

**Annual General Meeting**  
**Northwest Territories Regional Group**  
**Thursday, June 29th, 2017**  
**Yellowknife City Hall, Council Chambers**  
**12:00 – 1:30 pm**

---

**Present (23) –**

Dennis Marchiori (Chair)	Lindsey Oosenbrug-Trinh
Nick Leeson (Minutes)	Lorraine Seale
Christian Bertelsen	Jamie Koe
Deb Bain	Maya Fernandez
Myranda Bolstad	Shannon Crawley
Nicole Bonnell	Jay Potter
Kevin Dragon	Marcelle Marion
Sylvia Haener	Sherry Lovely
Marina Devine	Minda Richardson
Cathleen Knotsch	Stacey Menzies
Jennifer Lukas	Ruth McKeown
Marjorie Matheson-Maund	

---

**Report reference: AGM Document Package**

**Minutes and Record of Decisions**

**1. Call to Order – 12:05 pm**

**2. Approve Agenda**

Moved:	Christian Bertelsen	
Seconded:	Sherry Lovely	Carried

**3. Approve 2016 Annual General Meeting Minutes**

Moved:	Maya Fernandez	
Seconded:	Shannon Crawley	Carried

**4. Chair's Report - Information (Dennis Marchiori)**

- a. Goals for the year were to achieve greater inclusion and participation from the entire government administration community across the territory.
- b. IPAC is a volunteer-driven organization which succeeds because of the commitment and enthusiasm of its members.

**5. Treasurer's Report and Financial Statements – Information (Jamie Koe)**

- a. Reviewed financial statements.

- b. Began the year with \$33,336 in operating funding. Of this cash, \$26,651 was restricted by the previous IPAC Board strictly for use towards hosting the 2021 National IPAC Conference in Yellowknife.
  - c. The Board passed two motions in October 2017 to invest the majority of the cash into guaranteed investment certificates (GIC). \$15,000.00 was invested into a GIC which matures on March 27, 2017 in the amount of \$15,319.48. Another \$15,000.00 was invested into a GIC which matures on October 27, 2017 in the amount of \$15,120.00.
  - d. The year-end statement shows a surplus of \$2,212.00;
    - i. Event registrations exceeded the forecasted revenues by \$410.00.
    - ii. Expenses were managed and all line items came in under budget by \$1,802.00.
  - e. The IPAC NWT Regional Group has total funds in the amount of \$35,549.38:
    - i. \$30,000.00 of this is currently invested into the GICs.
    - ii. \$26,651.00 is restricted for the sole purpose of hosting the 2021 National IPAC Conference.
    - iii. This leaves an amount of \$8,898.00 of funding for general operations.
- 6. Secretary's Report – Information (Nick Leeson)**
- a. Ensured accurate and effective documentation of decisions, meetings, and maintained official records of the Board
  - b. Maintained a central repository of documents as well ensured the ability for members to access relevant Board documents on the IPAC-NWT website.
- 7. Membership Report – Information (Christian Bertelsen obo Laura Duncan)**
- a. In February 2017, the Membership Committee reported to the Board on their implementation of Membership Plan
  - b. From 2016 to 2017, membership increased 35 per cent with a total of 298 members in 2017.
  - c. IPAC-NWT Regional Group membership is amongst the strongest of all IPAC chapters.
- 8. Communications Report – Information (Jennifer Lukas)**
- a. Developed and approved a Communications Policy for IPAC-NWT Region
  - b. Updated the Communications Plan to help streamline communications objectives
  - c. Developed a Digital and Social Media Strategy to guide future online communications approaches and messaging
  - d. Supported the Events Committee, Awards Committee, and other Board initiatives.
- 9. Events Report – Information (Maya Fernandez)**
- a. The Committee held a full slate of 10 events this year ranging between 20-40 attendees.
  - b. A survey of members and non-members on the regional mailing list was posted following each event to gauge event satisfaction. A total of 95 members and 28 non-members responded to these surveys. These findings will inform events planning for the 2017-2018 year.
- 10. Regional Group Council Report (RGC) – Information (Christian Bertelsen)**
- a. RGC continued to serve as a link between all of the regional groups in the country and IPAC National, and allowed for best-practice sharing and coordination of priorities and initiatives.

- b. IPAC-NWT held 2 Indigenous-focused events that contributed to IPAC National's 2017 National Year of Dialogue for Reconciliation and Renewed Relationships

**11. New Professionals (NP) Report – Information (Shannon Crawley)**

- a. The NP committee hosted two events, one focused on networking and engaging new professionals and one social event. Both were well-attended and provided useful feedback for future events.
- b. The NP committee continued to administer the mentorship program.
- c. The Terms of Reference was reviewed and updated.
- d. Nationally, the IPAC-NWT group was represented through the chair on regular conference calls.

**12. IPAC-NWT Mentorship Program Report – Information (Shannon Crawley)**

- a. The mentorship program completed its first full year in early 2017 with 14 matches across all four orders of government.
- b. The regional group website was updated to serve as a landing page for the mentorship program, including resources, contact information, and the links to join the program.
- c. The New Professionals Committee undertook an evaluation of the mentorship program and has developed recommendations for updating and revising the program for the upcoming year.
- d.

**13. Awards Report – Information (Christian Bertelsen)**

- a. This was the third year for the Commissioner's Award for Excellence in Public Administration.
- b. An Awards Selection Committee was established and had the challenging job of reviewing nominations against set criteria and selecting a recipient.
- c. On May 31<sup>st</sup>, the Honourable Deputy Commissioner of the NWT, Gerald W. Kisoun, presented the award to Bob Simpson (Inuvialuit Regional Corporation) for his career contributions towards political cooperation and promoting the centrality of Indigenous governments in decision-making. The presentation took place in the Great Hall of the Legislative Assembly, in conjunction with the GNWT's Premier's Awards.

**14. Book Review Forum Report – Information (Nick Leeson)**

- a. IPAC-NWT published 12 reviews this year.
- b. Our reviewer pool continues to grow each month and reflects the NWT community of government administrators' great interest in various matters of public policy.

**15. Report on 2021 National Conference – Information (Sherryl Lovely obo Giselle Marion)**

- a. A draft IPAC 2021 NAC plan has been developed
- b. A draft conference plan was produced to guide the planning process and provide a timeline leading up to the 2021 conference.
- c. Next step will involve establishing an IPAC 2021 NAC conference committee to being planning efforts.

**16. Questions from Membership**

**17. Bylaw Amendments – No motions**

**18. Board Elections**

- a. **Motion:** *That the members elect the following persons to the IPAC-NWT Board of directors for two-year terms: Dennis Marchiori, Jamie Koe, Shannon Crawley, Nicole Bonnell, Lindsey Oosenbrug-Trinh, Jay Potter, Joe Dragon, Myranda Bolstad and Ariel Holmwood-Bramwell.*

**Moved:** Nick Leeson  
**Seconded:** Christian Bertelsen                      Carried

- b. **Motion:** *That the Board elect the following officers: Giselle Marion, Chair; Jay Potter, Vice-Chair; Nicole Bonnell, Secretary; Jamie Koe, Treasurer; and Dennis Marchiori, Past-Chair.*

**Moved:** Christian Bertelsen  
**Seconded:** Jamie Koe                                      Carried (by Board)

**19. Adjourn (12:45 pm)**