

Minutes of CAHPI-Atlantic,Annual Meeting
Jan. 31,09 Crowne Plaza Hotel, Moncton

Meeting opened at 10:10AM by President Blaine Swan

Roll call

Lawrence Englehart	Chuck Crocker
Eddy Crocker	Don Myers
Brian Hutchinson	Garry Driscoll
Robert Gallant	Bertrand Gaudet
Michael Guihan	Carl Thorne
Doug Wheatley	Russell Cook
Phil Bruin	Steven Manuel
Ed Poirier	Darren Smith
Allen Thomson	Roger Balderson
Rod MacKinnon	James Kane
Michael Derrah	Scott MacLean
Blaine Swan	Terry Gordon
Ray Chevarie	Armand Dufresne
Phil Rubarth	Robert MacArthyur
Brian MacNeish	Norm LeBlanc
Scott Maclean	Sam Lorefice
Glen Strang	

Previous minutes accepted with minor correction
Corrected meeting in PEI date to June 22,09.- Charlottetown
Motion to accept: Brian first, second Doug Wheatley
carried

Year end reporting

Reports Executive and committees

President Blaine Swan

Welcome & thank you to Mike Guihan for help with TIPERs
Thank you to Norm for finding a test house in Dieppe.

News update.

B.C. legislation approved for licensing of home inspectors.
Recognized criteria CAHPI, National Certification and BCIPi.
This is good news for CAHPI. Expect this to go right across the country.

Blaine's report

Blaine elected as V.P. CAHPI National
Michael Guihan on board of directors
Last year Blaine was treasurer of CAHPI National and National Certification Authority.
Since last AGM 14 people have completed TIPRs.
2 more this week in Dieppe.
He encouraged people to do National Certification.

Approximately 350 currently certificate holders.

Mike Guihan- report

Commented that CAHPI- Atlantic progress is astounding.

Ivan Baker has been invited to present to Realtors in Newfoundland.

National Conference had very positive comment from participants.

Congratulations and thank you to all those for putting it on.

Mike made motion to have our President attend a Newfoundland member meeting.

Second by Terry Gordon

Motioned carried.

Michael reported on the Can P9 audit of our association

Recommendations ;

1 Incorporate CAHPI- Atlantic

2 Establish a board of Directors

3 Set up a Certification board (Independent review group) for deciding on member designations.

Need proper procedures and policies in place for sign off.

4 Need to retain a lawyer. Assign someone to pick a firm?

5 Set up a committee for "Strategy & Structure" to review procedures, bylaws, structure, etc.

To report back with plan including a budget to implement.

Michael made motion to establish committee and have someone look at possible lawyers/firms

First : Lawrence, Second Terry Gordon

Motion Carried.

Discussions:

Blaine said he would check on cost of a lawyer.

Incorporation is a Provincial matter.

CAHPI- National is incorporated.

Rod MacKinnon- no report

Treasurer report- Sam Lorefice

Conference bank account balance about \$30,000 to \$35,000 left after payout of conference. About \$5000 paid out for unused rooms.

Dec 5, 08 statements for Association account was approx. \$50,000, this did not include any 09 membership fees. Overall we are in very good shape financially.

We normally had a balance of about \$17,000 monthly average .

- good overall conference

- thanked Terry and all the volunteers.

-accountant will be reviewing our books. (Grant Thornton)

There were some questions about whether or not we are getting audited statements and if last years statements and expenses prior to conference have been reviewed.

Yes. We do have a committee that does look at our expense activities.

Motion made to hire a book keeper to handle our accounts.

First Terry Gordon

Second Brian Hutchinson

Motion carried

Book keeper to be appointed by the finance committee.

Registrar -Darren Smith

- Review of RHI was done. Email was sent to them letting them know what they needed to maintain designation.. Make sure you inform him of what you are doing.
- certificate indicating credits for attending our conference are ready. Handed out to those present.

Conference Committee report- Terry Gordon

Thank you to all volunteers. Things went very well.
167 paid delegates attended, plus special guest.
Invoices not all in from presenters and exhibitors. Reconciliation not complete.
CDs of presentations not all done. Problems with voice/audio with some sessions.
Lawrence working with his son on correcting some of the problems.
CDs may be put on our web site for downloading or viewing.
Outstanding issue. One sponsor owes us \$2000 and some bills left to pay.
Note our accountant at Grant Thornton is Craig Davidson.
Blaine presented Terry and the 2008 Conference committee with a service achievement award. Terry accepted it on behalf of all volunteers and committees that made it all possible.

Public Relations - Brian Hutchinson

Royal LePage Atlantic Conference next week at Marriott, HFX. Needs help manning the booth.
There are other conferences in the Atlantic Provinces that we can attend during the year. Cost money, need to decide which ones.
-if a member business wants to attend we normally cost share 50/50
-talk to your fellow members and let him know.
- money for public relations. Brian needs to brain storm with committee to come up with a plan and budget

Professional Standards- Glen Strang

- Most complaints coming to him are about none members
- members are performing well

Blaine mentioned that we may need new contacts in government.
Also there is a standard letter that is sent to those misusing logo. RHI is copy right owned by CAHPI.
Can only be used by those with appropriate designation.

Education- Edgar Poirier

New 3 day defects recognition course is ready to be used. Please email him if you plan to attend so he can start making arrangements. Target date is in March xx,09.

Part 9 update needed due to amendments.
Charles has someone in mind to provide us the training

Website Lawrence

- what to do
- need a committee to address and come back with recommendations.
- Brian MacNeish, Doug Wheatley, one other? to form committee.
- question about ownership of our domain name to be looked into.

Old Business

CAHPI shirts and bags are still available. Promotional material for future shows. Suggested we give bags back to Pillar to Post since they paid for them.

Discussion about E &O insurance. It may become a requirement under licensing.

- Some members feel it is a business decision, not a membership issue.
 - should be left up to individual
- some members have low number of inspections being performed, hard to justify costs.
- B.C has program for its members, maybe we participate in their plan. More info needed.
- Michael mentioned that E&O is not required for National Certification.

Motion to reinstate E&O insurance as mandatory for all members was defeated.

New Business

Letters will be sent to retiring members to invite them to continue attending our meeting/activities and that they have full access to or association benefits, info, magazines ,etc.

Charle Wood, Tom Clauser, Richard Gorham. (To join Sid Cann and Don Pridy)

Blaine is suggesting to CAHPI- National that an honor role plaque be created to be displayed at National convention and in the CAHPI National Office. Room for about 25 members.

We could nominate 2 or 3 names to put on the roll.

Armand to draft letters for retired members.

Motion made by Dan Myers to reduce number of meeting members must attend from 3 to 2.

Motion withdrawn.

It was suggested that members should RSVP their attendance at meeting. Edgar indicated that we are paying for food etc. for members that do not show.

It was agreed that members will now confirm their attendance for meeting. RSVP

General meeting closed. At 2:15PM

Annual Elections

Proxies available to Newfoundland members only. Proxies submitted to secretary by Michael Guihan prior to start of elections for the following members, David Foley, Keith Sherstobetoff, Ivan Baker, Tom Gresham.

Nomination committee- Brian Hutchinson for V.P.

Ron MacKinnon leaving his position as Vice President

Blaine agreed to stay on as president, no other nominations, accepted..

Brian Hutchinson, nominated for V.P., no other nominations, accepted

Sam Lorefice agreed to stay on as treasurer , no other nominations, accepted

Mike Guihan, nominated 2nd V.P. Nfd. Accepted.

Armand Dufresne, agreed to stay on, no other nominations, accepted

Executive for 2009

Blaine Swan- President

Brian Hutchinson. Vice-president

Mike Guihan- Second vice-president

Sam Loreface- Treasurer

Armand Dufresne - Secretary

Motion was made to make Darren Smith a member of the board.

First Roger Balderson

Second Steven Manuel

Motion carried

Members at large to represent PEI & NB need to be nominated and voted on at next meeting

Nominees so far, Norm LeBlanc, Steven Manuel

Motion to close by Edgar Poirier

Election meeting closed

Next meeting March 23,09 Hfx.