

Draft Minutes CAHPI- Atlantic Annual General Meeting Moncton, March 23/24, 2013

Meeting Open (10:03 AM): Welcome by Chair Brian Hutchinson- President

Roll Call (10:05 AM):

In attendance: Bert Gaudet, Bill Corey, Blaine Swan, Brian Hutchinson, Chris Carruthers, Darren Smith, Doug Wheatley, Eddy Crocker, Edgar Poirier, Garry Driscoll, Jean Dallaporte, Mike Derrah, Mike Hogan, Nick Fillipovic, Norm Leblanc, Paul Myette, Peter Lewis, Ray Chevarie, Richard Allen, Robert MacAurthur, Rod Mackinnon, Roger Green, Sam Lorefice, Stephen Garland, Stephen Hynes, Steven Goostry, Steven Manuel, Terry Gordon, Thomas Bogi.

Guests: Keith MacCallum

Previous Meeting Minutes (10:08 AM): approved with correction to attendance to include Mike Holgan. (motion Bert Gaudet, second Doug Wheatly)

Executive Reports (10:09 AM)

President – Brian Hutchinson

CAHPI-Atlantic Directors are looking at possible governance models that can be utilized in creating the same for CAHPI-Atlantic. A dialog has been started with various organizations that share a similar structure and who have recently gone through the process of creating their own governance models. The Directors will also be looking to align with civil servants in an effort to add to create the political will to initiate regulation on the home inspection industry.

Vice President Terry Gordon

2012 national conference in Halifax has a few items left over that will be disbursed to the CAHPI-Atlantic members in attendance. No other notables mentioned.

Treasury – Manzer Young (reported by Brian Hutchinson)

Balance sheet will be provided on request. All liabilities and equity reported as positive. New bookkeeping system in place that will require review and an explanation by Manzer Young on his return. Look for a more complete report at the June 24th meeting.

Registrar/Communications – Lawrence Englehart (reported by Brian Hutchinson)

It was reported that member compliance of documentation is proving to be difficult. In order to maintain accurate records there is a need for members to be more forth coming with required information. Lawrence Englehart will not be reoffering for another term. A new Registrar will be elected at this meeting.

Secretary – Armand Dufresne (reported by Brian Hutchinson)

Armand Dufresne will not be reoffering for another term. Peter Lewis will be providing minutes for the 2013 AGM and has offered to put forward his name for this position.

CAHPI-National – Blain Swan

Report from NF - One or two meetings on their own. VP called to NF real estate regarding recent radio ad that was not accepted well by realtors. A letter has been issued from association.

It has been a busy year at National and finalizing items is taking time. As a result no new items will be taken on at this time until exiting business is completed.

SOP has been finalized and CAHPI now has the approval of ASHI to use their SOP's as a derivative and only CAHPI members can use it. The SOP are now a protected document under CAHPI. This will be approved at next meeting in May. There have been discussions with the

President and Past President of ASHI regarding issuing a memorandum of understanding or agreement to continue with existing relationship between two organizations.

CAHPI bylaws are under review and will be completed by the national conference in November. The bylaws had to meet guidelines for a Not For Profit Corporation before completion. A review of all recommendations is still underway but completion will be one year earlier than initial deadline.

National Occupational Standard was created 10 years ago and is reviewed every 5 years. 2013 will be the next 5 year review. NHICC invited CAHPI to participate in the review. The estimated cost to CAHPI to do this was \$30k. CAHPI is looking at alternatives and cost to prepare own version is estimated at \$12k with existing consultant.

Blain Swan attended the 2013 ASHI convention in Las Vegas in January. The ASHI-Atlantic chapter is now at 14 members. The membership fee is \$150USD per year for RHI's. Blaine Swan is the chapter representative on the council.

During the National conference in November, CAHPI board members will arrange a presentation on Parliament Hill in commons (wine and cheese may be served). The theme of the presentation will be "its time" to start talking about regulation of the industry. CAHPI will present themselves as the "go to" group for this action.

CSA - New standards of practice for home inspectors. Alberta government initiated discussion with the CSA and has completed three meetings to date. A request for applications for **MME** to sit on panel has been issued. CAHPI does not perceive the new CSA document to become mandatory. If it does, as long as CAHPI's SOP's meet or exceed those set forth by CSA we can continue to use CAHPI's. CAHPI is resisting any discussion on the requirement to pay for their standards.

Third party accreditation for CAHPI-Atlantic has been tabled for now until other items are completed.

Discussions continue about credentials, training, and qualifications: NHIE was settled on as the competency test to bring inspectors to an associate level. The question was raised "why we are sending our money to California to pay for the NHIE?". Blaine explained we were looking for an exam and ASHI has one that suits our needs. Additionally, ASHI is actively seeking input from CAHPI on the format and content.

RHI harmonization is still moving forward. This is not intended to cross provincial operations, rather for when inspectors move from one province to another.

Discussion

What is CAHPI doing to promote the organization? Indication was made that CAHPI National is doing this through CREA and suggested that members are welcome to promote or endorse the association on their own. Generally CAHPI is meeting with organizations or groups like CREA on a national level. Regional or provincial intervention with brokers and agents is not done by CAHPI National.

Carson and Dunlop Home reference book – now has a CAHPI cover (blue) at a cost related to volume purchased (approximately \$17 for members). Location on cover for business card.

Some discussion occurred around the fact that individual members of CAHPI chapters are not members of CAHPI National; CAHPI National members are the chapter organizations. Atlantic respectfully requests that all chapter members receive some recognition from National as to their individual membership status in CAHPI National; in spirit if not in fact, and asks National to consider a resolution that acknowledges the stake of individual chapter members in CAHPI

National. CAHPI Atlantic asks that its representative on the National Board of Directors (Brian Hutchinson) ask National to frame a suitable resolution to this effect for consideration at the next National AGM.

Question was raised about mandatory attendance to chapter meetings. Could internet or other teleconference options possible? No discussion followed. The mandatory 3 meetings annually stands.

Committees:

Professional Standards

One reported company falsely advertizing its membership with CAHPI. This company is advertising that *all* its inspectors are members in good standing with CAHPI-Atlantic where in actual fact they are not *all* members. This is in direct violation of CAHPI-Atlantic regulations. The matter is being addressed. No other notables mentioned.

Break (11:00AM)

New Business (11:17AM):

Meeting discussion:

E&O insurance – Discussion on email from member expressing dissatisfaction that a motion was contemplated to introduce mandatory E&O coverage as requirement for representation on CAHPI-Atlantic website. Concern was floored that General insurance companies may increase rates if they know CAHPI is making E&O mandatory. A similar issue occurred in years prior when vote to make mandatory was voted down. It was noted that previous rate increases were directly a result of a lack of competition from providers. At present there are multiple providers and decreases in rates are now being realized

If rates for E&O coverage start to increase again as a result members voting in favour of making coverage mandatory, the members reserve the right to revisit the motion for mandatory coverage. The reason for coverage is not to protect CAHPI, rather the inspectors.

Realtors have no say in how CAHPI conducts the associations business. If CAHPI members chooses not to carry E&O we are not protecting ourselves. There is an expectation is that members of a responsible professional organization will carry this type of insurance. If E&O becomes mandatory, but is not taken out by a member, it was suggested that members failing to do so will be suspended from CAHPI and will not be eligible for member privileges.

The expected general level of coverage is \$1M. This could be written into any future policy but ultimately the limits should be set by the individual. Insurance coverage must be verified and directors will reserve the right to approve legal defense funds of members. It was determined that for procedural reasons (a proper Notice of Motion having not been served to the members) a vote could not be taken at this meeting to determine if professional liability insurance coverage should be mandatory for all CAHPI-Atlantic members.

Therefore this Notice of Motion is hereby served to the members “that as of July 1st, 2013 all practicing members of CAHPI-Atlantic are required to have on file with the Registrar proof of valid professional liability insurance (errors and omissions Insurance) or proof of membership in a recognized legal defense fund” – Peter Lewis, Seconded – Blain Swan. Passed. This motion will be debated and voted upon at the next Association meeting on June 24, 2013.

Criminal Background Checks - Discussion on whether criminal background checks should be made on all members prior to acceptance was brought forward as there may be an opportunity for inspectors in Halifax to have access to key pads in the near future. Presently there is no policy in place to address issue of members having criminal convictions and the executive, under present bylaws, is allowed to decide on an individual basis. Discussion on bonding ensued and liability associated with this. Terry Gordon will explore this further and report back at next meeting.

Lunch (12:09M)

Meeting Resumed (13:11PM)

Blaine Swan presented the Service Award for AHPI Atlantic - Recipient Brian Hutchinson

Annual Election of Executives (13:12PM) – Steve Manuel Chair of Nomination Committee

Voted in Board of Directors 2013

President - Brian Hutchinson
Vice President - Terry Gordon
Vice President NF - Mike Guihan
Director NB - Norman Leblanc
Director PEI - Steve Manuel
Secretary - Peter Lewis
Treasurer - Manzer Young
Registrar - Ed Crocker

Meeting Adjourned (13:17PM)

Meeting Reconvened (13:38PM 24 March 2013)

Motion Blain Swan - Propose as of 2014, CAHPI- Atlantic AGM occur at June meeting in PEI. Proposed date for 2014 AGM to be June 21-22. Future locations of AGM will be discussed moving forward.

Point of discussion – losing one meeting will cut into opportunities to obtain CPD credits/points.

Motion passed

Future meeting Dates 2013

June 24 PEI
Sept 23, HFX
Dec 9 Moncton
March 10 Truro

Meeting Adjourned (13:45PM)