

**MINUTES OF THE MEETING OF THE DIRECTORS OF
THE FRASER VALLEY ESTATE PLANNING COUNCIL
NOVEMBER 13, 2008 @ 8:35 AM
AT MANTHORPE LAW OFFICES**

Present: Rosalyn Manthorpe, Anne George, Charlene Taylor, Karl Maier, Carey Vandenberg, Nick Cheng, and John Blackmer
Regrets: Kam Lidder

1. Confirmation of Agenda

The meeting began with the confirmation of the agenda.

2. Approval of Minutes

Minutes of the meeting on September 9, 2008 approved.

3. President's Report (Rosalyn Manthorpe)

Rosalyn Manthorpe reported that Kam Lidder has moved to Victoria and it was agreed that someone needs to replace her as the Program Chair. Rosalyn mentioned that Kam had already confirmed three speakers for next year's program so the person assuming the role will only need to arrange for speakers for the remaining meetings. It was agreed that Rosalyn will announce the Program Chair vacancy at next meeting and will ask for a volunteer to assume the role.

For next week's meeting, as Kam will not be attending, we need someone to introduce the speaker. It was suggested that Karl introduce the next meeting's speaker and Rosalyn will thank them. It was noted that a member spotlight had been arranged for next meeting.

Next, the format for notice of meetings to members was discussed and some suggestions will be forwarded by Rosalyn to Laurie.

Rosalyn then brought the board up to date on her discussions with Eaglequest/Coyote Creek. She had correspondence with the new Operations Manager and he assured her that he would make sure that their service and food would meet quality standards moving forward.

Lastly the executive duties in the outline sent with the agenda were approved and will be added to website.

4. Vice President's Report (Nick Cheng)

The Vice President reported that all gifts were purchased except for the membership drive gift (i.e. the gift certificate to the Pearl Restaurant). Nick

bought five books (BC 150 years), five \$50 gift cards from Ticket Master and also some Starbucks cards. He has been reimbursed for these purchases already. Nick advised that at next week's meeting, the membership drive winner would be drawn and they would receive a \$150 gift certificate for the Pearl Restaurant (Carey Vandenberg will pick up the gift certificate before the meeting). Nick also suggested that going forward, members who made referrals with new members joining after November meeting, they should receive a coffee gift card if there were sufficient funds to do so. This proposal was discussed further during the Treasurer's report.

5. Treasurer's Report (Anne George)

Anne George reported that the account with TD Bank was closed as they would not accept manual Visa charges. Anne explained that Visa payments were charged to Anne's workplace Visa and amount from those payments has been transferred to FVEPC with the appropriate charges and discounts factored in. Now, CIBC has the only bank account for the Council. After some discussion, it was agreed that from now on, there should be no more Visa payments, just cash or cheques and this change would be communicated to the membership.

Anne then explained that the annual website hosting charge of \$750 was paid. There was some discussion around the amount of this charge and it was agreed that other options would be explored to see if there were less expensive.

Anne reported that there is \$11,123.96 in the CIBC account now. After payment of \$150 to Pearl Restaurant plus a few other bills, Laurie's fees, 3 more meal invoices from Eaglequest/Coyote Creek at approximately \$2,000 each and bank charges, there will be a net amount of at least \$2,500 and this amount may be as high as \$4,500 by year end. Given these figures, it was agreed that there is more than enough to pay new member referral fees in the future in form of coffee cards worth \$20. As a result, Nick will pick up 5.

Lastly, Anne mentioned that Charlene Taylor would be unable to attend next week so it was agreed Laurie would attend in her place and the cost of her meal would be covered by the Council.

6. Membership (Charlene Taylor)

Charlene Taylor reported last year FVEPC had 64 members. This year, of that total 3 have cancelled, 9 have not yet responded to the membership notice and 3 have indicated that they may renew. As a result, from last year's membership there are 49 who have renewed with 3 who may renew. As well there is one more potential new member.

With respect to the magnetic name tags, Charlene mentioned that they each cost \$1.68 plus tax so they are not expensive but there is potentially an issue with them

if you have pacemaker. It was suggested therefore that members just bring their own name tags but “sticky” ones will also be provided if they do not bring their own.

Finally, there was a discussion again around acceptance of potential new members who do not have a professional designation. It was confirmed that in those circumstances, the potential new member would need references from 2 FVEPC members. The description of this category on the application form was discussed. As well, there was some discussion around clarifying the description of accountant in the application form.

7. Public Affairs (Carey Vandenberg)

Carey Vandenberg had nothing to report regarding website so this discussion was tabled. Carey advised that he has eight people on list who are potential new members and he has been sending them meeting reminders.

8. Program Committee Report

It was agreed that Karl would introduce speaker at next week’s meeting. Rosalyn would thank the speaker. Rosalyn would also welcome Abbotsford EPC and ask them to introduce themselves.

9. New Business

It was reported that Nick may not be able to attend next week’s meeting. The gifts were given to Rosalyn to present. There was also a discussion around inviting other professional associations to attend various meetings and it was agreed that invitations would be extended when it appeared that the topic might be of interest to the members of the other professional association.

10. Future Meetings

The next meeting will take place at 8:30am on January 13, 2009 at the offices of Manthorpe Law Offices, #102, 15399 102A Avenue, Surrey, BC V3S 8V7.

11. Adjournment

The meeting adjourned at 9:50am.