

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

**Tuesday, April 9<sup>th</sup>, 2002 @ 8:30 a.m.  
Kwantlen University College - Surrey Campus  
12666 - 72nd Avenue, Surrey  
Building C, Room 108**

---

**Present:** Steve Lake, Lake & Associates  
Brian Hayton, Manulife Financial  
David Dreyer, Scotia McLeod Inc.  
Ian Baker, Baker Actuarial Services  
Bryan Jakeman, Jakeman Financial Group  
Lornell Ridley, Kwantlen University College  
Maureen Ruddick, CIBC  
Mary-Jane Wilson, Greig, Skagen & Wilson  
Jennifer Soleski, Kwantlen University College - recorder

**1. Confirmation of Agenda**

**2. Approval of Minutes**

**Moved** by Brian Hayton, **Seconded** by Ian Baker

**THAT** the Executive Committee Minutes from December 4<sup>th</sup>, 2001 be adopted as circulated with the following error noted:

Section 6 - Program Committee Report on the February 12<sup>th</sup>, 2002 minutes, **which read** "he [Ian Baker] received an invoice from Surrey Chamber of Commerce for FVEPC membership dues. He has paid the invoice..." **It should have read** "he [Ian Baker] received an invoice from Surrey Chamber of Commerce for FVEPC membership dues and has brought it for Maureen Ruddick, Treasurer to process for payment."

**Motion Carried.**

**3. President's Report – Steve Lake**

Steve did not have a report for this meeting.

**4. Secretary Report – Lornell Ridley**

Lornell reported that the Foundation Office may not be able to provide the same level of support as in the past. The Administrative Assistant Job Description outlining the job duties and tasks performed was distributed and the following were discussed: minutes, invitations, dinner programs, membership drive and dinner meeting nametags, with the following suggestions made:

- ◆ A template be used for the minutes.
- ◆ Email the dinner invitations to members, who could then forward the information to their guests, instead of printing the invitations at the Kwantlen's Print Shop.
- ◆ The program be revised and photocopied on purchased paper from an office supply store, instead of printing them at the Kwantlen's Print Shop. (The programs are proof

of attendance for Continuing Education credits.) **ACTION:** Lornell will check various office supply stores for the paper.

- ◆ Utilize Support Services Unlimited more.
- ◆ Email membership drive information, application forms, renewal notices and directory information updates.
- ◆ Nametags for the dinner meeting be either peel-n-stick labels or magnetic. The members would fill out their own label or they would be responsible for the magnetic tag, which would be issued once to the members. **ACTION:** The cost of magnetic nametags will be explored.
- ◆ Executive members take over the following tasks: the treasurer collects membership fees and guest dinner fees, and prepares deposit slips; the program chair takes care of the speaker's needs and books equipment at the venue; the membership chair maintains the membership list and corresponds with prospective members.

#### **5. Treasurer Report – Maureen Ruddick**

Maureen reported the following balances of \$1,407.24 (bank) and \$7,217 (GIC).

She also reported that Peter McCaskill has done an informal financial audit and that she will distribute the financial statement at the May 14<sup>th</sup> Annual General Meeting.

Maureen mentioned that she will prepare a budget for the coming year, based on last year's expenses, and have it ready for the Executive Meeting on June 4<sup>th</sup>.

#### **6. Program Committee Report – Ian Baker**

Ian stated that he has not been able to contact Brian Christiansen of CHIP (Canadian Home Income Plan). Brian Hayton has contacted the Alderwood Group regarding "funeral issues" and will give Ian the contact information.

Mary-Jane mentioned that there were changes made in the Representation Agreement and that she would be willing to do a presentation at the May 14<sup>th</sup> meeting.

#### **7. Membership Committee Report – Mary-Jane Wilson**

A copy of the new The Fraser Valley Estate Planning Council brochure was distributed to the executive for their feedback. It was decided that Kwantlen's address would remain on the brochure as FVEPC's address. **ACTION:** The executive will peruse the brochure and send their comments to Mary-Jane and Jennifer.

It was suggested that the brochure would be sent to prospective members and local Chambers.

#### **8. Public Affairs Committee Report – Bryan Jakeman**

Bryan did not have a report for this meeting.

#### **9. Annual General Meeting**

David stated that once he is no longer Past President, and Steve and Brian assume their new positions of Past President and President, there will be one position open. The

three following names were suggested as candidates for an executive position: Peter Stanger, Arnold Machel and Charlene Taylor. **ACTION:** David will approach these individuals and report his findings to Steve and Brian. David will also accept nominations from the floor at the May 14<sup>th</sup> AGM.

## 10. Other Business

### **a. Website Directory**

Steve's daughter did a website for Lake and Associates as a course project. He mentioned that the results were good, but he felt that an options checklist should have been used to determine the "customer's" needs. He also pointed out that if creating this website wasn't a project, the cost would have been about \$5,000. It was suggested that if she has another project such as this, that the FVEPC approach her to do a website.

Maureen's husband has a friend who does websites and his fee is about \$2,500.

**ACTION:** Maureen will do two budgets, one with and one without the cost of a website.

Although, it was thought that having a website is worth exploring and being included in the budget, the following issues were presented: 1) the site would have to be dynamic, so who would do the monthly changes; 2) what is the exact purpose of having a website.

### **b. Life Events – Lornell Ridley**

Lornell attended a CAGP Meeting, where a presentation was made by an Investors Group representative, who did a seminar called "Life Events". A seminar brochure and a written proposal were distributed to the executive for perusal. Lornell suggested that holding such an event may be a means of raising the FVEPC's profile. David pointed out that Scotia McLeod holds events like this, and although they are achievable, there are a number of factors to look at such as the cost of the speaker's fee, airfare, hotel and car rental expenses, as well as "selling" the event to the community. It was suggested that perhaps the FVEPC and Vancouver Estate Planning Council partner to hold this type of event. **ACTION:** The executive will peruse the brochure and proposal and email Lornell their comments.

## Meeting Adjourned

The meeting adjourned at 10:10 am

**Next Meetings**    Tuesday, June 4<sup>th</sup>, 2002  
8:30 - 10:30 am  
Kwantlen University College, Surrey  
Building C & Room 104 (Same room as April 9<sup>th</sup> meeting.)