

**FRASER VALLEY ESTATE PLANNING COUNCIL
EXECUTIVE MEETING MINUTES**

**Tuesday, June 4th, 2002 @ 8:30 a.m.
Kwantlen University College - Surrey Campus
12666 - 72nd Avenue, Surrey
Building C, Room C104**

Present: Brian Hayton, Manulife Financial
Bryan Jakeman, Jakeman Financial Group
Lornell Ridley, Kwantlen University College
Maureen Ruddick, CIBC
Peter Stanger, Leon Frazer & Associates (by teleconference)
Mary-Jane Wilson, Greig, Skagen & Wilson
Linda Gomes, Kwantlen University College – recorder

Regrets: Steve Lake, Lake & Associates
Ian Baker, Baker Actuarial Services

1. Confirmation of Agenda

2. Approval of Minutes

Moved by Mary-Jane Wilson, **Seconded** by Maureen Ruddick,
THAT the Executive Committee Minutes from April 9, 2002 be adopted as circulated.
Motion Carried.

3. President's Report – Brian Hayton

Brian stated that the Fraser Valley Estate Planning Council had a good past year with increased membership, an increased number of meetings and eclectic varied programs. The dinner meetings were well organized and the budget on target.

4. Treasurer's Report – Maureen Ruddick

Maureen distributed the 2002-2003 Budget. It was noted that membership renewal fees will need to be increased to balance the budget.

	<u>New Members</u>	<u>Returning Members</u>
Early Bird (prior to Aug. 31)	\$185	\$155
Regular	\$210	\$185
After Nov. 30	\$150	N/A
Dinner Meetings	Guests \$40	

Moved by Lornell Ridley, **Seconded** by Mary-Jane Wilson
THAT the 2002-03 budget be accepted as presented with the change in the fee structure as mentioned above. **Motion Carried.**

5. Program Committee Report – Ian Baker

Deferred to next meeting.

6. Membership Committee Report – Mary-Jane Wilson

Nothing to report. It was noted that on the membership form the words “Web Page” should be added next to Other (Other/Web Page).

Bryan also noted during the Treasurer’s Report that the Fraser Valley Estate Planning Council membership does not currently have representatives from the Registered Financial Planner designation.

a. Name Tags

Quotes were reviewed from The Badge Maker and Recognition Express and although the quotes were quite reasonable, it was decided that the Council would keep the present name tags. Peel and stick name badges will also be purchased for guests.

b. Membership Renewal

It was decided that after this year’s, Summer 2002 membership renewal drive, this process will be done via email instead of Canada Post.

7. Public Affairs Committee Report – Bryan Jakeman

Bryan continues to make the newspapers aware of dinner meetings. It was suggested that possibly a picture of the Fraser Valley Estate Planning Council Executive and upcoming speakers might be a good marketing idea.

8. Allocation of Officers’ Positions & Duties

With Ian Baker not being in attendance and not knowing what position he might like, it made the process a little challenging. Mary-Jane Wilson thought she might like the Vice President position and it was assumed that Ian Baker would also vie for the position. Ballots were cast and resulted in a tie. Mary-Jane decided that she would feel very comfortable doing Public Affairs. Ian Baker has been tentatively assigned the Vice President position.

The following positions were filled:

Vice President	- Ian Baker (tentative)
Secretary	- Lornell Ridley
Treasurer	- Maureen Ruddick
Membership	- Peter Stanger
Program	- Bryan Jakeman
Public Affairs	- Mary-Jane Wilson

a. Signing Authority

Maureen will bring CIBC signing authority documentation to the next meeting. The Toronto

Dominion Bank will be done in the Fall 2002. The President, Vice President and Treasurer will have signing authority.

9. Secretary Report – Lornell Ridley

a. Executive Functions

A list of executive functions was distributed. The following will be added to the list:

Add to Membership Chair

- Prepare and mail out certificates for CE
- Mail directories to libraries and Chambers

Add to Secretary

- Maintain Articles of Association
- Maintain list of Executive Functions

Add to Treasurer

- Prepare budget
- Prepare financial statements
- Arrange for yearly audit

The following will be deleted from the list:

- Liaison with Badge Company from Membership Chair

10. Other Business

a. Membership Fees & Renewals

See page 1 under Treasurer Report.

b. Bylaw Amendments

ACTION: Lornell will check original Articles – Article 2, #4 and Article 5, D. #5a).

ACTION COMPLETED: The Articles are the same as the original draft dated June 1997.

1) Office of the Vice President

As per the February 15, 2000 Minutes Motion, an amendment to Bylaw Article 4 (6) reads as “It is expected that the Vice President will become the President in the succeeding year.”

c. Marketing FVEPC at Insurance Day August 15 for Investors Group Consultants

Over 100 are expected to attend. The cost is \$250 to have a booth. It was decided that the Council would not have a booth because of expense. It was suggested that we could sponsor a coffee break and have brochures on hand. **ACTION:** Brian and Lornell will explore further. **Moved** by Bryan Jakeman, **Seconded** by Lornell Ridley **THAT** options need to be explored further. **Motion Carried.**

d. Fall Dinner Programs: Sept 17 & Nov 19

Brian H. will consult with Bryan J. regarding the dinner programs for the September and November meetings.

Meeting Adjourned

The meeting adjourned at 10:15 a.m.

Next Meetings Board of Directors Meetings
Wednesday, August 21, 2002
8:30 - 10:30 am
Kwantlen University College, Surrey
Building G Room 1140
Alternate date: September 11, 2002

November 6, 2002

Dinner Meetings
September 17, 2002
November 19, 2002

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June 4, 2002