

CANADIAN RIGHT OF WAY EDUCATION FOUNDATION  
ANNUAL GENERAL MEETING  
PHILADELPHIA, PENNSYLVANIA

MONDAY, JUNE 21, 2004

**ANNUAL GENERAL MEETING CALLED TO ORDER:**

President Larry Boyko called the meeting to order at 1:30 pm.

Those in attendance were as follows:

Gordon MacNair  
Lila Jensen  
Arlene MacKenzie  
Ken Walker  
John Benson  
Anna North  
Paul Pederson  
Bill Dee  
Todd Rourke  
Barb Addie  
Kevin Paul  
Valerie Fries

Larry Boyko  
Colleen Brown  
Justian Wylie  
Elliott Urquhart  
Wayne Kennedy  
Al Derekson  
Terry Gamble  
Tony Capordelis  
Bob Alstrom  
Sandy Grigg  
Dennis Stork

**CRWEF MINUTES – June 16, 2003 – Kansas City, MI**

Moved by **Arlene MacKenzie** to accept the minutes. Seconded by **John Benson**.  
Carried.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**COST OF COURSES** – Total paid to date to Murray Inch is \$16,333.33. The final invoice just came into headquarters a week or so ago and was approved and payment sent out. – **MATTER CLOSED**

**INVESTMENTS** - John Benson assisted the CRWEF by resolving the issue of the investment of our funds. We are maximizing our investments but are still able to obtain our funds if needed. – **MATTER CLOSED**

**INVESTMENT POLICY** - The issue of the investment policy that was to be prepared was raised and it was stated that there would be a follow up completed and an update will be provided at a later date. – **RESPONSIBLE FOR FOLLOW-UP – LARRY BOYKO**

**PIPELINE COURSE REVENUES** - John Benson had previously raised the issue of revenues from the pipeline courses. Arlene was to check with David Sinclair on this matter. She did not have anything further to report and will contact him to discuss this. Members advised that the courses were not selling as well as expected and minimal revenues were being obtained. Minutes of previous meetings should be reviewed with Kathy Shaw and the matter should be resolved with headquarters. **RESPONSIBLE FOR FOLLOW UP – LARRY BOYKO**

**RCMP OFFICER** – Lila reported that she was successful in having an RCMP officer present for the conference. The issue was raised as to who should be responsible for ensuring that we have an officer each year. Kevin Paul stated that the host committee is responsible for recruiting the officer but CREWF should follow up to see if the host committee is carrying out these duties. John Benson stated that he felt the recruitment should be carried out by a Canadian entity. It was decided that the host committee (Toronto) would work with us to ensure that we were consistent. It was confirmed that the CRWEF should maintain responsibility to ensure the RCMP presence at all International Conferences, working with the Host Committees. The Position Descriptions should reflect that the Vice-President takes on this responsibility. **RESPONSIBILITY FOR FOLLOW-UP – LILA JENSEN**

**GOLF TOURNAMENT** – CRWEF received a pro-rated share (4.23% ) of the 2003 profits received from the tournament which equated to \$1050. – **MATTER CLOSED**

It was discussed that we should attempt to raise more funds for sponsorship. We need to get a game plan together and put on a big push on for new sponsorship.

Larry Boyko acknowledged that Dennis Stork was present and welcomed him.

**NEW BUSINESS** - It was discussed that CRWEF had been approached by Gordon McNair for funding in the amount of \$22,900 Canadian for the following: \$13,500 for a course revision to Course 603 – Understanding Environmental Contamination in Real Estate. \$2700 for a marketing study, \$2700 for instructor validation initiative and \$4000 for chapter assistance program and continuing education program. This funding was approved by the Board of Directors and the president. – **RESPONSIBLE FOR FOLLOW-UP – COLLEEN BROWN**

Gordon thanked the CRWEF on behalf of the foundation.

**FINANCIAL STATEMENTS** – Colleen distributed the financial statements for the year ended December 31, 2003 and the 1<sup>st</sup> quarter report to March 31, 2004. There was also an attachment showing the donations sent to headquarters for deposit after March 31, 2004. It was stated that \$22,900 that was pledged to International should be shown in the financial statements as a restricted net asset. It was also stated that the account couldn't go below \$75,000 and that there should be a note at the bottom of the financial statements stating this. The financial statements will be adjusted and forwarded. – **RESPONSIBLE FOR FOLLOW-UP – COLLEEN BROWN**

**DUES** – They were taken off without approval. It was stated that the proceeds should be in the mail today for members' contribution. Motion from the floor: “ To raise the member's contribution to \$20.00 in 2005.” Approved by **Kevin Paul**. Seconded by **Barb Addie**. Motion Carried.

Letter to be sent to headquarters instructing them to change all Canadian member notices to reflect \$20.00 voluntary contribution to the CRWEF. In addition, they will be requested to add another line indicating “further voluntary contribution to CRWEF” with a blank space. Then, the total space should be left blank, for fill-in by the member.  
**RESPONSIBLE FOR FOLLOW UP – COLLEEN BROWN**

**REVIEW OF BY-LAWS** – It was recommended that the Executive undertake a review of the CRWEF by-laws, including such items as the approval of expenditures by means of e-mail.

Motion: “To have the Executive undertake a review of the by-laws”.

Moved by **Barb Addie** – Seconded by **Sandy Grigg** – Motion Carried.

There was an amendment that the motion be available to the regional chairs for the spring forum. Larry stated that the Executive would try to have it available for the fall forum.

**DUTIES OF EXECUTIVE** - Larry stated that the executive took on the responsibility of preparing a draft document, which outlines the responsibilities associated with each position of the executive. Lila Jensen passed out a draft. We will be proceeding with making this document final. Larry stated that if there were any additions to please let us know. **RESPONSIBLE FOR FOLLOW-UP – LARRY BOYKO & LILA JENSEN**

Barb Addie stated that she was glad that we had decided to prepare this document.

**JOINT OPERATION AGREEMENT** – Larry brought up that this agreement had been executed in 1995 and expires on June 30/04. This has been passed on to IRWA's legal counsel and Gordon MacNair. We need to work towards getting a renewal.

**RESPONSIBILITY FOR FOLLOW-UP – LARRY BOYKO**

There was a motion put forward by **Kevin Paul** to "Look at Directors & Officers Insurance.

This motion was seconded by **Elliott Urquhart**

It was agreed to amend: "Go ahead and have it signed. Approval by board. Will be done by conference. Everyone agreed." Motion carried.

**IPDC REPORT** – Sandy Grigg reported that it was a good initiative with aboriginal course. He said that they are looking for more Canadian courses such as Land Titles. He asked that if anyone wanted to put in a bid to let him know. He said the courses did not only have to be technical but could be on such things as communications, scheduling and/or priority setting.

**FIVE-YEAR BUSINESS PLAN** - Sandy reported that they are trying to get courses updated. They will be having courses more often but they will be less costly. He also stated that the Principles Textbook would be for sale on July 15/04. The cost is \$50.00 US. The textbook is also available on CD. There are presently 15 modules and new modules can be added.

Instructor Evaluation was discussed – Feedbacks for instructors is to be updated immediately.

The foundation has approved the 701 course.

**SPECIAL BUSINESS ITEMS** - There was a special thank you to Wayne Kennedy for his generous donation and to Stephanie Rankin for her donation of \$500.00 US

Kevin suggested that the chapters should present their donation cheques to us at the meeting.

It was also discussed that Ron Jourdan totally donated his time for the Canadian content. Arlene worked closely with him. We will send him a thank you letter. – **RESPONSIBLE FOR FOLLOW-UP – COLLEEN BROWN**

**CHAPTER ASSISTANCE PROGRAM** - Totally funded by the Education Foundations.

Increase in Members contribution - This was discussed and Barb Addie does not feel it is good timing.

Kevin Paul suggested it go thru with new \$25.00 dues increase.

Motion presented by **Sandy Grigg**: "To go with an increase from \$10.00-\$20.00 (Canadian Funds).

Seconded by: **Arlene MacKenzie**

Motion carried.

Larry presented the president's report. - He thanked all the chairs and regions and said there was a lot more work to do.

**ELECTION OF OFFICERS:**

Motion: "To ratify the extension of the Foundation's Officers' terms of office for an additional year."

Moved by **Sandy Grigg**: - Seconded by **Bill Dee**

Motion carried.

Motion for adjournment:

**Barb Addie**