

2020-2021
CIF – Rocky Mountain Section
Annual General Meeting Minutes
April 29th, 2021 7:00 – 8:15 pm
Virtual Zoom Meeting

1. Call to order

- Meeting called to order at 7:09 pm by Rocky Mountain Section (RMS) Chair and Director Ron Hall.
- 22 members were present and quorum was verified at start of the meeting.
- AGM proceedings recorded by Liz Gomes, Julie Benedik, translated into minutes report by Ron Hall, reviewed by Bev Wilson, Nicole Luchanski, Julie Benedik, Dieter Kuhnke, and Todd Nash.

2. Motion to review and approve 2021 AGM Agenda

- **Motion:** That the agenda for the 2021 Annual General Meeting be approved.
- Proposed: Lorne West, Second: Keith McClain
- No objections. Carried.

3. Motion to review and approve 2019-2020 AGM Minutes

- **Motion:** That the minutes for the 2020 Annual General Meeting be approved.
- Proposed: Anne McInerney, Second: Sharad Karmacharya
- No objections. Carried.

4. Director's Report, Ron Hall

National Executive: Call for nominations for 2nd Vice President will be announced soon.

Communications:

There are currently a variety of CIF-IFC communication methods available:

- The Leader magazine and E-Newsletters are available on the member page of the CIF-IFC website and are intended to be completed every six months. The RMS will have an update in the next issue of The Leader to come out this summer.
- E-Lecture series are available on the member page of the CIF-IFC website and are posted weekly: <http://www.cif-ifc.org/e-lectures/> Access to past E-Lectures require member log-in access.
- The Forestry Chronicle is published quarterly but up until 2014, it was published bi-monthly. In 2019, 3 issues were published and in 2020, 2 issues were published. A Task Force is looking to address publication issues.
- The CIF-IFC is also active on social media: Twitter, Facebook, and is actively developing a new CIF-IFC website and logos. The new website and logos are part of the re-branding exercise that is underway.

National Awards: Members and Sections are encouraged to submit nominations for national awards, deadline May 15th. There are two new awards, a group and individual CIF gender, diversity and inclusion award. Criteria are posted on the CIF-IFC website (<https://www.cif-ifc.org/national-awards/>).

National Annual General Meeting: Hosted by Cariboo Section, has proposed in-person Executive/Director meetings and a virtual National Conference that will be held Oct. 6-7, 2021 (theme: Rooted in Resilience). Tentatively, the 2022 National Conference will be held in Sault Ste. Marie, Sept. 11th - 14th.

National Strategic Plan: available when member logs into their profile:

The CIF-IFC National Strategic Plan (2019-2022) includes many broad objectives aligned on the following topics:

- Communication
- Membership
- Sustainability and capacity building
- Governance and leadership
- Education programing and service delivery

Policy and Governance: There are two Task Forces in place (Sections, Silver Rings). The Task Force on Sections is undertaking a review of Section boundaries, governance procedures and membership requirements. They are also updating the Section Handbook. The Task Force will also look into reinvigorating Sections in need. One output of the Task Force was the creation of a new Maritimes Section formed as a merger of the former Prince Edward Island, New Brunswick and Nova Scotia Sections).

Task Force on Silver Rings: developing recommendations for how schools, and programs within schools, are admitted into the program.

Institute Financials:

The CIF-IFC National passed its 2020 audit that was undertaken by Dean Decaire of BDO in North Bay, Ontario.

The CIF-IFC applied for the federal government Canadian Emergency Business Account (CEBA) (<https://ceba-cuec.ca>) program and received a \$40,000 interest free loan. A total of \$30,000 or 75% of the loan has to be re-paid by Dec. 31, 2022, of which \$10,000 may be kept. The funds are reflected as revenue in the 2019/2020 statement and was added to the reserve account. Sustaining Corporate Memberships have continued to come in and a number of applications such as to the Canadian Wood Fibre Centre have been made which has left the CIF-IFC in a positive position financially, despite declining membership. There was a net loss of \$13,900.07 in 2018/19, net profit of \$60,526.27 in 2019/2020 and a smaller projected surplus of \$5000 for 2020/2021. There is a high IT cost for 2020/21 of \$28,120 related to the re-branding and development of the new website.

Gender Equity in Canada's Forest Sector: CIF National has developed a program on the topic of gender equity, diversity and inclusion. The program has also recently expanded to include Indigenous peoples and new Canadians. There are 3 pillars for this program:

- **Building the evidence base:** to compile data on women in forestry
- **Fostering an inclusive culture:** to identify gaps in forest sector culture

- **Repositioning the sector:** by developing a communications strategy. A new website has recently been launched: <https://www.freetogrowinforesstry.ca/>

More information regarding this program is available at: <https://www.cif-ifc.org/gender-equity-in-canadas-forest-sector-initiative/>

The CIF-IFC was also an active participant at a recent **Women in Forestry** conference that was held March 9, 2021. More information is available at: <https://www.womeninforesstry.ca/>

CIF-IFC Mentorship Program: is in development of which its target demographic are current students and early career and recent graduates. The intent is to match students as mentees to professional working members to serve as mentors. Its goal is to develop, grow, and promote a culture of mentoring within CIF-IFC. The Rocky Mountain Section Council provided a comprehensive review of the draft overview document. The concept is worthy but there is a need for an implementation framework as to how this program would function. There is also a need to increase incentives for mentors to serve to avoid a situation where there are more mentees than available mentors. Comments were also raised to ensure the CIF-IFC Mentorship program would not overlap with other groups that has similar programs (e.g., Project Learning Tree Canada, various regulated professional forestry associations).

5. *Committee Reports - Highlights*

RMS Chair Report, Ron Hall

Amy Wotton started the 2020-21 year as chair but resigned in September, 2020 for personal reasons. For the balance of the year, Ron Hall served a dual role as both Chair and Director. In addition to chairing Council, activities completed over the past year included:

- Providing updates to the CIF-RMS website to the website developer and providing forestry news content for social media postings.
- Coordinated a CIF-RMS student membership drive during November 2020 that resulted in 22 new student members.
- Updated the CIF-RMS presentations given to NAIT and U of A forestry students. Bev Wilson gave the presentations to the students.
- Sent out a detailed RMS progress report to the membership in December, 2020.
- Served on the CIF Forestry Chronicle Task Force.
- Served as Council connect for Silver Ring purchases.

Keith McClain: raised question as to why there is a Task Force on the Silver Ring to review the criteria as to which schools could be eligible. He was referred to Alex Drummond who would be more knowledgeable to answer this question.

Keith also questioned the possible replacement of the tree as its long-term legacy would symbolize. Response was there is an upcoming Directors and Chairs meeting on the re-branding exercise and the new logo and more information would be forthcoming to the membership.

6. *Technical Program Committee, Bev Wilson*

Committee members: Bev Wilson, Julie Benedik

The RMS Section supported two virtual technical sessions and collaborated with CIF National on a Forest Practitioners Forum:

- The April 2020 Technical Session was postponed due to the Covid-19 pandemic and switched to a virtual conference on November 19, 2020 on Timber Supply in Alberta's Forests. Dr. Vic Lieffers organized the program and technical lead was provided by Jeff Renton using the Remo platform. Julie Benedik and Lindsay Dent provided technical support during the event. There were about 100 on-line participants with 12 speakers. Appreciation is expressed to FRIAA and Weyerhaeuser Pembina and West Fraser Mills Ltd for support of the Tech Session. A professional paper based on the proceedings of the event was published in The Forestry Chronicle (available from: <https://pubs.cif-ifc.org/doi/abs/10.5558/tfc2021-012>). Powerpoint and video presentations from the event are available through our website at: <https://cif-rms.org/events-list/rms-technical-sessions>
- CIF National in collaboration with the Cariboo and Rocky Mountain Section organized an on-line Practitioners Forum: **Strategies to Advance Sustainable Forests**. There were about 80 on-line participants. This no-cost event was held with the support of the Canadian Wood Fibre Centre. A report and presentations from the event are available from: <http://www.cif-ifc.org/practitioners-forum-presentations/>
- A Spring technical session was held on April 22, 2021 entitled, The Changing Face of Silviculture. The session was organized by Dr Brad Pinno and Andrew Shandro and was attended by 89 registrants. The Remo virtual conferencing platform was used and managed by Julie Benedik and Lindsay Dent. The powerpoint and video presentations from the event is in the process of being made publicly available.

7. *Rocky Mountain Section Social Media Committee: Nicole Luchanski*

Committee members: Nicole Luchanski, Bentley Fawcett

- Since last year's 2020 Annual General Meeting held a year ago on April 30, 2020, there has been 175 posts to social media, representing about a post every other day.
- Instagram now has 232 followers, a gain of 130 since a year ago, a 127% growth
- Twitter: now has 109 followers, a gain of 60 since a year ago, a 122% growth
- Facebook: 47 followers, the RMS Facebook page was launched just after last year's AGM.
- Information is posted of multiple topics such as the CIF RMS and national events, notices of meetings, nomination of awards and award recipients, forestry and environmental news, photos from the field, forestry content from the University of Alberta and NAIT, and retweets of relevant forestry news in Alberta and elsewhere.

- Our website automatically displays the most recent tweets and Instagram posts. We would love for our members to follow us and provide submissions with any news stories, photos, links to events, or anything CIF members wishes to share to the forestry community. You can send our way via Email and we can get it posted. Members that wish to contribute further are welcome to join the Social Media/News Committee.

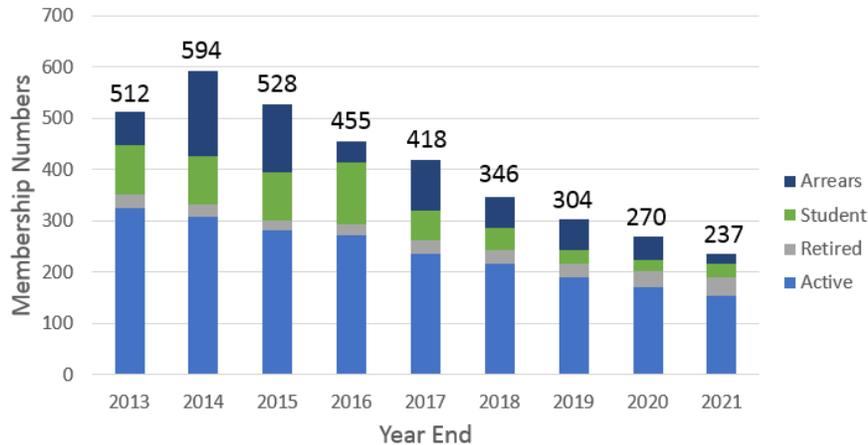
8. *Membership Committee, Julie Benedik*

CIF National:

- Membership declining steadily from 2023 members in 2014 to 1270 members in 2021
- National committees formed to help address the vision of CIF and to address issues surrounding member recruitment and retention.
- The CIF National Membership committee has been working on identifying what members want and have addressed a number of ways to help increase membership:
 - Updated value statement (to increase value proposition by audience, including students, early-career, mid-career, late-career/retired, and non-traditional audiences). We now have an updated value statement, although this will be a living document and will continually be updated as needed.
 - CIF is undergoing a rebrand with a new logo and website. These will be released sometime this summer.
 - We'll be starting a membership drive in conjunction with the rebrand to try to capture new members.
 - We've been brainstorming new ways to engage with membership in this changing climate. This includes virtual events, which we've been doing over the last year, as well as coming up with ideas to interact with students such as outdoor guided hikes and bbq's, etc.
 - Member-only products/services (e.g., e-lectures, job postings, networking, chat forums, etc.) to increase the value of being a member.
 - CIF champions at schools and mentors for early career professionals (to better connect with these groups).

Rocky Mountain Section

- The RMS is experiencing a similar trend as CIF National with a continual decline in membership. We've gone from 512 in 2013 to 237 in 2021, a figure is below:



- Even with continual declines, RMS still comprises a relatively high proportion of membership nationally, approximately 19% of members come from RMS.
- Another positive thing to note is that number of members in arrears have gone down over the last few years.
- Active members have steadily declined from 325 in 2013 to 155 in 2021. This partially reflects a change in demographic since retired members have been increasing during that time.
- It's difficult to keep recent graduates since AAFMP dues are high and it's a higher priority due to professional registration requirements for employment.
- Hopefully in the coming years, the strategies being developed and employed at the National and Section levels will help increase membership as we continue to increase the value of membership and better engage students and early-career professionals.

9. Awards Committee, Dieter Kuhnke

Committee members: Dieter Kuhnke, Stan Kavalinas, Mark Kube

The **Tree of Life Award** is to recognize individuals who have made superior, dedicated contributions to sustainable forest management, forest renewal or sustained yield, and integrated forest management. Contributions may comprise any noteworthy achievements in activities undertaken by foresters or others.

The CIF Rocky Mountain Section received 3 nominations for the Tree of Life award of which the Awards Committee reviewed the submissions and selected the two recipients for 2020-2021:

- Tom Lakusta
- Sharad Karmacharya

Acceptance remarks were made by both Tom and Sharad following PowerPoint presentations outlining their careers and achievements.

Congratulations to recipients were made by Keith McClain.

The James M. Kitz Award recognizes the contributions of those forest practitioners newer to the profession. The award's namesake made outstanding contributions to forestry but passed away as a young age.

The Rocky Mountain Section is proud to recognize the 2020-21 recipient is Jeffrey Renton. The award was presented virtually at the September 2020 CIF-IFC Annual General Meeting.

A number of RMS Student awards were also awarded from the 2019-2020 year that was delayed due to the Covid-19 pandemic. Student awards included:

University of Alberta

- 2020 CIF-RMS Bursary (\$700): Douglas Burton
- 2020 CIF Gold Medal: Fionnuala Carroll
- 2020 CIF-RMS Field Camp Award (\$200): Dominique Letourneau

Northern Alberta Institute of Technology

- 2020 CIF Gold Medal: Gareth Carey
- 2020 CIF-RMS Book Prize: Justin Parsons

10. Student Connections, Charles Nock

Committee members: Charles Nock, Ashley Lawson

The pandemic prevented the opportunities to hold in-person events such as the CIF Introduction and pizza events and the chili cook-off. Instead, a Zoom information session was given to introduce the CIF to the University of Alberta and NAIT forestry students that were held the evenings of Feb. 2, 2021 and Jan. 18th, 2021, respectively. The chili cook-off event was cancelled.

The University of Alberta team "Sappy Birches" made a last-minute entry to participate the virtual CIF National Student Quiz Bowl at the National AGM and came in second place! They have already formed a team for the 2021 Quiz Bowl and look forward to reclaiming the championship and the bragging rights that goes with it.

Some of the student representatives helped to provide feedback to the proposed CIF-IFC Mentorship program and also helped with the logistics associated with the student membership drive.

11. Treasurer's Financial Report, Todd Nash

The draft 2020/2021 financial statements for RMS were shown at the AGM. As the year end is April 30th, 2021, we will provide the final financial statements by the end of May. Even though there were two volunteers for last year, the financial statements were not submitted for review. Thus, two volunteers are needed to assist in reviewing both the 2019/2020 and 2020/2021 financials. Todd will seek out two members to undertake this review.

There is a larger amount in our checking account compared to last year and there are no accounts receivable. Overall revenue is down and so are expenses that was largely due to converting an in-person tech session to a virtual technical session. We ran a student membership drive and paid for 50% of the first-year membership for new student members.

From the balance sheet, we are currently holding \$9,414.97 in a GIC and \$64,975.01 in the chequing account with total assets of \$74,389.98 compared to \$66,153.78 from the year previous.

From the Income Statement, we observe lower member dues for 2020-2021 compared to 2019-2020, reflective of declining membership. A large portion of our revenue previously came from hosting Technical Sessions but this was not be the case for 2020-2021 as a result of the Covid-19 pandemic. As a result, there was a significant reduction in the expenses largely due the reduced costs in hosting virtual Technical Sessions. There was also a reduction in student expenses due to the loss of in-person sponsorship events and the direct support for Silver Rings over provision of block student support over the previous two years that greatly exceeded the cost of the Silver Rings. Due to the fact that in-person Council meetings have not been possible, they are now being held virtually which led to the purchase of an annual Zoom license of \$210. It is expected that Council meetings in future will continue to be held virtually.

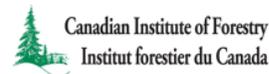
There is a projected budget deficit of \$3000 with the proposed 2021/2022 budget but this depends heavily on the cost of upcoming Technical Sessions which have yet to be planned. We are unsure when in-person events can continue and expect the Fall 2021 Tech Session may also be held as a virtual event. The proposed 2021/2022 budget can be summarized as follows (can be seen below in detail):

- \$12,700 revenue, \$3,500 membership dues, \$9,000 technical session revenue, \$200 interest from GIC.
- Expenses include those such as the Tech Sessions, Council meeting expenses (e.g., Zoom license, Google drive cloud storage), support of FILS, maintenance of the RMS website and student awards.
- Non-core expenses mostly relate to student support and include \$3,680 for the Silver Rings and miscellaneous items although this may change if in-person events such as CIF Introductions and Chili events can resume.

CIF -RMS Balance Sheet April 24, 2021		
Assets		
	2020-2021	2019-2020
Current Assets		
Investment Accounts (GIC)	9,414.97	9,298.74
Chequing Bank Account	64,975.01	52,812.81
Total Cash	<u>\$74,389.98</u>	<u>\$ 62,111.55</u>
Accounts Receivable	-	4,042.23
Total Receivable	-	<u>\$ 4,042.23</u>
Total Current Assets	<u>\$74,389.98</u>	<u>\$ 66,153.78</u>
Total Assets	<u>\$74,389.98</u>	<u>\$ 66,153.78</u>
Liabilities		
Accounts Payable		(1,955.66)
Total Liabilities	<u>\$ -</u>	<u>\$ (1,955.66)</u>
Net Assets	<u>\$74,389.98</u>	<u>\$ 68,109.44</u>

CIF Rocky Mountain Section		
Income Statement May 1, 2020 to April 30, 2021		
Draft as of April 27, 2021		
Revenue	2020-2021	2019-2020
Membership dues	\$3,759.00	\$5,715.00
Technical Sessions	\$4,760.00	\$27,339.92
Misc/Grants	\$10,500.00	\$69.27
GIC Interest	\$116.23	\$69.27
Total Revenue	\$19,135.23	\$33,193.46
Expenses		
Program Expenses		
AGM - National	\$40.29	\$2,042.73
AGM - RMS	\$0.00	\$0.00
FILS Sponsorship	\$500.00	\$500.00
Fundraising	\$0.00	\$1,263.27
FWB	\$1,273.97	\$0.00
Miscellaneous	\$0.00	\$0.00
RMS Council Meetings	\$0.00	\$896.34
Technical Sessions	\$5,032.29	\$16,220.02
Forest Forum	\$0.00	\$933.66
Tree of Life Awards	\$88.42	
Travel	\$0.00	\$0.00
Total Program Expenses	\$6,934.97	\$21,856.02
Student Expenses		
Student Grad Support	\$0.00	\$6,000.00
First Year Membership	\$742.44	\$0.00
Student Events	\$0.00	\$0.00
Student Awards	\$642.50	
Silver Rings	\$2,784.00	
Total Student Expenses	\$4,168.94	\$6,000.00

General/Administrative Expenses	2020-2021	2019-2020
Interest and Banking		\$0.00
Council Expenses	\$210.00	
Office/Council Expenses (website)	\$2,275.75	\$9,876.30
Total G&A Expenses	\$2,485.75	\$9,876.30
Total Expenses	\$13,589.66	\$37,732.32
Surplus/(Deficit)	\$5,545.57	-\$4,538.86



RMS Proposed 2021 - 2022 Budget			
Revenue		Comments	
Membership Dues	\$ 3,500.00	Est less than 2020/21 dues	
Technical Sessions	\$ 5,000.00	1 virtual and 1 live session	
External funding for technical session	\$ 4,000.00	From industry	
Interest	\$ 200.00	Estimate	
Other revenue		Donations, display booths	
Total Revenues	\$ 12,700.00		
Expenses			
Core Activities Funded From Revenues			
Bank service charges	\$ 50.00	Service fees	Non-discretionary
Accounting and legal	\$ -	Volunteer	Non-discretionary
Office (postage)	\$ 20.00	Stamps	Non-discretionary
Technical Sessions	\$ 9,000.00	Venue, Remo software	Matches Tech Session revenues
Travel (Director, Chair, Council)		Est \$750 if Proceed	Discretionary
National AGM participation	\$ 250.00		Discretionary
Council meeting expenses	\$ 250.00	Zoom subscription + Cloud	Non-discretionary
FILS sponsorship, U of A	\$ 500.00		Discretionary
Website hosting	\$ 300.00		Non-discretionary
Website maintenance	\$ 1,000.00		Non-discretionary
Post secondary awards (UofA / NAIT Prizes)	\$ 650.00		Discretionary
Subtotal	\$ 12,020.00		
Non Core Activities Funded From Accumulated Hampco Surplus			
Student support - Silver Rings	\$ 3,500.00		
Student support - awards		Already accounted in line 24	
Student activities - chili and beer		Est \$1200 if it proceeds	
Student activities - quiz bowl		Virtual in 2021	
Other donations, awards (AB Envirothon, etc.)			
Misc (award frames, gifts, t-shirts)	\$ 180.00		
Other	\$ -		
Subtotal	\$ 3,680.00		
Total Expenses	\$ 15,700.00		
Net Income (Loss)	-\$ 3,000.00		

12. Resolutions, questions, and comments from the Membership, Ron Hall

No resolutions were received from members ahead of time. No resolutions were received from the floor.

13. 2021-2022 RMS Council, Ron Hall

The 2021/2022 slate is presented as follows:

- Director Ron Hall
- Chair Bev Wilson
- Vice Chair Hudson Foley (Incoming)
- Treasurer Anne McInerney (Incoming)
- Councilor Julie Benedik
- Councilor Dieter Khunke
- Councilor Charles Nock
- Councilor Emma Farnham
- Councilor Lindsay Dent (Incoming)
- Councilor Bentley Fawcett (Incoming)
- Councilor Charles Nock (Incoming)
- Student Rep Jake Atkinson (U of A Senior Rep)
- Student Rep Zach Hansen (NAIT Junior Rep)
- Student Rep TBD (U of A Senior Rep)
- Student Rep TBD (NAIT Junior Rep)

Outgoing RMS Council and Student Members:

Amy Wotton (Chair), left Sept. 2020

Todd Nash (Treasurer)

Nicole Luchanski (Councilor)

Liz Gomes (Councilor)

Zena Martin (U of A student rep)

Dylan Schaefer (NAIT student rep)

Thank you for serving on CIF-RMS Council

Motion: To accept the 2021/2022 council as presented. Moved by Todd Nash, Seconded by Keith McClain Carried.

Bev thanked Ron for extra work and time he put in this past year serving as both Chair and Director. Also grateful to Hudson Foley for stepping up and taking on the position of vice-chair.

Introductory comments on joining Council were made by Hudson Foley and Anne McInerney.

14. Adjournment, Bev Wilson

Motion: To adjourn meeting. Moved by Dieter Kuhnke, Seconded by Lorne West, Carried.

Meeting adjourned at 8:21 pm.