

**Minutes - 2004-2005 Annual General Meeting of
BC Organization Development Network
June 24, 2005
Sheraton Plaza 500,
Cambie and 12th, Vancouver, B.C.**

In Attendance:

Neil Kyle	Lorne Blackman	Kay Kobayashi
Nancy Dickson	Phyllis MacIntyre	Pamela Louie-Garcia
Jose Maria De Guzman	Randall MacKinnon	Mark Adams
Deb Gooding	Marilu Mayuga	Sheila Bouman
Erica Groschler	Randy Olson	Carol Sutton
Beth Page	Maridela De Guzman	

1. 8:50 a.m. Meeting called to order by Neil Kyle, President.

Neil Kyle introduces outgoing Board of Directors and thanks them for their contributions for the previous year:

Neil Kyle
Marilu Mayuga
Deb Gooding
Sheila Bouman
Randy Olson
Debra Lindsay (absent)
Mitch Romanchook (absent)
John Baker (absent)
Dave Weaver (absent)

Neil Kyle thanks other members of the Network and people who made a specific contribution to its successful operation during the 2004-2005 year:

Kay Kobayashi (BCO)
Sonya Randle (BCO)
Reid Fraser of Colin, Fraser Financial Services volunteer who pro bono, set up the Society's taxes and provided advice to the Board
Mark Adams (Member Yellow Pages project)
Kirsten Buckley (Communications assistance)
Randall MacKinnon (Communications assistance)
Shelley Watson (Website administration)
Peter Godman (Membership survey)

2. Neil Kyle presents the Annual Report (attached).
There is one question from the floor:

Q. (Randall MacKinnon), "Is a facilitator used for the website Forum Board?"

A. (Randy Olson), "No. Shelley Watson and Randy Olson have access to and monitor questions on the board but there has been no active effort to generate questions or facilitate discussions as there was the previous year."

3. Marilu Mayuga presents the financial portion of the Annual Report. Highlights include:

A reduction from the previous year in revenue received from annual membership dues (from \$3845 to \$2074.);

A loss reported on the first two workshops but a profit expected on the last workshop;

Revenue from drop in fees of \$590;

An acknowledgment of significant savings on room costs due to the generosity of Mitch Romanhook and the City of Vancouver and Children and Womens Hospital who have provided meeting and classroom space throughout the year;

Bottom line is a projected operating loss for the year of \$750, not taking into account \$110 for drop in fees received that same morning and higher than estimated attendance for the June 24th workshop.

There is a question from the floor and much conversation about the fiscal year date and whether it could be modified from the existing June year end. Neil Kyle pointed out that the existing date is preferred by the accountant who is doing the work pro bono and may not be able to do the work if it were for another date. Randall MacKinnon confirms that the Society needs to have its fiscal year end within 6 months of the Annual General Meeting. Randy Olson, who acts as secretary for the meeting suggests that any motions from this discussion be held until the New business portion of the meeting.

4. Neil Kyle presents the results of the membership survey: Highlights include:

18 surveys were completed, too small a sample for statistical reliability;

The main reason why people are members is the professional development program;

70-75% of new members were referred by existing members;

Vancouver City Hall is a preferred venue for meetings;

members perceive good value for their fees.

A suggestion from the floor is that annual renewal notices be sent out to encourage membership retention. It is suggested that there is software available to keep track of and manage members.

5. Neil Kyle presents the list of nominees for the 2005-06 Board of Directors and calls for additional nominations. No additional nominations are received. The

nominees are:

Sheila Bouman
Erica Groschler
Randall MacKinnon
Deb Gooding
Mark Adams
John Baker
Lorne Blackman
Debra Lindsay
Phyllis MacIntyre
Gary Wagenheim

Neil declares the ten candidates as elected to the Board, by acclamation.

6. Neil Kyle moves on to the election of officers. He calls for any additional nominations or changes. Deb Gooding nominates herself for Treasurer and others remove themselves from certain officer positions. The final set of nominees names is posted on a flipchart and acclaimed.

Sheila Bouman: President
Erica Groschler: Vice-President
Randall MacKinnon: Secretary
Deb Gooding: Treasurer

7. Neil Kyle introduces a special resolution to section 26 of the By-Laws (attached). There is some discussion about the purpose of the resolution. It is also points out that there is some confusion over the use of various titles such as steering committee, board, executive, officers, and directors. It is agrees that "Board" should replace "Steering Committee", "officers" denotes the President, Vice-President, Secretary, and Treasurer and that "Director" be used to refer to all members of the board.

Randy Olson makes a suggestion to amend the wording of section 26 (3) to omit "executive positions of" and to pass the special resolution.

A motion to adopt the resolution as amended is made by Mark Adams. Motion seconded by Randall MacKinnon. Motion passed unanimously.

8. Neil Kyle moves on to New Business: Nancy Dickson makes the following motion:

"To empower the Board to consult with the accountant, Reid Fraser, to

determine the appropriate fiscal yearend in compliance with the Society Act and in the best interests of the BCOD and its members.”

Motion is seconded by Carol Sutton. Motion passes unanimously.

9. Neil Kyle asks for further new business. No new business is tabled. Neil asks if there are any other items for discussion. There is one:

New President, Sheila Bouman acknowledges the contribution of the outgoing Board of Directors and asks the new Board to “bear with me” and work with her to make the coming year successful.

10. Sheila Bouman moves to adjourn the meeting. Mark Adams seconds the motion. Motion passes unanimously. Neil Kyle adjourns the meeting at 10:10 a.m.

BRITISH COLUMBIA ORGANIZATION DEVELOPMENT NETWORK

Annual Report, June 24th, 2005

Steering Committee & Board Members

- Neil Kyle, President
- Mitch Romanchook, Secretary
- Marilu Mayauga, Treasurer
- Randy Olson, Webmaster
- Deb Gooding, Professional Development
- Sheila Bouman, Membership
- John Baker, Champion Business Ties Project
- Dave Weaver, Champion BCODN Value Proposition Project
- Debra Lindsay

Statement of Purpose (for 2004/05, from the July, 2004, strategic planning session)

“In 2004/2005 we are strengthening our ties to the business community, to fulfill our potential as a valued contributor to organizational performance and the BC community/economy.”

Membership Report

Membership for September 2004 – June 06, 2005 was confirmed at 76 paid members, with 5 student memberships at \$40 each, and 71 regular memberships at \$50.00 each.

Although total membership was down from the previous year from 95 members to 76, attendance at most meetings and workshops was very high with the active participation of non-members. Over 275 non-members, friends of OD, are recipients of all BCODN communications. These non-members are able to attend regular monthly meetings for a \$10 drop in fee, plus attend workshops and presentations at full cost.

Membership benefits for 2004-2005 included the following:

- Free attendance at regular monthly evening meetings (\$10 charge to non-members).
- Membership status in a professional association with international ties.
- Reduced rates for the National OD Network Conference.
- Discounts on US national OD Network membership fee.

- Complimentary or reduced fees to register for workshops and presentations of respected leaders in the field of O.D.
- Opportunities to network with your colleagues; meet senior practitioners in the OD field.
- Regular newsletters or news bulletins on the web with an opportunity to learn and participate on the Internet.
- Password protected access to a membership directory.

For 2005-2006, the Steering Committee will strive to set and meet membership targets, as well as enhance membership opportunities with:

- Increased cross-promotion within the BC OD Network though an on-line business listing directory.
- Affiliate relationships and opportunities with complimentary associations such as BCCQ, BCHMA and ISPI.
- Higher integration between communication, the use of the web, and membership.

Professional Development Report

The professional development committee included the following members:

Project Champion: Deb Gooding

Members: Debra Lindsay, Marilu Mayuga, Neil Kyle, John Baker and Dave Weaver

In keeping with the BCODN's 2004-2005 mission of... "Strengthening our ties to the business community to fulfill our potential as a valued contributor to organizational performance and the BC community/economy", the professional development events this year contained a strong practical emphasis, with tools and results that would be appealing to managers and executives who are primarily motivated by efficiency and the bottom line.

Our objectives for the year were as follows:

- To hold 3 business oriented engagements
- 3 workshops that challenged conventional thinking

The committee successfully achieved these objectives.

The three business-oriented workshops included:

1. **"The Value of Psychologically Healthy Workplaces to the Bottom Line"**- a panel of recipients of the BC Psychologically Healthy Workplace awards discussed what it takes to create healthy workplaces and the benefits.

2. **“Lessons Learned - A Practical Application of Change Management to a Technology Implementation:** by Navigo consulting. Navigo’s change management model was presented and the implementation results were discussed by a panel of three of their organizational clients. The clients discussed their learning’s and best practices regarding recent change initiatives.
3. **“Effective Change Begins with Results”** - Charlie Baum and Lorne Blackman will show how within 2-3 months, clients can achieve significant bottom-line results that serve as building blocks for larger scale change. Not only do clients achieve rapid results, they also begin building organizational "capital" for more momentum, energy, skills, and capacity.

Workshops that challenged conventional thinking included:

1. **“Why There are No Teams at the Top and How to Create Them”** - Barry Oshry clarified the unique difficulties of creating teamwork at the top. He examined the special conditions that exist for executive’s i.e. immense complexity and responsibility for the whole system, and the impact of this on teams, (i.e. territorial issues among senior management, the breakdown of potentially productive partnerships, and costly and divisive stove-piping throughout the system). He then offered strategies for creating teamwork at the top.
2. **“Organizational Transformation: Coaching and Change”** Jim Selman delivered a stimulating, thought provoking presentation on key competencies for leading & implementing sustainable organizational change and the role of coaching in transformational change.
3. **“Best practices in OD”** Neil Kyle facilitated a thought provoking discussion on traditional and non- traditional practices of OD and challenged the group to consider whether best practices in OD exist as well as what the future holds for OD practice.

In addition, 3 workshops were offered to address the BCODN Value Proposition Project: "Distinguish a unique value proposition for BCODN".

1. In his workshop **“Improving Focus, Direction and Clarity by Exploring Value”** John Baker provided BCODN members an opportunity to clarify their own unique value statement, which would set a personal and professional direction for themselves. John discussed a key component to success, i.e. to first determine who your customers are, understand what they value and then determine how your unique value can meet their needs.
2. In her workshop entitled **“Working Across Cultural Boundaries”**, Laura Villacrusis-Weaver shared her international consulting experience and discussed

the importance of understanding the cultural norms of clients when working with them.

3. In “**An Integral Approach to OD Practice**”, John Baker presented a leading edge framework for BCODN practitioners to integrate their practice of organizational development and to guide their OD initiatives.

This framework, along with workshop guidelines, was also provided to all BCODN presenters in 2004-2005. It provided guidance to ensure a degree of continuity and integrity in all the workshops being offered to the BCODN membership. The goal was to avoid a series of disconnected workshops and serve more as an on-going curriculum in organizational development.

Outstanding professional development issues for 2005-2006:

- Establish financial targets for workshops.
- Establish budgets for workshops, i.e. how much are we willing to lose?
- Continue to address partnering with other associations to share marketing.

Treasurer’s Report

B.C.O.D. Network Budget: 2004/2005

Retained earnings (money from Steering Committee 2003/2004)	12,148.82
US funds converted to Canadian (from steering committee 2003/2004)	114.90
Sub-Total:	12,263.72

Statement of Income and Expenses: September 1, 2004 - June 1, 2005

INCOME

Membership fees	2,740.00
Drop in fees (6 evening sessions: Sept, Oct, Nov, Feb, March) + misc. income (<i>May not included</i>)	480.00
Workshop fees (3 events: Oshry Dec. event, April & June workshops)	
<i>June workshop fees have not been included</i>	4,445.00
Sub-total:	7,665.00

EXPENSES

Website maintenance fees	1,137.50
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Workshop expenses: (meals, presenter's fee, gift, materials, advertising for June event)	5,932.26
Miscellaneous expenses (evening sessions - presenters' gifts, supply, society set up, stamps, evening session coffee, materials, steering committee planning session).	1,326.17
Sub-total:	8,395.93
Balance 2004/2005:	-730.93
BCOD Network's balance as of May 30, 2005 (estimated)	11,532.00

Secretary's Report

- Certificate of Incorporation, under the *Society Act*, was granted August 10, 2004 to the "BC OD Network".
- BC OD Network Constitution and By-laws are in place.
- Practices & Guidelines are in effect and have recently been updated.
- A total of 5 Steering Committee meetings have been held during the 2004/2005 term.

Building Community Organizations Initiative

"Keepers of the Flame": Kay Kobayashi, Neil Kyle, Marilu Mayuga, Sonya Randle

We had one very successful initiative this year with a non-profit "umbrella" organization. The initiative involved a strategic planning session for the Board and executive members of the organization. The feedback received from the participants and the president was extremely positive. A report on this project will be posted on the BCODN website in the near future.

However, the BCO initiative has had significant difficulty this year in recruiting appropriate clients. We have had two major, mass marketing and RFP style, attempts to solicit potential clients from non-profit organizations. Both attempts yielded very little results. Consequently, we undertook an overall review of the program and in particular, our marketing strategy. This issue was discussed among the "Keepers of the Flame" and with our colleagues who run a similar program in Seattle. As a result, we have switched our marketing strategy to a referral based approach, speaking with potential clients in person to build a relationship and to explore their needs and suitability. Early results indicate that this change is likely to yield several new potential clients for projects in the fall.

BCODN Website Report

BCODN E-News

There are 277 members/friends presently subscribed to the BCODN E-News mailing list. This mailing list continues to be an effective communications tool in that there are requests to be subscribed each month. There have only been 2 requests to be unsubscribed during the period since inception. Utilized in its present form, the mailing list has been an excellent tool for sending out relevant information about BCODN events and generating interest in BCODN. Recently there was a request for subscription from an Assist. Lecturer in Business and Humanities at the Institute of Technology in Ireland.

BCODN Forum

There are presently 88 registered users on the BCODN Forum – new users join up on a fairly regular basis. The forum is less utilized mainly due to it's configuration which is website based rather than email based and requires subscription and log-in. Where a mailing list is a simple one time subscription process that generates emails containing information (requires no effort on the part of the subscriber), the Forum requires individuals to access the website, login and then access the relevant categories.

Forums are generally used for ongoing discussions and information sharing. What generally motivates active discussion is a facilitator. The forum was recently “pruned” of old postings and has a number of recent ones from present and former steering committee members. A number of “bogus” users were also removed so the 88 registered users are legitimate.

Although somewhat under utilized, the Forum is still a useful tool, particular for employment postings and international ODN information. A suggestion would be for a volunteer facilitator for the Forum who would actively post events, employments postings and information. Interest could then be generated by sending an e-news notice announcing “headlines” of the latest postings.

BCODN Website

The website itself could use a visual and layout update. In particular, the index/main page could use a re-design that would enable it to present information in a more structured and “news” type layout. A discussion as to the future use and potential of the website would be beneficial for the steering committee to undertake, with the intent to more clearly outline the goals and objectives of the website as a communications and information sharing tool for the organization.

Statistics

The table below shows a visual representation of the stats for the time period between Jan/05 to June 9/05


January, in particular, shows a large number of hits but the true numbers to look for are those of “unique visitors”. Hits are counted on the number of times a person accesses a webpage on the site. “Unique visitors” is the number of individual visits to the site based on unique IP #'s of those visitors.

In January there was 866 unique visitors which translates into about 29/day. For some reason there was a lot of traffic that month, perhaps people looking to see what the upcoming year's events were going to be.

For the next four months it averages out to about 360 unique visitors per month, approximately 10/day.

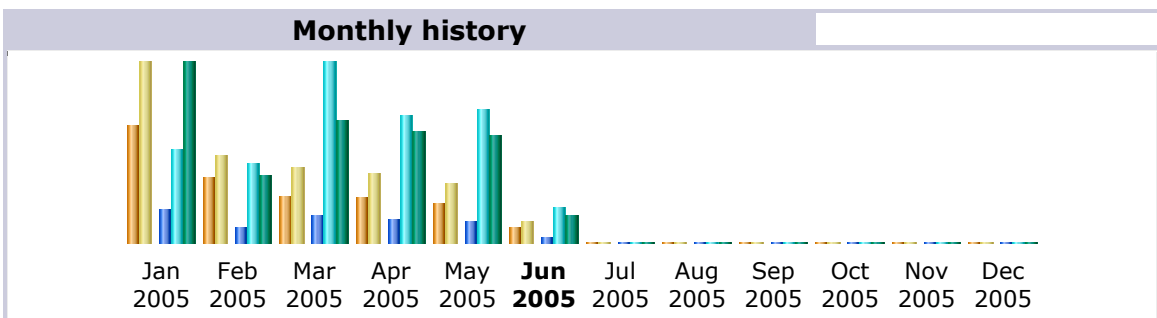
Last Update: 09 Jun 2005 - 23:37

Reported period: Jun 2005 OK



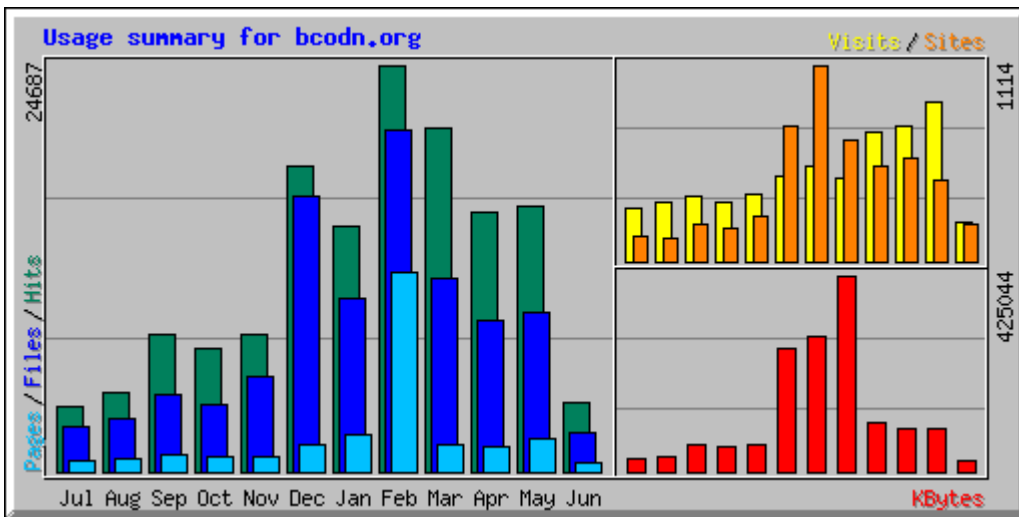
Summary					
Reported period	Month Jun 2005				
First visit	01 Jun 2005 - 00:05				
Last visit	09 Jun 2005 - 20:48				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Traffic viewed *	106	148 (1.39 visits/visitor)	521 (3.52 pages/visit)	3651 (24.66 hits/visit)	16.06 MB (111.09 KB/visit)
Traffic not viewed *			421	429	5.61 MB

* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2005	866	1329	3323	9531	105.42 MB
Feb 2005	474	642	1495	8061	39.31 MB
Mar 2005	345	554	2694	18477	71.92 MB
Apr 2005	338	506	2376	13134	64.45 MB
May 2005	285	441	2184	13721	63.02 MB
Jun 2005	106	148	521	3651	16.06 MB
Jul 2005	0	0	0	0	0
Aug 2005	0	0	0	0	0
Sep 2005	0	0	0	0	0
Oct 2005	0	0	0	0	0
Nov 2005	0	0	0	0	0
Dec 2005	0	0	0	0	0
Total	2414	3620	12593	66575	360.18 MB

A summary for the past year shows the following graph:



The highest amount of usage is definitely the winter months.

Future BCODN Initiatives

We have started three new initiatives this spring which will provide increased value to the membership. They are as follows:

- The formation of a small communications work group to look at methods of improving the level of communications between the BCODN and its membership. One of the possibilities under consideration is a BCODN newsletter.

- The development of a BCODN “yellow pages” of services and products offered by members that would be listed on our website.
- The development of “affiliation” agreements with other organizations like HRMA and the BCCQ. It is anticipated that these affiliations will provide the BCODN members with reduced fees for joint memberships, reduced costs for attending a workshop at an affiliate, plus co-sponsorship of events by BCODN and affiliates and access to additional memberships by the BCODN for the marketing of workshops.

Special Resolution (as passed at the 2005 AGM)

The bylaws of the BCODN Society are those set out in Schedule B to the Society Act available on the BCODN website at www.bcodn.org

Be it resolved that Section 26 (1) “the directors must retire from office at each annual general meeting when their successors are elected.” Replaced by the following three sub-sections:

26 (1) the directors elected at an annual general meeting shall complete their term at the subsequent annual meeting in approximately two weeks hence, when their successors are elected.

26 (2) if prior to the election, the general membership so approves, some director positions to be elected at an annual general meeting shall be scheduled to complete their term at the next year’s annual general meeting, when their successors are elected.

26 (3) The president, vice president, secretary and treasurer are elected by the members from the elected directors for one year terms to be completed at the next annual general meeting, when their successors are elected.

Subsequent sub-sections of Section 26 are to be renumbered accordingly.