of Vancouver.

Tom and his partner Naomi reside in Vancouver.

Dr. Rosemarie Sampson (Secretary)

Dr. Rosemarie Sampson who now is doing consultation work has recently retired from Mount Saint Vincent University where she worked for over 32 years, firstly as a professor in the Department of Psychology and as the Dean of Professional Studies and lastly as Senior Associate, and Planned Giving Officer in University Advancement. An active volunteer, Dr. Sampson co-chairs the Cobequid Community Health Board and is co-chair of the Council of Chairs of the Capital Health District Health Authority; serves on the Board of Sacred Heart School of Halifax and chairs its Advancement Committee. She also serves on the Steering Committee to establish the Northwood Long Term Care facility in the Cobequid Region. For the past year she has served on the committee of the Halifax Regional Municipality "Visioning the

Bedford Waterfront" and now serves on the Implementation Committee and its subcommittee on Design and Development. She is an active participant of the Nova Scotia Round Table of CAGP-ACPDP. She is a recipient of the Commemorative Medal for the 125th Anniversary of the Confederation of Canada for her community service.

David Wm. Brown, CFP, CLU, ChFC, RHU

Partner

Al G. Brown and Associates

David is a Certified Financial Planner, Chartered Life Underwriter, Registered Health Underwriter, and a Chartered Financial Consultant. He has been involved in the life insurance and financial planning industry since 1974. He has been awarded the National Quality Award on a consistent basis from 1975 to the present. Mr. Brown's accomplishments have earned him a place among the top one-half percent of life insurance professionals worldwide. He has been a member of the Million Dollar Round Table's Top of The Table consistently for the past eleven years. Mr. Brown is a member of the Canadian Tax Foundation, the Canadian Association of Gift Planners, and the Conference of Advanced Life Underwriters.

He has written and spoken extensively on employee benefits, charitable giving insurance, succession, financial and retirement planning. He has published articles in CCH, Federated Press, The Canadian Institute, and is a regular columnist for the Advisor's Edge Magazine.

Mr. Brown is a partner, together with his sister, Golda, and father, Al G. Brown in the firm of Al G. Brown & Associates. Al G. Brown & Associates is an independent financial and estate planning firm, which was founded in 1943. Al G. Brown & Associates provides its clients and their advisors with professional consulting services in the fields of life insurance, employee benefits plans, retirement planning, and charitable giving techniques.

David Wm. Brown has been instrumental in developing and implementing charitable giving plans resulting in millions of dollars. They have consulted to University of Toronto Foundation, UJA Federations across Canada, United Way, Baycrest Hospital Foundation and several other charitable organizations.

David was awarded the Toronto Jewish Congress leadership Development Award in 1990. He is past Ontario Chairman of State of Israel Bonds and Canadian President of The Sanz Medical Centre in Netanya, Israel. David is past chairman of the Professional Advisory Council of the UJA Federation of Greater Toronto. David is currently Vice-President of Associated Hebrew Day Schools. David lives in Toronto with his wife, Helen and daughters, Sarah Edite and Pnina Devorah.

Naomi Kreutzwieser

Manager of Fund Development

Kidney Foundation of Canada - Saskatchewan Branch

Upon receiving her Commerce degree at the University of Saskatchewan, Naomi was employed by a marketing group as a consultant to the charitable sector in Ontario. When their only child Ethan was born, they made the decision to return home to raise their family.

In the past years her life objectives have been: her family, her career, professional growth and community involvement. She brings the same set of values she has in her personal life to her professional life. At work she promotes charitable acts (financial and volunteerism) and at home her family and herself are both donors and volunteers to many causes.

Luce Laguë, LL.B.

La Fondation de l'Université Laval

Luce has been employed by La Fondation de l'Université Laval since August 2004. For the first two years she worked as a development officer in faculties; since June 2006 as an administrative and legal counsel mainly dealing with contracts with donors. This includes preparing documents required to create the endowment funds. Luce is also responsible for any administrative or legal aspects relating to planned giving at the Fondation.

Luce has previously worked with La Société de l'Arthrite; the Canadian Red Cross; and the Department of Foreign Affairs for our diplomats in Ottawa and abroad (Congo-Kinshasa, Washington, D.C., and Algeria). She obtained her law degree in 1992.

Luce has been active with CAGP/ACPDP at both national and local levels since 2005

Charlotte Lawson

Charlotte J. Lawson, CFRE

Charlotte started her fundraising career in the Alumni Development Office at the University of California, Santa Cruz in 1992.

In 1997 she started working at McMaster University in the Planned Giving until August 2002 when she joined St. Joseph's Healthcare Foundation. In October 2004 she joined the Nanaimo & District Hospital Foundation on Vancouver Island. In June 2008 Charlotte rejoined McMaster University but is based on Vancouver Island working on philanthropy development in western North America.

During her time at McMaster she was also an interim Treasurer of the Golden Horseshoe Roundtable. She launched the Golden Horseshoe Roundtable LAL program and the Central Vancouver Island LAL program. She has been Chair of the National LAL Advisory Committee for two years and member of our Vancouver Island Roundtable since 2004.

Charlotte has a BA from the University of Wales, UK and an MA Ed. from the University of Phoenix, AZ. She successfully completed her CFRE exam in April 2004 and recertified in 2007.

Charlotte has been a CAGP member since 1997 and a Board member since April 2008.

Marilyn Monson

Manager, Gift Planning
University of Alberta

During her career, Marilyn Monson has worked in a number of not-for-profit organizations. She has had a range of experiences that include the YMCA, Alberta Recreation, Parks & Wildlife Foundation (Land Trust work in Alberta), Caritas Hospitals Foundation, Development Consultant with DVA Navion and the University of Alberta. Marilyn has been working with gift planning vehicles since mid-1980.

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.

Currently, she is in the fortunate position with the University of Alberta where she directs and works with a gift planning team of 5. Her unit provides services for the entire campus.

Linda Pearson, B.Sc., MBA, and MA

Vice President, Development and Campaign Director
Women's College Hospital Foundation

Linda Pearson currently holds the position of Vice President, Development and Campaign Director at Women's College Hospital Foundation. Previously, Linda held the position of Director, Gift Planning at the University of Toronto for 4 ½ years after serving as Manager, Personal Giving at the Canadian Cancer Society-Ontario Division for 3 years. Prior to this, Linda worked as Director of Community Services and then Director of Development at Lutherwood, a regional human services organization in Central Ontario. Linda's education includes a B.Sc., M.A. and a M.B.A.

She sits on the National Board of the Canadian Association of Gift Planners (CAGP) where she holds the position of Chair, Governance Committee. Linda also serves as the Chair, RoundTable Committee; a national operational committee of CAGP-ACPDP™. She is Past Chair of the Greater Toronto Area CAGP-ACPDP™ RoundTable.

PROSPECTIVE BOARD MEMBER – 2009-2010 BIOGRAPHY

Charles L. O'Neil, B.A., B.Ed., EPC
Gift Planning Advisor

Charles 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. He also acts as Gift Planning Consultant for the Anglican Diocese of Nova Scotia and Prince Edward Island, work he has carried out since 1988. Prior to joining the QEII Foundation team he was principal of O'Neil Planned Giving Services, a consulting firm assisting Maritime-based charitable organizations to establish and operate gift planning programs.

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

Charles also serves as a member of the editorial board of [Gift Planning in Canada](#), and is a member of the Halifax Estate Planning Council and the Advancement Advisory Committee of the Atlantic School of Theology.

**RULES OF ORDER
AND
PROCEDURE GUIDE
FOR MEETINGS**

1. Purpose of Rules of Order

The purpose of Meetings of the members of CAGP-ACPDTM (after this called the "Association") is to ascertain the opinion of Association members on the items of business coming before the meeting. The purpose of Meetings of Directors of the 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.

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, then puts the question (not debatable), "Shall the decision of the chair stand as the 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

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