



*Building Community on the Sunshine Coast*

## **CCBA ANNUAL GENERAL MEETING**

### **Agenda:**

- 1. Introduction of CCBA Board of Directors and Executive Director**
- 2. Review and Approval of Agenda**
- 3. Approval of 2010 CCBA Annual Meeting Minutes**
- 4. Chair's Report**
- 5. Committee Reports**
- 6. CCBA 2012 Strategy Plan and Key Objectives**
- 7. Nominations for the 2012 Board of Directors**
- 8. Recognition of Outgoing Board Members**
- 9. New Business**
  - a. Amendment to CCBA Vision and Purposes and Logo**
  - b. Door Prizes**



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## **Review and Approval of Agenda**

**Motion:** That the Annual General Meeting Agenda be approved as presented.

## **Approval of 2010 CCBA Annual Meeting Minutes**

**Motion:** That the Minutes of the 2010 CCBA Annual General Meeting be approved as circulated.



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## Chair's Report: Clark Hamilton

<b>2011 GOALS</b>	<b>RANKING 1 - 10</b>
<b>Goal #1</b> – Increase Membership to 100+ ( <b>Darnelda/Doug Spani</b> )	<b>7.5</b>
<b>Goal #2</b> –Maintain adequate financial resources and stability ( <b>Doug Spani</b> )	<b>5.5</b>
<b>Goal #3</b> – Take a Stand ( <b>Clark/Chris/Gina</b> )	
Marine Access	<b>4.3</b>
Economic Development	<b>4.1</b>
Sewage Treatment	<b>4.4</b>
Government	<b>4.5</b>
Affordable Housing	<b>4.9</b>
<b>Goal #4</b> – Provide outstanding events for members and guests ( <b>Chester</b> )	<b>3.1</b>
<b>Goal #5</b> – Repeat the 2010 Home Show success in 2011 ( <b>Patrick</b> )	<b>9.0</b>
<b>Goal #6</b> – Strengthen organization capacity and plan board succession ( <b>Lance</b> )	<b><u>5.5</u></b>
<b>AVERAGE RANKING</b>	<b><u>4.8</u></b>
<b>2011 District of Sechelt Municipal Election</b>	<b>10.0</b>



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## **CCBA Committee Reports**

### **Standing Committees**

- Governance Committee: Gina Stockwell
- Finance Committee: Lance Sparling
- Membership Committee: Darnelda Siegers
- Special Events Committee: Darnelda Siegers
- Communications Report: Doug Saunders
- Government Policy Committee: Chris Moore

### **Ad Hoc Committees**

- Home Show Committee: Dennis Olson
- Affordable Housing Committee: Clark Hamilton
- Marine Access Committee: Chris Moore
- Building the Coast: Chris Moore



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## **Governance Committee: Gina Stockwell**

- Recruitment and Appointment of new Executive Director: Lisa Williams
- Contract with Jane Hopkins as CCBA's Coordinator and Facilitator to further CCBA's Purposes related to Affordable Housing Initiatives and Policies
- Nominations for 2012 CCBA Board of Directors
- Completion of 2012 CCBA Strategy Plan



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## **Finance Committee: Lance Sparling**

- The Coast Group is providing Financial Services to CCBA
- CCBA's 2011 Financial Statements as of our September 30, 2011 Year End has a Net Income of \$27,255.71
- CCBA's 2012 Budget will be prepared in response to CCBA's 2012 Strategy Plan
- Annual date established for membership Renewal with GST/PST
- **Motion:** That CCBA's Financial Statements be accepted.



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## **Membership Committee: Darnelda Siegers**

- CCBA's Current Membership is 85 just under our 2011 Goal of 100
- CCBA's Target Membership Goal for 2012 is 150
- CCBA's Membership provides for networking, business to business relationships, being part of an influential 'voice' on relevant issues, up to date information relative to our industry through the CCBA Website and Building the Coast, special member events and the Home Show



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## **Special Events Committee: Darnelda Siegers**

- 2011 Annual Calendar established for Board Meetings, Special Events, Home Show, Member Meeting Events and AGM
- 2012 Annual Calendar in preparation to include Board Meetings, AGM/Tool Party, numerous General Member Meetings on key issues; Building Code/Regulations, Trades on Display/Resource Fair, Focus on Safety, 2012 Home Show and Giving Back to the Community Fundraiser



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## **Communications Report: Doug Saunders**

- Updated CCBA Website
- Using the CCBA Website as a tool to communicate activities and events
- Establishment of the Ad Hoc Committee of the Board for the Building the Coast Magazine



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## **Government Policy Committee: Chris Moore**

- Official Community Plan, District of Sechelt
- Accessibility and Adaptability Program
- DCC's
- Red Tape Reduction
- Infrastructure Programs e. g. Sewage Treatment



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## **Home Show Committee: Dennis Olson**

- The Home Show is CCBA's Premier Event with a Marketing Campaign that is unmatched on the Sunshine Coast
- This one day event allows sponsors and exhibitors to enhance their profiles in the community by presenting themselves and their businesses to each other and to the general public. It is the only time during the year that this number of Sunshine Coast businesses are visible in one place, at one time
- 2011 Home Show had 100 participating businesses and sponsors and attracted over 1,500 visitors



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## **Affordable Housing Committee: Clark Hamilton**

- Jane Hopkins contracted as CCBA's Coordinator and Facilitator to further CCBA's Purposes related to Affordable Housing Initiatives and Policies
- CCBA is looking to be a leader to bridge the gap across all jurisdictions on the Coast for Affordable Housing
- CCBA sees this as a revenue source while meeting the goals for Affordable Housing



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## **Marine Access Committee: Chris Moore**

- Memorandum of Understanding CCBA and SIB (Sechelt Indian Band)
- Marine Access Steering Committee: 3 from CCBA and 3 from SIB visited Sooke and Campbell River to Review their Marina Developments
- Report submitted to SIB Council
- Marine Access Steering Committee to meet with SIB Council to finalize next steps



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## **Building the Coast: Chris Moore**

- Editorial Board established to develop and produce the Building the Coast Magazine: The Voice of the CCBA
- First publication introduced at the 2011 CCBA Home Show
- Second publication has just been released
- Building the Coast provides us with an excellent vehicle to communicate who we are, highlight our contributions to Building Community on the Sunshine Coast and to be the Voice of the CCBA
- A special thanks goes to Christine and Rick Stefanik and the staff at Stefanik Marketing who have published, designed and distributed the Building the Coast Magazine



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## **CCBA 2012 Strategy Plan and Key initiatives**

Greg Latham, Strategic Business Consultant facilitated Session with CCBA Board.

### **Process Used:**

- Expectations
- Ranking of 2010-2011 Performance
- Rhino's
- What is CCBA Doing Well (Strengths)
- What is CCBA Not Doing Well (Weaknesses)
- Opportunities for Consideration
- Essential Changes CCBA Needs to Make
- Brainstorming Session: 2011-2012 Goals/Objectives
- Strategies, Action Steps & Champions for Goals/Objectives
- Organization Structure, Accountability, Finances & Budget



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- **Essential Changes we need to make**
- We must prioritize our focus on 3-4 issues to be more effective and successful.
- We must align our Board Structure to support our priorities.
- We must allocate our precious resources effectively.
- We must diversify income from more revenue sources.
- We must develop a “buddy” system to address Member retention and expansion.
- We must hold meaningful Member events.
- We must work on effective and efficient Community Economic Development.
- We must increase our branding profile in the community.
- We must recognize our Members at our AGM.
- We must recognize Members’ needs:
  - Members need to be respected for what they know and what they do;
  - Members need to feel special;
  - Members need to be heard when they speak up; and
  - Members need to feel important and that they matter.



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## **MARKETING OBJECTIVES AND STRATEGY:**

1. “Recruit, Engage and Retain Members”
2. “Build Strategic Relationships”
3. “CCBA Brand and Marketing Plan”

## **FINANCIAL OBJECTIVES AND STRATEGY:**

1. “Develop 2012 Annual Budget”
2. “Complete 2011 Year-end Financial Statements”
3. “Collect Outstanding and 2012 Memberships”



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## **ORGANIZATIONAL FUNCTIONING OBJECTIVES:**

1. “Be a Strategy Driven Organization”
2. “Roles and Responsibilities”
3. “Policies and Procedures”

## **INNOVATIVE OBJECTIVES AND STRATEGY:**

1. “Home Show 2012”
2. “Execute Excellent Sponsored Member Events”
3. “Affordable Housing Initiative”
4. “Marine Access Initiative”
5. “Explore Education Opportunities”
6. “Board Succession Plan”

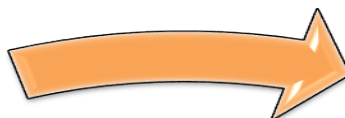


**COAST  
COMMUNITY  
BUILDERS ASSOCIATION**

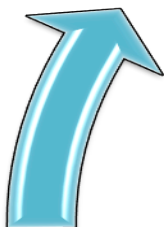
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***Ad Hoc Committees***

- Home Show
- Affordable Housing
- Marine Access



***General Members*** -  
*provide inspiration, contribute  
to purposes, uphold the  
constitution and compliance  
with bylaws*



***Standing Committees***

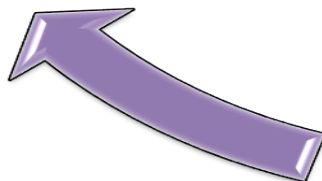
- Governance
- Finance
- Membership
- Special Events
- Government Policy
- Communications



**COAST  
COMMUNITY  
BUILDERS ASSOCIATION**



***Board of Directors*** - *Policy  
making, fiscal accountability,  
hiring/managing staff, defining  
& providing services,  
maintaining standards, and  
public representation*



***Executive Committee*** -  
*Planning agendas, board  
liaison, chairing committees,  
task force, provide reports*





**COAST  
COMMUNITY  
BUILDERS ASSOCIATION**

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## Standing Committees

- **Governance - Champion Gina Stockwell** - responsible for staff negotiations & contracts, constitution and policy
- **Financial - Champion Lance Sparling** - responsible for budget, record keeping, accounting
- **Membership - Champion Darnelda Siegers** - responsible for recruitment & retention, record keeping
- **Special Events - Champion Darnelda Siegers** - responsible for member events 4-6/yr
- **Government Policy - Champion Chris Moore** - responsible for key initiatives, attending meetings for OCP, DCC, Transportation, Infrastructure, Regulations
- **Communications - Champion Doug Saunders** - responsible for website, social media & newsletter branding/messaging and upkeep

## Ad Hoc Committees

- **Home Show - Champion Dennis Olson** - liaison between committee and board of directors, reporting
- **Affordable Housing - Champion Clark Hamilton** - liaison between committee and board of directors, reporting
- **Marine Access - Champion Chris Moore** - liaison between committee and board of directors, reporting



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**Governance Committee: Gina Stockwell**

**Nominations for CCBA 2012 Board of Directors - CCBA Board Slate is currently 11 Members**

**Current Board Members:**

- Doug Saunders **2 years**
- Gina Stockwell **2 years**
- Clark Hamilton **1 year**

**Outgoing Board Members:**

- Chris Moore
- Darnelda Siegers
- Kim Liptak
- Chester Machiewski
- Garth Mckeil

**Nominations for Returning Board Members:**

- Lance Sparling **1 year**
- Dennis Olson **1 year**
- Doug Spani **1 year**

**Plus Four New Board Members **2 years****



## Nominations from the floor:

- I .....nominate Lance Sparling, Dennis Olsen and Doug Spani for a **1 year term** to the CCBA 2012 Board of Directors.  
Seconded .....  
Carried
  
- I ..... nominate .....for a **2 year term** to the CCBA 2012 Board of Directors. Seconded ..... Carried(Note up to 4 nominations.)



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### **CCBA Vision**

- The Coast Community Builders Association is a non-profit organization of volunteer Members of the building, ***trades*** and land development profession who are collectively committed to creating and supporting balanced, well-planned and sustainable communities.

### **CCBA Purpose**

- To promote innovative cost effective environmentally responsible and sustainable approaches to land development in communities on the Sunshine Coast of BC.
- To facilitate and positively influence the residential and commercial development process.
- To foster cooperation amongst all levels of Government and citizens in land use planning initiatives.
- To facilitate education and training opportunities in the construction trades.

### **CCBA Logo**

Change from *'Building **Communities** on the Sunshine Coast'* to *'Building **Community** on the Sunshine Coast'*

**Motion:** That the amendments to include **'trades'** in the CCBA Vision and revise **'Communities'** to **'Community'** in the CCBA Logo be approved as presented.