

**CIF – Rocky Mountain Section
2022-2023 Annual General Meeting
Minutes
April 13, 2023 12:00 to 1:15 pm
Virtual Zoom Meeting**

1) Call to order

- Meeting called to order at 12:03 pm by Rocky Mountain Section (RMS) Chair Beverly Wilson.
- 22 members were present and quorum was verified at start of the meeting.
- AGM proceedings recorded by and translated into minutes report by Beverly Wilson, reviewed by Milton Davies and Anne McInerney.

2) Motion to review and approve 2022-2023 AGM Agenda

Motion: That the agenda for the 2023 Annual General Meeting be approved.

Moved by: Vic Lieffers Seconded by: Lorne West

No objections. Carried.

3) Motion to review and approve 2022-2023 AGM Minutes

Motion: That the minutes for the 2022 Annual General Meeting be approved.

Moved by: Pat Wearmouth Seconded by: Anne McInerney

No objections. Carried.

4) Director's Report – Bev Wilson

Policy and Governance

There are three Task Forces in place:

Section Task Force: This Task Force reviewed Section boundaries, governance procedures, membership requirements, and the Section Handbook. The Task Force updated the Section Handbook. The work of this task force is completed.

Silver Ring Task Force: This Task Force produced the document, “CIF-IFC Admission and Reconfirmation of Silver Ring Programs & Schools,” with recommendations that were approved by the Board of Directors and were subsequently addressed by the Sub-Committee on Admission and Review of Silver Ring Schools. The Sub-Committee on Admission and Review of Silver Ring Schools was established to support the development and operationalization of clear procedures to govern admission of academic programs or components thereof to the CIF-IFC Silver Ring program. The Sub-committee reviewed the criteria and protocols for admitting academic programs into the Silver Ring Program, developed a multi-year schedule for review of all Silver Ring Schools and proposed the establishment of a Permanent Standing Committee to coordinate the multi-year review. A multi-year schedule was developed for review of all Silver Ring Schools. A Permanent Standing Committee was established to coordinate the multi-year review. The next major tasks will be to:

- Develop information piece/marketing to SR schools and CIF-IFC relevance
- Create a sustainable funding model (endowment)

The Forestry Chronicle Task Force: This Task Force Consists of 14 professionals from across Canada with scholarly publishing experience who are familiar with *The Forestry Chronicle*. The Taks Force developed a work plan approved by Board of Directors:

- Undertake actions that allow *The Forestry Chronicle* to become eligible for indexing in the Directory of Open Access Journals
- Ensure that *The Forestry Chronicle* adheres to the Principles of Transparency and Best Practice in Scholarly Publishing
- Define the purpose and major responsibilities of each party related to managing and operating *The Forestry Chronicle*
- Identify and implement best practices to improve journal operation and overall business management
- Establish an Editorial Board to support the Editor

A major objective is to have the revamped *Forestry Chronicle* ready for 100th anniversary in 2025.

National Forest Advocacy Committee

The committee has been active in developing several position papers that have been posted on the national CIF website (<https://www.cif-ifc.org/speaking-out/>). Advocacy components include media releases, advocacy and outreach, policy and position and forest education.

National Strategic Plan 2022-2025

In the 2022-2025 Strategic Plan, “High Level Goals” from the previous plan have been changed to “Strategic Directions, with an emphasis on advocacy and outreach:

- Membership
- Advocacy and Communications
- Programs and Initiatives
- Education and Outreach
- Governance and Capacity Building

Performance measures and performance indicators have been added, as well as a requirement for annual reporting to Board of Directors and AGM.

The 2022-2025 Strategic Plan is available on the CIF-IFC website under Member Login/By-law and Governance Documents.

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. A Task Force is looking to address publication issues.
- The CIF-IFC is also active on social media: Twitter, Facebook, Instagram and LinkedIn.

National Awards

Members and Sections are encouraged to submit nominations for national awards, deadline May 15th, 2022. Criteria are posted on the CIF-IFC website (<https://www.cif-ifc.org/national-awards/>).

National Annual General Meetings

- 2023 National Conference will be held in Nanaimo on Vancouver Island, Sept. 24-27th.
- 2024 HAMPCO will be held in St. John's Newfoundland, Sept. 13-18
- 2025 National Conference and AGM will be held in Thunder Bary, ON
- 2026: A joint SAF-CIF Annual Conference will be held in Calgary, AB, Oct. 4-10, sponsored by CIF-RMS

Ron Hall asked why the meeting will be held in Calgary, where we have few members and little in the way of forestry activity. Bev replied that in an informal meeting, many members expressed an interest in hosting a meeting in Calgary. Jeff Renton said that he was in favour and thought that there were many opportunities and topics that will fit into the Calgary and area landscape.

National Institute Financials

The CIF-IFC National passed its 2020-2021 audit for the year ending on June 30, 2021, that was undertaken by Dean Decaire of BDO in North Bay, Ontario.

Membership dues continue to decline from 2021-2022 to 2022-2023. Sustaining membership dues and partnership/sponsorship revenue are expected to see significant increases as with miscellaneous revenue (silver rings, swag, etc.).

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.

A few examples of funding sources to CIF National include: Canadian Wood Fibre Centre (annual), Canadian Heritage for French translation, Transfer agreement with Forests Ontario for delivering the Ontario Tree Marking Course, Canada summer jobs program for summer coop placements.

5) Committee Reports - Highlights

a) RMS Chair Report - Beverly Wilson

In addition to chairing Council, activities completed over the past year included:

- Provided report of Section activities to CIF National Sept. 2022
- Attended CIF National Conference and AGM in Sault Ste. Marie ON in September
- Gave presentations at RMS sponsored pizza lunches for U of A and NAIT students
- Sent out a RMS progress report update to the membership in January 2023
- Attended Beer and Chili Night on March 10
- Presented Silver Rings to U of A forestry graduates on March 17

b) Program Committee – Milton Davies

Committee members: Milton Davies and Lindsay Dent

- Fall and Spring Technical Sessions cancelled due to low registrations

- RMS Council will be closely examining why we failed to deliver on the sessions
- Feedback from members is most welcome rms.cif@gmail.com

There was quite a bit of discussion around the failures of the two technical sessions. Milton noted that there may still be some “COVID echo” that is continuing to impact many, many organizations throughout Alberta.

c) *Social Media Committee – Bentley Fawcett*

Committee members: Bentley Fawcett and Lindsay Dent

RMS had another successful year on social media, with approximately 44 posts since the 2022 AGM, amounting to a post every 8 to 9 days. Reduced posting saw an increase in our followers’ responses, increasing our average likes per post and viewers per post. The following summarises our social media accounts:

- Instagram: 427 followers (gained 106, +33.02% growth)
- Twitter: 131 followers (gained 9, +7.37% growth)
- Facebook: 134 followers (gained 1, less than 1% growth)
- Last year (gained 86, 182.98% growth)
- LinkedIn: 70 followers (gained 42, +140% growth)

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, fieldwork finds, forestry content from the University of Alberta and NAIT, social events, lectures (field days, alumni events, FILS lecture, special events), National Forest Week, reposts from CIF National initiatives and sharing relevant current forestry news from across Canada with focus on Alberta’s forests.

Improvements this past year included more forestry news stories, increases in followers on all accounts (big and small) and using Instagram and Facebook Stories to provide reminders, make reposts, provide updates, share forestry news and content. We also saw increased responses to posts (likes, comments). this year Areas for improvement for the upcoming year include consistent posting of topics of interests to our followers, Member involvement and submissions (news stories, photos, events) and spreading the word of our Accounts to help increase followers and viewers.

d) *Website – Bentley Fawcett on behalf of Lindsay Dent*

CIF Rocky Mountain Section website that includes information regarding our Section council, award recipients within Rocky Mountain Section, notification of events with linkages to videos and presentations. The website has social media links and activities (Twitter, Instagram, LinkedIn, and Facebook). There were no major changes to the website this year.

e) *Membership Committee – Bev Wilson on behalf of Julie Benedik*

CIF National

Membership declined steadily from 2023 members in 2014 to 1263 members in 2022.

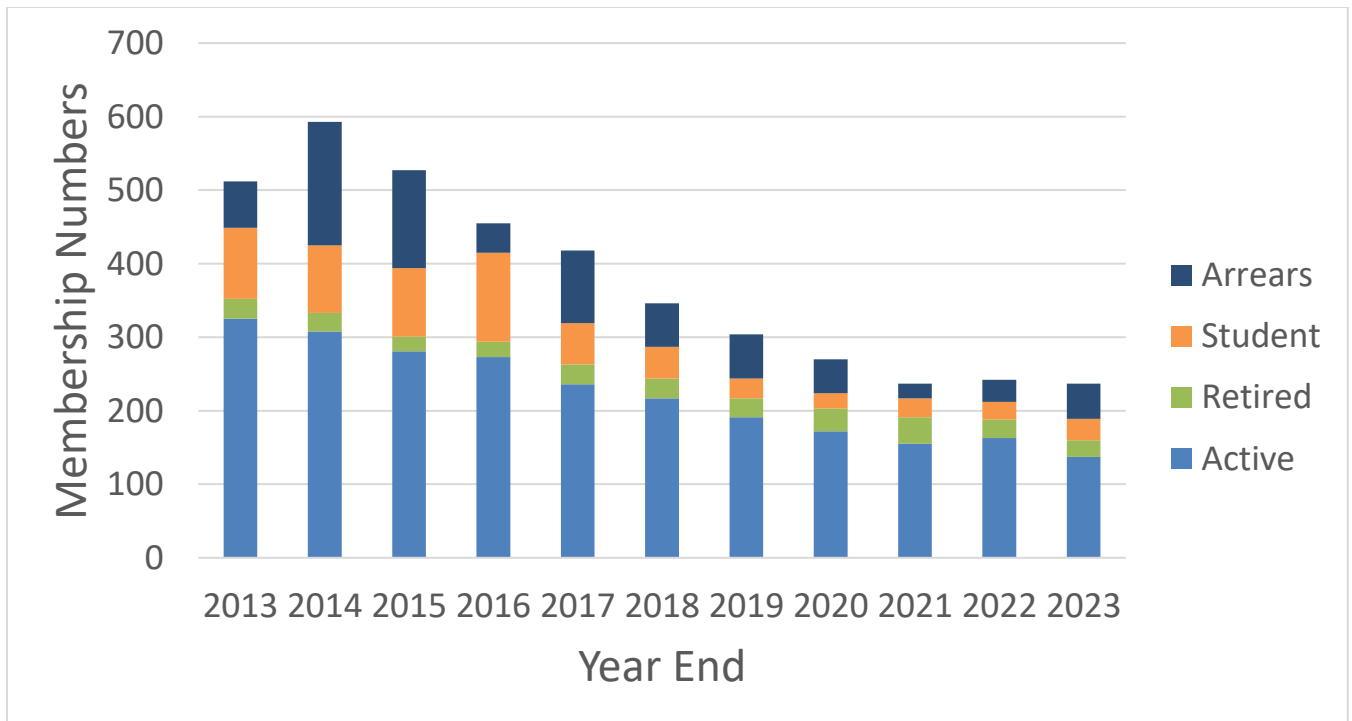
Membership levels are starting to stabilize and only decreased from 1263 members in 2022 to 1244 members in 2023.

CIF has a number of national committees such as Strategic Direction and Membership to address the vision of the CIF and issues surrounding membership recruitment and retention. The National Membership Committee embarked on several projects help address issues surrounding member recruitment and retention, including:

- Updated [value proposition](#) outlined on the CIF-IFC website, supplemented with downloadable [infographics](#)
- Section Snapshot developed
- Developed resource entitled "*Membership Guide: A Tool for Connecting with Non-Renewing Members and Potential New Members*" The reference guide has been created to support Sections in their efforts to reach out and, hopefully, re-recruit previous members. The reference guide was created after consultation with members and Sections.
- Coordination and launch of the Membership Referral Program -June 2022 Current members who successfully recruit new members are rewarded with CIF-IFC merchandise.
- Coordination and launch of a campaign to target lost members.
- Membership Renewal Blitz Campaign in June 2022 was a final push to encourage members to renew on time by offering a chance to win a CIF-IFC merchandise package.
- Member appreciation mailout where members received a wooden holiday ornament as a token of appreciation during the 2022/2023 holiday season.

Rocky Mountain Section

RMS is experiencing the same trend as National – a stabilization in membership declines. We have gone from 512 members in 2013 to 237 members in 2023 (see figure below):



RMS still comprises a relatively high proportion of membership nationally, approximately 19% of members come from RMS.

Active members have decreased from 163 in 2022 to 137 in 2023.

Student members, which had been declining steadily, down from 97 in 2013 to 24 in 2022, increased to 29 in 2023. Increased efforts to gain student members at the Section level appear to be paying off.

The biggest decrease was between 2016 and 2017 when there were changes to the silver rings, but the issues of early-career professionals not renewing membership after graduation was already evident before then. Hence the need to focus on retaining members after graduation, as outlined in the National membership retention strategies.

It is difficult to keep recent graduates since AAFMP dues are high and it is a higher priority due to professional registration requirements for employment.

It seems the strategies being developed and employed at the National and Section levels are already helping to retain and even increase membership, and hopefully this continues, and membership increases as we continue to increase the value of membership and better engage students and early-career professionals.

Dieter Kuhnke noted that declining membership may be related to the declining number of forestry-related jobs. Kevin Eberhart had a question about the arrears category in the membership categories. Members in arrears are those that have not renewed their membership within the last year.

f) 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 1 nomination for the Tree of Life award of which the Awards Committee reviewed. The recipient for 2022-2023 is Scott Formaniuk.

Dieter outlined Scott's career, highlighting Scott's impact on the silviculture field in Alberta. Although Scott could not be present for the presentation, he did send in some comments:

I am honored to be presented with the CIF Rocky Mountain Section Tree of Life Award. I spent some time on the CIF site reviewing the past recipients and I am humbled by the caliber of people, their experience, and their contribution to sustainable forest management in Canada. Many of the past recipients are and have been professors, colleagues, and mentors to me throughout my forestry career to which I am both lucky and grateful. I hope through what I have learned and through my experience that I too can contribute to mentoring future forestry professionals and perhaps a future Tree of Life recipient.

One of the more important things I have learned and observed regarding forest renewal throughout my career is that success rarely comes without making mistakes and learning from them. Success or failure in renewing a forest is usually not because of one thing that was done right or wrong but many things that are inter-related. It is important to look deeper and take a wholistic approach when managing the landscape and remember it is usually not one but many things that contribute to successes and failures.

A number of RMS Student awards were also awarded from the 2021-2022 year that were delayed due to the Covid-19 pandemic. Student awards included:

University of Alberta 2021

- CIF Gold Medal 2022: Zena Martin
- CIF Gold Medal 2023: Aidan Holland
- RMS-CIF Bursary 2022: Teaghan Moore (\$800)
- RMS Field Camp Award 2022: Evan Stirling (\$200)

Northern Alberta Institute of Technology

- CIF Gold Medal 2022: Alexandra Rutherford
- CIF-RMS Book Prize 2022: Kimberly Bourgeois
- CIF-RMS Bursary 2023: Jayden Perpelitz (\$1,500)
- CIF-RMS Aboriginal Bursary 2023: Kyle McFeeters (\$1,500)

g) *Student Connections – Bev Wilson*

Committee members: Bev Wilson and Ashley Lawson

RMS sponsored pizza lunches for U of A and NAIT students, where Bev Wilson made a presentation on the CIF and the value of being a CIF member. RMS offered to pay for half of a student membership for those who signed up by the end of November.

The Beer and Chili Cook-off was held on March 10 at McKernan Hall. Around 40 students from both U of A and NAIT attended as well as 3 council members, 1 RMS member and 3 NAIT instructors, with 4 different chilis entered in the cook-off. The students raised \$340 for Forests without Borders.

Bev Wilson and Mark Kube presented Silver Rings to U of A forestry graduates on March 17. CIF-RMS will present Silver Rings at NAIT graduation ceremony on April 28.

6) *Treasurer’s Financial Report – Anne McInerney*

The draft 2022/2023 financial statements for RMS to be presented at the AGM. As the year end is April 30th, 2023, we will provide the final financial statements by the end of May. Two volunteers are needed to assist in reviewing 2022/2023 financials. Anne will seek out two members to undertake this review.

There is a smaller amount in our checking account compared to last year and there are some accounts receivable unquantified as of the time of preparation due to uncertainty around the spring technical session. Overall revenue is down but expenses started to increase largely due to some in-person student events. 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 \$9,494 in a GIC and approximately \$50,000 in the chequing account with total assets of \$59,000 compared to \$ 67,739 from the year previous.

CIF -RMS Balance Sheet as of April 30,2023			
Assets			
	2023	2022	2021
Current Assets			
Investment Accounts (GIC)	9,494.58	9,485.58	9,414.97
Chequing Bank Account	56,891.77	56,891.77	62,293.76
Total Cash	\$ 66,386.35	\$ 66,377.35	\$ 71,708.73
Accounts Receivable	3,543.10	3,543.10	2,750.00
Total Receivable	\$ 3,543.10	\$ 3,543.10	\$ 2,750.00
Total Current Assets	\$ 69,929.45	\$ 69,920.45	\$ 74,458.73
Total Assets			\$ 74,458.73
Liabilities			
Due to			-
Accounts Payable		474.89	68.75
Total Liabilities	\$ -	\$ 474.89	\$ 68.75
Equity			
Retained Earning - Previous Year	56,791.03	60,084.49	54,538.92
Current Earnings	(6,036.06)	(3,768.35)	5,545.57
Total Equity	\$ 50,754.97	\$ 56,316.14	\$ 60,084.49
Total Liabilities and Equity	\$ 50,754.97	\$ 56,791.03	\$ 60,153.24

From the Income Statement, we observe lower member dues for 2022-2023 compared to 2021-2022, reflective of a slight decrease in membership. A large portion of our revenue previously came from hosting Technical Sessions and we are hoping to see that come back in 2022/23. As a result, there was a significant reduction in the expenses largely due the reduced costs in hosting one Technical Session. There was also an increase in student expenses due in-person sponsorship events and the direct support for Silver Rings. Because in-person Council meetings have not been possible, they continue to be 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.

CIF Rocky Mountain Section			
Income Statement May 1, 2022 to April 30, 2023			
Revenue	2023	2022	2021
Membership Dues	3,949.75	3,846.00	3,759.00
Technical Sessions	3,030.00	2,205.00	4,760.00
AGM Profit Share	-	-	-
Miscellaneous	-	-	10,500.00
GIC Interest	9.00	-	116.23
TOTAL REVENUE	\$ 6,988.75	\$ 6,051.00	\$ 19,135.23
Expenses			
Program Expenses			
AGM - National	1,164.92	66.15	40.29
AGM - RMS	-	-	-
FILS Sponsorship&ForestEdWest	700.00	2,500.00	500.00
Fundraising, Donations & Award	538.10	328.93	-
HAMPCO	-	-	-
FWB	-	-	1,273.97
Miscellaneous (gifts, framing)	-	-	-
RMS Council Meetings	210.00	-	-
Technical Sessions	1,236.79	708.90	5,032.29
Misc Expenses	14.50	594.47	-
Tree of Life Awards	-	-	88.42
Travel	-	-	-
Total Program Expenses	\$ 3,864.31	\$ 4,198.45	\$ 6,934.97
Student Expenses			
AGM - National	-	-	-
CIF National Rings	3,165.75	2,982.10	2,784.00
Donations	-	-	-
First Year Membership	189.00	787.50	742.44
Post Secondary Awards	1,304.42	200.00	642.50
Student Grad Support	-	-	-
Student Events	2,933.28	1,288.05	-
Total Student Expense	\$ 7,592.45	\$ 5,257.65	\$ 4,168.94
Total Operation Expense	\$ 11,456.76		\$ 11,103.91
General & Administrative Expenses			
Accounting & Legal			
Advertising & Promotion			
Interest & Banking Charges	33.00	63.00	
Miscellaneous			
Council Expenses			210.00
Office Expenses	1,535.05	300.25	2,275.75
Total G&A Expense	\$ 1,568.05	\$ 363.25	\$ 2,485.75
TOTAL EXPENSE	\$ 13,024.81	\$ 9,819.35	\$ 13,589.66
NET INCOME (LOSS)	\$ (6,036.06)	\$ (3,768.35)	\$ 5,545.57

There is a projected budget deficit of \$10,350 with the proposed 2022/2023 budget but this depends heavily on the cost of upcoming Technical Sessions which have yet to be planned. We are anticipating in-person events can resume and expect that both Tech Sessions may also be held as live events. The proposed 2022/2023 budget can be summarized as follows (can be seen below in detail):

RMS Proposed Budget 2023/24		
Revenue		Comments
Membership Dues	\$ 3,100.00	similar to 2022-23
Technical Sessions	\$ 20,000.00	2 hybrid sessions
External funding for technical session	\$ 5,000.00	From industry
Interest	\$ 250.00	Estimate
Other revenue		Donations, display booths
Total Revenues	\$ 28,350.00	
Expenses		
Core Activities Funded From Revenues		
Bank service charges	\$ 100.00	Service fees
Accounting and legal	\$ -	Volunteer
Office (postage)	\$ 100.00	Stamps
Technical Sessions	\$ 24,000.00	Venue, Video services
Travel (Director, Chair, Council)	\$ 2,500.00	Fall 2023
National AGM participation	\$ 250.00	
Council meeting expenses	\$ 250.00	Zoom subscription + Cloud
FILS sponsorship, U of A	\$ 700.00	
Website hosting	\$ 300.00	
Website maintenance	\$ 1,200.00	
Post secondary awards (UofA / NAIT Prizes)	\$ 650.00	
Student support - Silver Rings	\$ 3,200.00	UofA and NAIT
Student activities - chili and beer	\$ 2,000.00	UofA and NAIT
Student activities - quiz bowl	\$ 2,500.00	In person 2023
Other donations, awards (AB Envirothon, Fo)	\$ 1,000.00	
Misc (award frames, gifts, t-shirts)	\$ 180.00	
Other	\$ -	
Total Expenses	\$ 38,930.00	
Net Income (Loss)	-\$ 10,580.00	

- \$28350 revenue: \$3,200 membership dues, \$ 20,000 technical session revenue, \$5000 industry sponsorships and \$265 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.
- Other expenses mostly relate to student support and include \$3200 for the Silver Rings and miscellaneous items like Student Beer and Chili expenses, Quiz Bowl sponsorship.
- Items like Student Beer and Chili expenses.

7) **Resolutions, questions, and comments from the Membership – Bev Wilson**

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

8) **2023-2024 RMS Council - Bev Wilson**

The 2023-2024 slate is presented as follows:

Director	Bev Wilson
Chair	Milton Davies
Vice Chair	Lindsay Dent
Treasurer	Anne McInerney
Councilor	Emma Farnham
Councilor	Mark Kube
Councilor	Bentley Fawcett
Councilor	Maria Sharpe (incoming)
Councilor	Cullen Mallet (incoming)
Councilor	Brad Pinno (incoming)
Student Rep	TBD (U of A Senior Rep)
Student Rep	Josh Robinson (NAIT Senior Rep)
Student Rep	TBD (U of A Junior Rep)
Student Rep	TBD (NAIT Junior Rep)

Outgoing RMS Council and Student Members:

Dieter Kuhnke
Julie Benedik
Madi Lieske (U of A student rep)
Cullen Mallet (NAIT student rep)

Bev Wilson thanked everyone for serving on CIF-RMS Council.

Motion: To accept the 2023/2024 council as presented.

Moved by: Teresa Stokes Seconded by: Lorne West

No objections. Carried.

9) **Introduction of Incoming Chair - Bev Wilson**

Closing comments were made by Milton Davies.

10) **Adjournment – Milton Davies**

Motion: To adjourn meeting.

Moved by: Murray Anderson Seconded by: Anne McInerney

No objections. Carried.

Meeting adjourned at 1:18 pm.