

**FRASER VALLEY ESTATE PLANNING COUNCIL
BOARD OF DIRECTORS MEETING MINUTES
ANNUAL GENERAL MEETING**

**Tuesday, November 1, 2005 @ 8:45 A.M.
Jakeman Financial Group
Suite 310 – 15252 32nd Avenue, Surrey**

Present: Rob Clark, Assante Capital Management Ltd.
Bryan Jakeman, Jakeman Financial Group
Kim Karras, Brawn, Karras & Sanderson
Colleen Loveridge, CIBC
Brian McLeod, Investia Financial Services Inc.
Pam Prior, KPMG
Mary-Jane Wilson, Greig, Wilson & Brajovic

Regrets: Arnold Machel, Visionvest Financial Planning & Services Inc.

1. Confirmation of Agenda

There were no additions to the agenda.

2. Approval of Minutes

Moved by Pam Prior, **Seconded** by Kim Karras, **THAT** the Board of Directors Minutes of September 13, 2005 be adopted as circulated. **Motion Carried.**

3. President's Report – Bryan Jakeman

- Bryan Jakeman stated that the September 20th Dinner Meeting speaker and topic appear to have been well received based on survey results. A positive response was also acknowledged on the introduction of the 'free' beverage ticket.

4. Vice President's Report – Pam Prior

- Nothing to report.

5. Program Report – Rob Clark

- Rob updated the Board on the uncertainty of Bob Faulkner's presentation on January 17th due to a family illness. His inquiries into substitute presenters concluded that Jamie Golombek (AIM Trimark Investments) is unavailable; awaiting response from Lisa Hall (CCRA); attempting to contact Carol Newell of Newell Rubbermaid Corporation through Vancouver Sun. Rob solicited suggestions for alternative presenters should his inquiries not materialize.
 - Brian McLeod noted his recent attendance at the US Financial Planning Conference, stating a long shot inquiry could be made with keynote speakers. He volunteered to contact two former Olympians who are commencing financial planning careers, suggesting a motivational presentation that falls in line with "lighter" content.

- Pam Prior suggested a presentation on strategies to structure charitable donations for clients. Pam recommended Margaret Mason, a Partner at Bull, Housser & Tupper who has extensive experience in charitable donations/will planning issues and could present from a legal perspective. Another alternative is to have some “interesting client situations” from the numerous gift planners comprising our membership. It is assumed that preparation time should be minimal and this would give our members a chance to profile themselves.
- Rob proposed that FVEPC member introductions at each Dinner Meeting include one creative highlight to twig interest and/or networking opportunities, i.e. specialty, ideal client, interests, teaching and research, etc. It was agreed that we would provide creative instructions to members at each meeting to include a specific detail in their introduction.

ACTION: Rob Clark to inquire whether a group of four or five FVEPC members, associated with CAGP, could put together a 45-minute case study presentation, coordinating four or five examples of charitable gift planning.

ACTION: Rob Clark to communicate updates on substitute presenter(s) for January 17th to ALL Board members.

- A discussion was held with regard to the importance of contacting presenters a day in advance to confirm their attendance and cellular numbers should be shared for last minute circumstances. It was agreed that a round table discussion of current events could be quickly organized in the case of a presenter “no-show” or late cancellation.
- Rob Clark concurred that he would coordinate presenter ‘introductions’ and ‘thank yous’ in advance versus FVEPC members being randomly selected to fulfill this task at the last minute.

6. Secretary Report – Kim Karras

- Kim outlined the catering budget in the proposed Eaglequest contract - \$1,950 for November 15th and \$1,600 for each of January, March and May. The quote does not include the additional cash bar cost for ‘free’ beverage tickets (approximately \$1,200 - \$1,500).
- Kim confirmed that Dinner Meeting dates for 2005/06 have been reserved at Eaglequest and no deposit is required.

ACTION: Kim Karras to finalize the 2005/06 contract with Alfred Visser, Catering Manager, at Eaglequest.

7. Treasurer Report – Colleen Loveridge

- Colleen reported that the FVEPC budget is very healthy. She confirmed membership dues received to date equate to \$10,914 – 63 members.
 - It was agreed that Cheryl should continue to network with past members and guests/substitutes in an attempt to increase FVEPC membership and to increase awareness, but that she should not focus energies in any one particular industry.
- The financial position for the year (projected income and expenses) was discussed, but more detail work is to be undertaken by Pam and Colleen and presented at the January Board Meeting. Colleen stated that the budget indicates that we are drawing on surplus but not in the hole.

8. Public Affairs Report – Brian McLeod

- Brian McLeod stated that meeting notices have been organized to be published as required.
- Brian advised that he is building/maintaining a scrapbook of meeting notices, articles, etc.
- Brian suggested that the FVEPC Board recognize members for ten-year membership (FVEPC founded in 1997) and the consensus was that some form of recognition should be considered.

9. Membership Report – Arnold Machel

- No report.

10. Other Business

Dinner Fees

- The Board concurred that it was NOT in their best interest to increase guest dinner fees. It was decided that a restriction could be implemented to deter guests from attending several meetings without membership.

ACTION: Bryan Jakeman to inquire about Estate Planning Council of Vancouver’s policy surrounding guests’ attendance.

2006/07 Meeting Dates

- Board and Dinner Meeting dates were tentatively set for 2006/07 as follows:

Board of Directors Meetings

- September 12, 2006
- November 14, 2006
- January 9, 2007
- March 6, 2007
- May 8, 2007 AGM

Dinner Meetings

- September 19, 2006
- November 21, 2006
- January 16, 2007
- March 13, 2007
- May 15, 2007 AGM

ACTION: Kim Karras to book the 2006/07 dates with Eaglequest Coyote Creek.

2005/06 New Member Incentive Program

- Rob stated that Fenn Lodge was unable to offer a discount rate and Rowena’s Inn on the River has not replied to his inquiry of a reduced rate.

ACTION: Rob to pursue Rowena’s Inn on the River as an option for the 2005/06 New Member Incentive Program draw prize and provide feedback by Friday.

- Cheryl shared details about new members as a result of the 2005/06 New Member Incentive Program.

ACTION: Cheryl to prepare draw slips for the New Member Incentive Program draw for the November 15th Dinner Meeting.

Name Badges

- It was agreed that we should identify guests and new members from members through colored name badges.

ACTION: Cheryl to inquire about the cost of cord style name badges and colored name badge labels.

Cash Bar Services

- It was agreed that one 'free' beverage ticket could also be provided to each guest and/or substitute in addition to members at each Dinner Meeting.

Website

- Cheryl confirmed that the FVEPC website is up-to-date and includes the current membership directory.
- Cheryl advised that the Abbotsford Estate Planning Council is in its early stages of developing a website.

11. Future Meetings

Board of Directors Meetings

- ~~September 13, 2005~~
- ~~November 1, 2005~~
- January 10, 2006
- March 7, 2006
- May 2, 2006 AGM

Dinner Meetings

- ~~September 20, 2005~~
- November 15, 2005
- January 17, 2006
- March 14, 2006
- May 16, 2006 AGM

12. Adjournment

The meeting adjourned at 10:00 A.M.

/cdh