

ANNUAL GENERAL MEETING
April 14, 2011

BOOK OF BUSINESS

The CAGP-ACPDTM mission:
Advancing Gift Planning in Canada

The CAGP-ACPDTM vision:
Inspired giving through enlightened planning



ANNUAL GENERAL MEETING

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BOOK OF BUSINESS

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

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Copies of the Book of Business and the Audited Financial Statement for Fiscal 2010-2011 are available at the AGM and posted on the CAGP-ACPDP™ website.

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ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONS PLANIFIÉS

OUR PEOPLE 2010-2011 (BOARD, STAFF AND VOLUNTEERS)

National Board Members 2010-2011

Roger Lee, Chair
Marilyn Monson, Vice-Chair
Tom Riglar, Treasurer
Rosemarie Sampson, Secretary
Luce Laguë
Greg Lichti
Charles O'Neil
Bob Strachan
Ross Young

National Staff 2010-2011

Diane MacDonald, Executive Director
Jennifer Paradis, National Communications & LEAVE A LEGACY™ Coordinator
Sharyon Smith, National Programs Coordinator
Richelle Richardson, National Membership Coordinator

CAGP-ACPDPTM Head Office

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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 21, 2011.

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OUR NATIONAL OPERATIONAL COMMITTEE VOLUNTEERS 2010-2011

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 2011 Hospitality Committee

Becki Willoughby (Co-chair)	Paulette Kimmond (Co-chair)	Jim Allen
Deborah Bauder	Betty Franklin	Melanie Gaertner Riley
Ann Gorwill	Brady Hambleton	Meredith Meads
Paul Nazareth	Anita Nielsen	Debbie Owen
Andrea Robertson	Shannon Stuart	Cathy Waiten
Teri Worthington Coombs		

Conference 2011 Programming Committee

Michelle Osborne (Chair)	Diane Laundry (staff)	Jo-Anne Ryan
Jasmine Sweatman	Jill Nelson	Ann Rosenfield

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	Elena Hoffstein

National RoundTable/LEAVE A LEGACY™ Advisory Committee

Catherine M. Hurley (Chair)	Lucille Grimard	Tamara Coleman-Lawrie
Rob Pepper	Suzanne Dubé	Carey Bornn
Glenn Stewardson	Cynthia Collantes	Debra Klippenstein
Leigh Rowland	Liza Fernandes	Marcella Zanella
Don Gordon	Paul Spelliscy	Kathy Mannas
Saskia Ages	Alain Levesque	Laurel Byl

National Education Committee

Chair (N/A)	Malcolm Burrows	Norma Cameron
DeWayne Osborn	Michelle Osborne	Janice Margolis
Brian Shea	Joshua Thorne	Helen DeBoer-Daggett
Brad Offman	Grant Monck	

OUR ROUNDTABLE COMMITTEE VOLUNTEERS – 2010-2011

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 22 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	David Connell
Jan Guerin	Joyce Tutt	

Southern Alberta RoundTable

Neil Williams	Janelle Wakaruk	David Beavis
Pam Fawcett	Debra Klippenstein	Gail Burton
Ben Harries	Alen Okanvic	Tara Friesen
Kathy MacFarlane(Lethbridge Leave a Legacy™)		

Greater Vancouver RoundTable

Paul Spelliscy	Sarah Leyshon-Hughes	John Blackmer
Heather Hamilton-Wright	Nicole Jeschelnik	Kathy Mannas
Tim Staunton	Joanne McLellan	Ester Jang
Linda Ashton	Jerry Halma	Emily Clough

Vancouver Island RoundTable

Paul Longtin	Patrick Corrigan	Natasha Benn
Suzanne Dubé	Dawn Tipton	Barbara Toller
Pheng Heng	Carla Funk	

Manitoba RoundTable

Beth Proven	Sara Penner	Marj Wiebe
Chris Chipman	Liz Kovach	Jackie Markstrom
Sarah Crowley		

Saint John (NB) RoundTable

Gary Chouinard	Mark McAuliffe	William S. Kim Anderson
Theresa Gaudett		

Newfoundland

Catherine Barrett	Deborah Glassman	Craig Bishop
Michelle Northover	Kevin Smith	

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Nova Scotia RoundTable

Mary Theresa Ross	Glenn Stewardson	Anne Thibodeau
Rose Spicer	Bonnie Boyd-Read	Heather Fitzpatrick
Kelly Power	Ann Vessey	

Chatham-Kent RoundTable

Brad Langford	Michele Grzebien	David Drouillard
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Greater Toronto Area RoundTable

Cynthia Collantes	Marcella Zanella	Sandra Scian
Jim Lawson	Stephanie Miller	Jeff Sniderman
Winsor Pepall	James Dunn	Emelita Ervin
Leigh Rowland	Liza Fernandes	Don Allen
Peter Ramsay (Temiskaming LEAVE A LEGACY™)		

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

Rachel Bayley	Ryan Fraser	Sue McLean
Lisa Mazurek	Joanne Beaton	Lori Ann Horley
Kim Pritchard	Lorie Colledge	

Ottawa RoundTable

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

Quinte RoundTable

Liz Dobbs-Jones	Frank Lockington	Ron Kelly
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Waterloo-Wellington RoundTable

Susan St. John	Cec Joyal	Fred Martin
Dipali Batabyal	Ken McGowan	

Windsor and Essex County RoundTable

Melissa East Aspila	Tim Jones	Kim Willis
Nancy Parker		

Prince Edward Island – Summerside RoundTable

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

OUR ROUNDTABLE COMMITTEE VOLUNTEERS – 2010-11 (cont.)

Greater Montreal RoundTable

Chantal Thomas	Alain Lévesque	Nancy Langlois
Maryse Legault	Marie-Claude Matton	Claudia Côté
Lucille Grimard		

Québec City RoundTable

Nathalie Côté	Nataly Rae	Jean-Denis Côté
Karine Pereira		

Prince Albert and Area RoundTable

Merv Bender	Robert Dalziel	Donna Strauss
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Saskatchewan North RoundTable

Darren Ulmer	Cass Cozens	Wendy Cooper
Vicky Corbin	Jocelyne Hamoline	

Saskatchewan South RoundTable

Judy Davis	Denis Duckerin	Sharon Kremeniuk
Brian Wonnick	Jeanette Kelly	Todd Dixon
Robbie Gamble	Joanne Kozlowski	Tara Gish

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ANNUAL GENERAL MEETING AGENDA

DATE: **April 14, 2011 (Thursday)**

TIME: **12:15 – 2:00 p.m. (EST)**

LOCATION:

Hotel Hilton Toronto
145 Richmond St. West
Toronto ON M5H 2L2
Telephone: 1-416-869-3456

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: R. Lee

1. Call to Order at 12:15pm 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 – May 13, 2010 R. Lee

Proposed Motion:

BE IT RESOLVED that the minutes of the Annual General Meeting held on May 13, 2010 be approved as circulated.

5. Report from the Chair R. Lee
6. Report on Outcomes 2010 (including financial statements) D. MacDonald
7. Auditors Report and Appointment of Auditors T. Riglar

Proposed Motion:

**BE IT RESOLVED that the 2010-2011 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.*

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- | | |
|--------------------------------|----------|
| 8. Nomination Committee Report | R. Young |
| 9. Election of Directors | R. Young |

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, Marilyn Monson – 2 year term, Charles O’Neil – 2 year term, Malcolm Berry – 2 year term, Peggy Killeen – 2 year term, Darren Pries-Klassen - 2 year term and Doug Puffer – 2 year term.

- | | |
|--|--------|
| 10. Presentation of 2011/2012 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 18th Annual General Meeting of the CAGP-ACPDP™, be adjourned.

**Note: This motion has combined two activities: 1 – accepting the auditor’s report 2010-11 and 2 – appointing the auditors for 2011-2012*

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Minutes of the 17th Annual General Meeting

DATE : *May 13, 2010 (Thursday)*
TIME : *12:45 p.m.*
LOCATION : The Westin Edmonton
10135-100th Street
Edmonton, Alberta T5J 0N7
(780) 493-8981

Chair: Greg Lichti

- 1 Meeting was called to order at 12: 45pm G. Lichti

- 2 Welcome G. Lichti
G. Lichti and Luce Laguë provided the welcoming remarks.
0 proxy and 0 mail ballots were received at the national office.
It was established there was a quorum.

- 3 Approval of Agenda G. Lichti
Proposed Motion:
BE IT RESOLVED that the agenda be approved as circulated.
Moved: Jocelyn Hamoline
Seconded: Denis Keffiuk.
Carried

- 4 Approval of Minutes, April 23, 2009 G. Lichti
Proposed Motion:
BE IT RESOLVED that the minutes of the Annual General Meeting held on April 23, 2009 be approved as circulated.
Moved: Neil Leslie
Seconded: Malcolm Burrows
Carried

- 5 Report from the Chair G. Lichti
Greg delivered a brief message highlighting the following:
 - Who we are and what we do
 - Invite to spread the word
 - Highlighting the delivery of education and thanks to National office and staff
 - PPP exploring talks with merging with AFP. He noted that a merger is not on the agenda for the CAGP Board. They will be monitoring the developments of events
 - Reminder to attend the final conference session.

Greg thanked the members of Board, the National office and staff, the members and countless volunteers for their involvement in CAGP-ACPDPTM and asked for their feedback in the coming months.

6 Report on Outcomes 2013 (including Financial Statements)

D.
MacDonald

Diane MacDonald thanked Greg for his report.

A few highlights include:

- Definition of gift planning
- Mission – advancing gift planning in Canada

Diane reviewed the **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

Diane reviewed the Outcomes 2013 and the progress the association has made in 2009-10 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.

Financial Review: Diane reviewed the financial results for 2009-10.

Greg thanked Diane for her report.

7. Auditors Report and Appointment of Auditors

T. Riglar

Proposed Motion:

BE IT RESOLVED that the 2009-2010 Auditors Report be adopted as circulated and that the firm of McKay Duff, Chartered Accountants, is hereby appointed as auditor for Fiscal 2010-2011 and that the Board of Directors shall determine the remuneration of the auditor.

Moved: Malcolm Fast

Seconded: Sandra Scian

Carried

8. Nomination Committee Report

M. Monson

Marilyn delivered the following report:

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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. Four (4) Board Directors are mid-term and will continue to serve on the Board until the Association's Annual General Meeting in April 2011. Five (5) Directors needed to be elected or re-elected to the Board at this 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 November 2009. 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 15, 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 one (1) year term.

These five (5) individuals were included on the recommended slate to the Board of Directors at its January meeting. The slate, to be presented shortly by Greg, was approved.

9. *Election of Directors*

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 2010 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: Luce Laguë - 2 year term, Greg Lichti – 1 year term, Tom Riglar – 1 year term, Bob Strachan - 2 year term, and Ross Young - 2 year term.

Moved: Brian Gutteridge

Seconded: Claude Drouin

Carried.

11. Draw for CAGP•ACPDPTM membership was deferred until Friday.

G. Lichti

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12. Any Other Business

G. Lichti

13. Adjournment

G. Lichti

Proposed Motion:

BE IT RESOLVED that this meeting, the 17th Annual General Meeting of the CAGP-ACPDP™, be adjourned.

Moved: Cynthia Collantes

Seconded: Sandra Scian

Carried.

Chair's Annual Report to Members

Year ended January 31, 2011

Coming from a professional world which can, on occasion, engender a cynical world view, I have found it extraordinarily refreshing to become involved with an association committed to making the world a better place. That commitment is captured by our vision statement - *Inspired giving through enlightened planning* - and this past year we have continued to see CAGP-ACPDP™ make great strides towards that goal.

As a Board we have empowered our Executive Director, Diane MacDonald, to take a leadership role in providing the direct services to you, the members. She will provide more detail of specific achievements this year, and they are many and varied. It is truly something in which we should all take pride. I would like to report on the progress which the Board has made this past year in its strategic thinking for the long-term growth and strength of CAGP-ACPDP™.

Strategic Priorities

Envisioning the future success of CAGP-ACPDP™ is an ongoing process. It requires a constant evaluation and measuring of the strategic priorities in the current five year plan set out by the Board. I note that the transition to a policy governance board occurred in the mid-2000s. The very first policy driven strategic plan - the vision, mission, values, beliefs and outcomes - was only created in November, 2007, a scant three and a half years ago. Since that time we have progressed a long way, both in our understanding and effective use of the policy governance model. We have made great strides in refining the strategic plan, and on achieving the substantive outcomes which we have asked Diane MacDonald and her staff to achieve on your behalf.

One example of the type of refinements being made is our mission statement. Initially "Advancing the work of professionals in gift planning", it was modified in November, 2009, to "Advancing Gift Planning in Canada". The Board made this modification after conducting a strategic analysis which conceived of a broader range for CAGP-ACPDP™'s role. The organization was not here solely to assist members. Its purpose was broader than that. It was also meant to create a positive climate generally for gift planning in Canada through LEAVE A LEGACY™ and advocating for favorable legislation. The modified mission statement is a more accurate reflection of what CAGP-ACPDP™ does, and also envisions where we are going.

One of the proposals arising out of our strategic planning retreat in November, 2010, was the suggestion that our name be changed slightly to reflect that conceptual shift. Instead of the "Canadian Association of Gift Planners / Association Canadienne des professionnels en dons planifiés (CAGP-ACPDP™)", the name would be changed to the "Canadian Association for Gift Planning / Association Canadienne pour les dons planifiés (CAGP-ACDP)".

While this change seems minor, the Board believes it can and will create a significant change in thinking at every level and will bring us closer to our vision and mission. We believe this will result in a much stronger organization in the future. We will be seeking your support to formalize this change in the upcoming year.

In addition to thinking about the long term strategic situation of the organization, the Board also reviewed the outcomes we set in 2007 for the organization to achieve by 2013, to ensure they were still relevant and appropriate, and that Diane and her team were on track with what was directed. We are pleased to report that we believe they are, although we are mindful that we

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are approaching the end of this five year strategic plan. The Board has been and will continue to monitor and research developments in the area of gift planning, but your input will be particularly crucial in the next few years in assisting the Board develop the blueprint for the next strategic plan and the new outcomes that may arise from it.

In that regard, we wanted to say a very heartfelt “thank you” to the many members who responded to the 2010 member survey (about 30% of you took the time to give us your input, which is an amazing response!). In turn, we have tried to increase the amount of board communication to members through the Planner and e-blasts.

Board Priorities for 2011-12

The Board’s goal is to continue to build an organization that is a strong voice for gift planning in Canada, and worthy of your membership. Some of the Board priorities for 2011 and beyond are:

Increasing Communication with CAGP-ACPDP™ Members - As noted above, we are seeking member input on the future of gift planning, where CAGP-ACPDP™ should focus its work, etc.

Strategic Discussions –We will continue our focus on the future of gift planning, seeking to ensure that CAGP-ACPDP™ is on the leading edge of thought, trends and education in gift planning, such as developing common metrics for measuring gift planning success.

Finally, I would be remiss if I did not extend my gratitude to the Directors, Board committee members, national operational committee members, RoundTable leaders, Diane MacDonald, Sharyon Smith, and the rest of the staff, all of whom have contributed so much to our organization this past year. In particular, I would like to thank all the individual volunteers 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.

OUTCOMES 2013 – OPERATIONAL REPORT FROM THE EXECUTIVE DIRECTOR April 2011

OUTCOMES BY 2013 (*revised November 2010)

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. With the assistance of four full-time staff and the countless hours of many volunteers, the association will move steadily towards these goals. The following is a summary of our recent activities for 2010-2011:

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

Mackenzie Financial and Investors Group each confirmed their Gold Associate sponsorship in September 2010 – 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.

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We are thankful for the continued support of Great-West Life, London Life and Canada Life. In August 2010, they confirmed their continuation of their sponsorship with LEAVE A LEGACY™ as the National Development Sponsor for another two years with a commitment of \$145,000 each year.

These sponsorship funds are partly used to provide grants to local LEAVE A LEGACY™ Programs. In 2010, 17 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 are recognizing CAGP-ACPDP™ as the leader in gift planning in Canada by entering into a sponsorship that provides important value to their advisors and other stakeholders. It is also important to recognize the long-term commitment of our Premiere Conference Sponsor – RBC Wealth Management – who is sponsoring their 14th Conference this year (2011). And a thank you to all the Conference sponsors who commit to CAGP's Conference year after year.

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

Our newest educational offering of "Gift Planning – All in a Day" is intended as an introductory session, or an overview and even a refresher. We target Board members, Volunteers, Senior Advisor members, Advisors etc. And we position it as a pre-req by encouraging members to attend the "GP-All in a Day" prior to attending the Canadian Gift Planning – Original Course.

The first RoundTable to host an "All in a Day" was the London RoundTable on April 16th, 2010. In our first year to bring "All in a Day" across Canada, we were pleasantly surprised at the interest from communities. Some of these sessions were sponsored by Community Foundations, some were hosted by RoundTables and some were held in-house for staff members. All in all, we held 9 sessions across the country, educating 320 attendees (which included 220 non-members).

A special thank you must go out to Joshua E. Thorne, from Scotia Private Client Group. Joshua was our Course Director for the past few years and is also the author and creator of the new national educational offering - "Gift Planning – All in a Day". He taught all nine sessions this year, along with reviewing the Course binder materials and teaching the course in October. We are thankful for his support in contributing to our progression of learning.

Based on the results of our recent survey, and understanding that we are ready to look at outlining our progression of learning; our main focus in 2011 will be to look at technology and different ways for our members and non-members to learn – in addition to the face-to-face learning that we excel at.

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Outcome #3: There are 3000 members enabling CAGP-ACPDP™ to remain the voice of gift planning in Canada*

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

1. Provided prospective member kits as requested by Roundtables to: Southern Alberta 15 + 25, London 50, Niagara 50, Saskatchewan South 10, Saskatchewan North 10, and Vancouver Island 25 for a total of **185**.
2. Provided prospective member kits and emails to: non-members who were identified through our on-line software that attended local RT events. Total **253**.
3. Provided on-line registrations services to 74 RoundTable events! (a first)

As of January 31, 2011 the CAGP-ACPDP™ has 1,207 members in good standing and 63 members operating under the grace period – for a total of **1,270** members. This represents an increase of 23 members over this same time last year.

Membership History:

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

Over the past 12 months, in tracking our new members, 19.7% have been new advisors:

	New members (past 12 months)	CAGP-ACPDP™ database
Gift Planners	80.95%	81.18%
Prof. Advisors	19.7%	18.2%
Total New Members	23.4 new members/month	

As of September 2010, **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”. Since the leavealegacy.ca website provides a great national branded message to Canadians, we feel that this new member benefit will increase the visibility of our members to the public and potential donors/clients. In 2010, leavealegacy.ca received 17,104 visits compared to 16,186 in 2009. The top three pages viewed were *Find an Advisor*, *Glossary of Terms* and *Who Gives*.

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Ends#4: 80% of participants report they are very 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 nor 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 2011, we had approximately 236 members registered with the CAGP-ACPDPTM Linked-In group. The March 2010, September 2010 and October 2010 course participants have their own private sub-group and have been quite active in discussions. It is our hope that this brings great value in the ability to share news and best practices with fellow members.

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

CAGP-ACPDPTM Media Reports 2010

In March, an interview with the Executive Director appeared in the Financial Planning Standard's Council print publication Spring Issue, which is distributed twice a year to over 17,500 Certified Financial Planners in Canada.

Quotes and notes from the CAGP Executive Director appeared in the Windsor Star, London Free Press, Chatham-Kent News and Niagara/Golden Horseshoe area newspapers in May 2010. In April 2010, CAGP was listed under "Breaking News" on the Alberta Chartered Accountants website - under Professional Development:

<http://www.albertacas.ca/ProfessionalDevelopment/SeminarsProducts.aspx>

A full-page colour article was included as the lead feature in an Estate Planning supplement in the May 26th Edition of the Ottawa Citizen.

A four-page LEAVE A LEGACY™ insert was published in The Chronicle Herald (Halifax) on May 10, 2010. The insert included articles on charitable gift planning, common mistakes in estate planning and how to avoid them, an introduction from the LEAVE A LEGACY™ Chair, etc.

A five-page LEAVE A LEGACY™ insert was featured in the Vancouver Sun on May 3, 2010. The contents of the insert included an introduction from the LEAVE A LEGACY™ Chair, listed all local LEAVE A LEGACY partners, articles on charitable gift planning, etc.

In September 2010, CAGP-ACPDP™ placed a 1500 word article in Charity Village entitled: "*Your Planned Giving Program has been Approved – Now What? Everything you need to do to get it off the ground*".

Paid (in-kind and cash) media activities

The national LEAVE A LEGACY™ television PSA was aired on the following stations during the month of May 2010: Shaw Calgary (local Calgary PSA); Shaw Edmonton; Shaw Winnipeg; Shaw Saskatoon; Shaw Vancouver; CTV Lloydminster; CTV Winnipeg (local PSA); CTV Montreal; CHCH News, Hamilton; EastLink Television, Nova Scotia (local PSA).

The English and French TV PSAs were uploaded to YouTube in May 2009. The English PSA has been viewed 1316 times and the French PSA has been viewed 120 times. The PSA is currently running on the homepage of leavealegacy.ca.

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Ends#6: CAGP-ACPDP™ is instrumental in new legislation being passed: Charitable Remainder Trusts and gifts of real estate

On August 12, 2010, CAGP-ACPDP™ submitted their brief to the Standing Committee on Finance regarding Federal Budget 2011. On September 27th, CAGP-ACPDP™ presented to the Standing Committee on Finance in Surrey BC. Margaret Mason – a lawyer, long-time member of CAGP-ACPDP™ and member of the GRC Committee presented to the Standing Committee on behalf of CAGP-ACPDP™.

CAGP-ACPDP™ submission requested that the Department of Finance:

- *Move forward quickly with changes to the Income Tax Act to clarify the law surrounding donations to Charitable Remainder Trusts.*
- *Increase the flow of charitable funds in the wake of the recession and encourage Canadians to enhance their charitable giving by establishing a "stretch" charitable tax credit, as advanced by Imagine Canada and other sector organizations.*
- *Move to extend the exemption from capital gains inclusion rates to certain gifts of real estate.*

In August 2010, CAGP-ACPDP™ signed a letter championed by Imagine Canada to several MPs and all the party leaders regarding Bill C-470 – where a private members bill is moving forward regarding publicly listing names and salaries of the top Executives within Charities.

In May and December 2010, two CRA Technical Issues Working Group meeting were held. CAGP-ACPDP™ was represented by Susan Manwaring, the Chair of the CAGP GRC Committee, at both these meetings. These meetings represent an opportunity to bring forward items that the CAGP membership are seeking clarity and/or input from CRA. CAGP-ACPDP™ continues to work closely with the sector leaders to assist the government in working better together to meet the needs of the sector and Canadians.

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

Although there were no specific activities planned for this new Outcome in the 2010-11 Workplan, some exploring did take place.

Participation this year:

In October 2010, Give Green Canada (a project at Tides Canada Initiatives) and CharityVillage® launched an international survey to explore the current landscape of legacies and bequests. In addition to the CAGP-ACPDP™, the survey was developed in consultation with AFP, PPP, European Association for Philanthropy & Giving (EAPG) and the Showcase for Fundraising Innovation and Inspiration (SOFII) UK.

This new research initiative aims to capture key themes primarily in the current legacy and bequest fundraising landscape. The survey was open to staff in the nonprofit sector including Executive Director/CEO's, Development or Advancement Directors, Fundraising and Marketing Directors, Gift Planners and/or Estate Administrators as well as Trust Officers at financial institutions. The results should be available in April 2011.

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I would like to take a moment to thank the CAGP-ACPDP™ Board members for their continued support of my work and for their strong efforts to remain strategic and visionary leaders for the association. I want to thank the Operational committee members. My work is enhanced by their input and guidance. And to the RoundTable leaders and volunteers, I applaud your commitment and dedication to your local members. It has been a pleasure working with you this year.

I want to thank the CAGP-ACPDP™ staff and contract staff for their hard work. We have a solid, cohesive team at the National office working hard to fulfill the Outcomes as outlined above. Congratulations go to Anne Williams on her 4.5 years with CAGP-ACPDP™, Sharyon Smith for celebrating 3.5 years, Jennifer Paradis for celebrating 2.5 years, Richelle Richardson in her first year and Diane Laundry, our Conference Planner for her excellent service with CAGP for over ten years.

As always, our work is as challenging as it is rewarding and we could not do the work we do without all of you. Thank you everyone!

Respectfully submitted,
Diane MacDonald, Executive Director

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Nominations to the CAGP-ACPDPTM Board of Directors 2011-2012

Proposed Motion:

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•ACPDPTM, namely:

NAME	CITY	PROV / TERRITORY	STATUS of TERM (for 2011/2012)
*Roger Lee	Vancouver	BC	1 st year of 3 rd term
*Marilyn Monson	Edmonton	AB	1 st year of 3 rd term
*Charles O'Neil	Halifax	NS	1 st year of 2 nd term
**Malcolm Berry	Toronto	ON	1 st year of 1 st term
**Peggy Killeen	Montreal	QC	1 st year of 1 st term
**Darren Pries-Klassen	St. Catharines	ON	1 st year of 1 st term
**Doug Puffer	Vancouver	BC	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 2011/2012)
Bob Strachan	Ottawa	Ontario	2 nd year of 1 st term
Ross Young	Calgary	Alberta	2 nd year of 1 st term

Retiring Board Members

NAME	CITY	PROV / TERRITORY
Rosemarie Sampson	Bedford	Nova Scotia
Tom Riglar	Nanaimo	British Columbia
Luce Laguë	Sherbrooke	Quebec
Greg Lichti	Toronto	Ontario

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BOARD OF DIRECTORS 2010- 2011 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 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.

Marilyn Monson (Vice Chair)

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.

Most recently, she was in the position with the University of Alberta where she directed and worked with a gift planning team of 5.

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

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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 142 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 is 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 is a member of the Board of the Capital District Health Authority and sits on its Quality and Patient Safety Committee. She has been actively involved with a 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 has been recently elected to her Church's Parish Council and chairs its Governance Committee. She is a recipient of the Commemorative Medal for the 125th Anniversary of the Confederation of Canada for her community service.

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Greg Lichti, CFRE

Greg Lichti, CFRE, Associate Vice President, Major Gifts at The Princess Margaret Hospital Foundation in Toronto. Greg and his colleagues are responsible for raising over \$29M 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-ACPD's Canadian Gift Planning course and has served as chair of the Greater Toronto Area RoundTable and as co-chair of the 2004 CAGP-ACPD™ National Conference. He is the immediate past Chair of the CAGP-ACPD™ national board. 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-ACPD™, with its collective expertise in complex giving vehicles, planning and donor relations, is an essential resource for both major gift and planned giving professionals.

Luce Laguë, LL.B.

Luce is a development officer employed at the Université de Sherbrooke for the Law Faculty.

Luce has previously worked with La Fondation de l'Université Laval as a development officer (2004-2006) and an administrative and legal counsel (2006-2010), La Société de l'Arthrite as regional director for the Eastern Townships (2002-1004); the Canadian Red Cross as both a fund raiser and disaster relief assistant (1997-2002); for both Federal and Provincial Cabinet Ministers as political assistant (1984-1988 and 1993-1994), and the Department of Foreign Affairs for our diplomats in Ottawa and abroad (Congo-Kinshasa, Washington, D.C., and Algeria) (1975-1984). She obtained her law degree in 1992.

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

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

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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) since 1996, is past chair of the Nova Scotia Round Table, 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*, serves as secretary of the Halifax Estate Planning Council, and is a member of the Advancement Advisory Committee of the Atlantic School of Theology.

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 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, an active member of the Canadian Association of Gift Planners. Bob was the Chair of the CAGP Ottawa Roundtable (ending 2009) – the first professional advisor to hold this position in Ottawa.

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Ross B. Young, CA, CFP

Ross is a chartered accountant and certified financial planner specializing in financial planning and investment for business owners as well as charitable giving strategies. Ross co-founded Secure Capital Management Ltd. in 2004 having spent 10 years in the financial services industry. Ross received his Bachelor of Commerce at the University of Alberta in 1992 before earning his CA (Chartered Accountant) designation whilst at Coopers and Lybrand in 1995. In 1999, Ross obtained his CFP (Certified Financial Planner) designation. Ross has completed the In-Depth Tax Course sponsored by the Institute of Chartered Accountants and is the Past Chair of Leave a Legacy™ Calgary.

In 2010 Ross joined Sorrell Financial and is currently their Tax and Estate Advisor.

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PROSPECTIVE BOARD MEMBERS – 2011-2012 BIOGRAPHIES

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 DeGroote 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, Executive Director, Mennonite Foundation of Canada,

one of the largest faith-based public foundations in the country. Prior to this role Darren served as a Consultant with Mennonite Foundation of Canada for 12 years working primarily in the areas of will and estate planning, charitable gift 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 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.

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

He and his wife Monika live in St. Catharines and have two teenage daughters.

**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 26 years later, he knows that he couldn’t have made a better choice. His first experience as a volunteer fundraiser for Ducks Unlimited resulted in a job with DU: first as wildlife biologist in Northern Ontario then, as fate would have it, as a staff fundraiser in Kingston. After 14 years with DU, he joined Queen’s University to serve as a Senior Development Officer and later as a Senior Planned Giving Officer.

Five years ago he was presented with the chance to build a planned giving program at Simon Fraser University. It was one that he just couldn’t pass up. He has seen the program grow in three years from \$23M to over \$64M in expectancies, and developed relationships with 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. To his mind, 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. He 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.

RULES OF ORDER AND PROCEDURE GUIDE FOR MEETINGS

1. Purpose of Rules of Order

The purpose of Meetings of the members of CAGP-ACPDPTM (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, and 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.
