



The Western Canada Group of Chartered Engineers

Members of U.K Institutions of Civil, Mechanical, Electrical, Structural, and Building Service Engineers, B.C., Yukon, Washington & Alaska

2014 Annual General Meeting - 5:00 pm Jan 29

The Annual General Meeting for Members of the Western Canada Group of Chartered Engineers took place on **Wednesday January 29 at the Royal Vancouver Yacht Club, 3811 Point Grey Road, Vancouver, B.C.** The meeting commenced at 5:20 p.m. and adjourned at 6:45, followed at 7:00 p.m. by a Dinner Reception.

MINUTES OF MEETING

1. Chairman Andrzej Nawrocki (IET) opened the meeting at 5:23 pm by welcoming the eleven attendees. The Attendance List was signed by: Andrzej Nawrocki (EIT, chair); Marina LI (ICE, Hon Treasurer); George De Ridder (IStructE, Hon Secretary); Richard Perry (CIBSE rep); R. Max Wideman (ICE); Helen Clarke (IET rep); Arul Raja (IET); Matthew Walton-Knight (ICE rep.); Chris Richardson (IET); David Harvey (IStructE rep, Vice Chair); Kris Gadareh (IMEchE rep); Alan Kay (ICE)
2. Adoption of the 2014 Agenda: The Agenda was adopted without changes or additions.
3. Approval of Minutes of the last AGM held on January 30, 2013, **Appendix A** to the Agenda. Under Attendance, the names of Helen Clarke (Rep IET) and Marina Li (ICE) was added. The Minutes were approved on proposal of George De Ridder and Seconded by Matthew Walton-Knight, and thus carried.
4. Matters arising from the Minutes
 - 4.1 Constitutional Amendments (Refer AGM 2013 Minutes, item 3), **Appendix B** to the Agenda. The revisions of January 2014 to cl 9. MANAGEMENT and cl 10. ELECTION OF COMMITTEE proposed by subcommittee David Harvey, Max Wideman and George De Ridder were approved unanimously on proposal by max Wideman and seconded by Arul Raja.

Cl.13 AUDITORS: changed to require at least one auditor, to serve no longer than three consecutive years. The change was put to vote, with 10 In-Favor and one Against from Robert Martin. All amendments were thus carried.
5. Reports of the Group Officers:
 - a) Chairman's Report was presented by Andrzej Nawrocki; **Appendix C** to Agenda
Discussion: non carried to Minutes
 - b) Hon. Treasurer's Report was presented by Marina Li; **Appendix D** to Agenda
Discussion: Rename the \$5,000 term deposit. It should not reflect reserve funds.
 - c) Hon Secretary's Report was presented by George de Ridder; **Appendix E** to the Agenda
Discussion: non carried to Minutes
 - d) Technical Program Report was presented by George de Ridder; **Appendix F** to the Agenda
Discussion: non carried to Minutes

6. Adoption of the Group Officers' reports: Following questions and discussion, all the reports were accepted unanimously, on proposal by Matthew Walton-Knight and seconded by Chris Richardson.
7. Matters arising from the Group Officers' Reports:
 - 7.1 Contributions to the UBC student bursary program will be reviewed by the incoming Committee.
8. Nomination for the Election of the 2014 Group Committee
 The Chairman's Nomination slate as per **Appendix G** were all approved, on proposal by Max Wideman and seconded by Kris Gadareh. Helen Clarke was included in the role of representative of the IET.
9. Selection of Audit Committee for 2014
10. 06:35 Other Business:
 - .1 Approval of expense claims – refer page 2
 All claims of Table 10.1 were pre-approved by the Committee by email during January 2014.
 - .2 UBC awards – Refer to March 2014 Committee meeting for discussion.
- 11 Motion to Adjourn: on proposal by Arul Raja the Meeting adjourned at 6:45 pm

Table 10.1 PRE-APPROVED EXPENSE CLAIMS

The following invoices were approved for payment by 7 committee members by January 25 2014 per email response, without objections or requests for information

Date of Invoice	Payee	Invoice Amount	Application	Supporting Invoice/Receipt Attached
18 Sept 2013	Marina Li (Hon Treasurer)	\$273.42	Direct expenses for financial auditing	A
18 Sept 2013	Mary-Lou Perry	\$960.00	Catering for Committee meetings Sept 18, 2013	B
21 January 2014	Carine De Ridder	\$760.00	Administrative service July 2013 to Jan 2014	C
TOTAL AMOUNT FOR COMMITTEE APPROVAL		\$1993.42		



CONSTITUTION

OF WESTERN CANADA GROUP OF CHARTERED ENGINEERS

ORIGINALLY DRAFTED JULY 1987

AMMENDED JANUARY 2013

1. DEFINITIONS

In this Constitution: "*The Sponsoring Institutions*" means The Institution of Civil Engineers (ICE), The Institution of Mechanical Engineers (IMEchE), the Institution of Engineering & Technology (IET), the Institution of Structural Engineers (IStructE), and the Chartered Institution of Building Service Engineers (CIBSE), all of the United Kingdom. "*Councils*" mean the Councils of the Sponsoring Institutions. "*Group*" means a Group of Engineers operating in accordance with this Constitution. "*Committee*" means the Committee of the Group.

2. CONSTITUTION

The Group shall be constituted, and its affairs shall be carried on in accordance with the Regulations of Groups of Professional Engineers" sponsored by the Institutions of Civil, Mechanical and Electrical Engineers as revised 1983, supplemented or modified by this Constitution.

3. CREATION AND DISSOLUTION

The Group was established at an Inaugural Meeting held during September 1987, at which elections of the Committee took place. The Councils shall in consultation with the Committee have power to dissolve the Group at any time if it is considered that there is no longer sufficient local interest to support the Group activity.

4. OBJECTS

The objects of the Group shall be:

- (a) In the spirit of the Charters of the Sponsoring Institutions, to promote and encourage the acquisition of knowledge relevant to the engineering profession.
- (b) To establish friendly exchange between members.
- (c) To arrange meetings for the presentation and discussion of topics of interest to members of the Group.
- (d) To organize visits of engineering interest.

- (e) To stimulate among members interest in the work of the Sponsoring Institutions.
- (f) To provide a focus for all engineers in the area of the Group in matters pertinent to the Sponsoring Institutions.
- (g) To perform where appropriate, similar functions for any other societies which are represented within the Group, in accordance with their regulations and with the Group's constitution.
- (h) To advise and encourage members of the Group to qualify for membership in the Local Professional Associations.

5. AREA

The Area of the Group shall be:

<u>Canada:</u>	<u>States of the United States of America:</u>
British Columbia	Washington State
Yukon Territory	State of Alaska

The area of the group shall also include the Canadian provinces of Alberta and Saskatchewan and the Canadian Northwest Territory, whenever no similar Group of Chartered Engineers is constituted to serve those areas.

6. MEMBERSHIP

- (a) Members of all classes of the Sponsoring Institutions, provided that they reside or practice their profession within the area of the Group, shall be eligible for membership of the Group;
- (b) Engineers, who are not members of the Sponsoring Institutions who are members of such other Institutions as may be approved from time to time or whose professional attainments entitle them, in the opinion of the Committee, to election, may be recommended by the Committee to the Sponsoring Institutions for admission to membership of the Group.

7. FINANCE

- (a) The Councils shall contribute an agreed amount to the expenses of the Group by making an allocation of funds. The Committee shall submit a budget for the activities it proposes for the forthcoming session, and at the end of each session shall submit a duly audited statement of accounts, upon which evidence the Councils shall assess the annual allocation of funds.

(b) Each member elected under Regulation 6(b) shall pay an annual subscription to be fixed by the Committee, to cover the cost to the member of the facilities offered by the Group.

(c) A banking account shall be opened in the name of the Group at such Bank as the Committee may decide, into which account all monies received shall be promptly deposited. Cheques drawn on such account shall be signed by the Honorary Treasurer (if any), or the Honorary Secretary and one other member of the Committee to be designated by the Committee for the purpose.

8. RESIGNATIONS

Any member elected under Regulation 6(b), wishing to resign from the Group shall give notice of his intention in writing to the Honorary Secretary of the Group before the commencement of the financial year, failing which he shall be liable for the ensuing year's subscription (if any).

9. MANAGEMENT

The affairs of the Group shall be managed by a Committee all of whom shall be members of the Group. Not less than three quarters of the Committee shall be members of one or more of the Sponsoring Institutions. The composition of the Committee shall reflect the interests of the members of the Group.

The Committee shall comprise:

- A Chairman
- A Vice-Chairman
- An Honorary Secretary
- An Honorary Treasurer
- Not less than six nor more than twelve Ordinary Members of Committee
- The most recent Past Chairman available and willing to serve.
- The local representative (if any) of each of the Institutions and Societies from which the membership of the Group is made up, provided that the number of such local representatives serving as such on the Committee does not exceed six.

The Chairman shall be a Chartered Member of one of the Sponsoring Institutions, preferably a Fellow. In selecting its nominations for the forthcoming year, preferably the selection of nominations for the Committee shall reflect the proportion of members from the Sponsoring Institutions comprising the Group. The office of the Chairman shall be, as far as practicable, rotated among the Sponsoring Institutions comprising the Group, and there should be due representation of younger members.

Preferably there shall be a minimum of two members of Committee from each Sponsoring Institution, except where that Institution's members are less than 10% of the total membership, then one member shall represent that Institution.

The Local Representative (if any) of each Institution shall deal with all non-Group matters involving individual members and their contact with their own Institution.

10. ELECTION OF COMMITTEE

The Committee shall be elected at the Annual General Meeting of the Group. Nothing under sections (a) through (d) that follow shall prevent a suitable nominated candidate from being elected to the Committee where no candidates that meet the stated requirements are prepared to stand for election.

- (a) The Chairman shall not hold office in that capacity for more than two years in succession, and shall not simultaneously hold any other Office in the Group.
- (b) The Vice-Chairman and Ordinary Members of Committee shall not hold Office in these respective capacities for more than three years in succession without re-election.
- (c) The Honorary Secretary and Honorary Treasurer shall retire annually, but each shall be eligible for immediate re-election. The Honorary Secretary and Honorary Treasurer shall be members of one of the Sponsoring Institutions, and shall not normally hold office in that capacity for more than five years in succession, and so far as is practicable they shall be selected in turn from the members respectively of each of the Sponsoring Institutions.
- (d) In order to secure a regular succession of vacancies each year among the Ordinary members of Committee, approximately one-third of the Ordinary Members of Committee shall terminate their service in this capacity annually.
- (e) Except in special circumstances to be approved by the Councils, at no time shall the Committee include in its membership in any capacity such a number of the persons employed by or otherwise engaged with any one company, public service undertaking, firm or other organization, as to constitute a majority of the voting members of the Committee.
- (f) Election of Officers and Committee shall be by ballot at the Annual General Meeting. The Committee shall elect a Nominating Sub-Committee, of one member from each sponsoring Institution, to prepare a list of nominations.
- (g) The Committee shall have power to fill casual vacancies occurring on the Committee by appointing Officers or Ordinary Members of Committee to hold office for the unexpired portion of service of the vacating member. Members so appointed will be eligible for immediate election and any period of such appointed service shall not be taken into account in computing the period of office under the provisions of subparagraphs (a) and (c) above.
- (h) Each member of the Committee shall have a single vote, and, in the event of there being an equality of votes, the Chairman shall have a casting vote.
- (i) The quorum of the Committee shall be six persons.

11. HONORARY SECRETARY

The Honorary Secretary appointed under Regulation 10 shall act under the direction of the Committee and shall:

- (a) Conduct the correspondence of the Group;
- (b) Take minutes of the proceeding of all meetings thereof;
- (c) Keep all records and act as Librarian.

12. HONORARY TREASURER

The Honorary Treasurer appointed under Regulation 10 shall act under the direction of the Committee:

- (a) Collect all sums due to the Group and pay the same into the Group's banking account.
- (b) Pay all sums due by the Group when authorized so to do by the Committee.
- (c) Keep an account of the income and expenditure in books which shall be open for inspection at every Committee Meeting.
- (d) Present at the Annual General Meeting of the Group a Balance Sheet and Statement of the Income and Expenditure of the Group for the Financial Year ending the previous December 31st
- (e) Prepare the budget showing the funds required and the objects on which they are intended to be spent, for submission to the Sponsoring Institutions, and,
- (f) Maintain the mailing list of the members of the groups and update it with changes as obtained from the applicable institution or the member.

13. AUDITORS

~~Three~~ **Two** auditors for the ensuing year shall be appointed at the Annual General Meeting. They shall not be members of the Committee. The auditors shall be members of the sponsoring institutions, with affiliations rotated between the sponsoring institutions as far as practicable. Not more than one auditor shall represent each institution. The auditors shall audit and sign the Annual Statement prepared and presented by the Honorary Treasurer.

14. INSTITUTION AND SOCIETY MATTERS

The Group shall not carry out any political activity, or express approval or disapproval of any law of any country, or become involved in any matter affecting the management or administration of any or all of the Sponsoring Institutions, or of Societies, whose members are members of the Group, but shall abide by the Objects as specified in these Regulations, unless sanctioned otherwise by the Councils.

15. MEETINGS

(a) Each Session of the Group shall last for a period of one year, from the date of the Annual General Meeting.

(b) Ordinary Meetings of the Group shall be held at such times and intervals as the affairs of the Group require, but the interval between meetings shall in no case exceed six months.

(c) The Annual General Meeting of the Group shall be held in late January/early February, when the Committee shall present their Report upon the work of the Session, and the Committee for the ensuing Session shall be elected.

(d) The quorum for the Annual General Meeting of the Group shall be ten members of the Group.

16. PAPERS AND COMMUNICATIONS

The Committee shall have authority for the acceptance or rejection of papers or communications to be read at the meetings arranged by the Group.

17. RECORDS

Copies of the Annual Report and of papers published by the Committee and also the minutes of the Committee shall be forwarded to the Secretaries of the Sponsoring Institutions, for the information as necessary of their Councils.

18. CORRESPONDING INSTITUTION

The Institution of Mechanical Engineers shall be the Corresponding Institution, until otherwise decided by the Councils.

19. PRIZES, PREMIUMS

The Committee shall make known to all members of the Group the prizes, premiums, etc. of each of the Sponsoring Institutions for which they may be eligible, and shall abide by the rules for the awards for the time being in force.

With the approval of the Sponsoring Institutions the Committee may also establish local prizes, particularly to encourage younger members to present papers.

REVISED APRIL 1990:

a) Para 15(c) Month was September (1988 A.G.M. Motion)

b) Title was "WESTERN CANADA JOINT GROUP OF CHARTERED ENGINEERS (1989 A.G.M. MOTION)

REVISED APRIL 1992:

c) Para 12(d) was "Present at the Annual General Meeting of the Group a Balance Sheet and Statement of the Income and Expenditure of the Group; and"

d) Para 15(a) was "Each Session of the Group shall last for a period of one year, from July 1 to June 30."

e) Para 15(c) was "The Annual General Meeting of the Group shall be held in late April/early May prior to the June end of Session, when the Committee shall present their Report upon the work of the Session, and the Committee for the ensuing Session shall be elected."

Items c), d), and e), revised upon motion carried unanimously at the 1992 A.G.M.

REVISED JANUARY 1994:

f) Paras 1, 3, 5, 9, 10(d) and 13 revised upon motion carried unanimously at the 1994 A.G.M., for the following purposes:-

(i) to incorporate IStructE and IChemE members;

(ii) to permit Prairie Group spinoff; and,

(iii) general revision of grammar, typos, etc.

REVISED JANUARY 1998

g) Para 1 revised upon motion, carried unanimously at the 1998 AGM to incorporate CIBSE members.

REVISED JANUARY 2000

h) Paras 5 and 9 revised and 12(f) added upon motion, carried unanimously at the 2000 AGM for the following purposes:-

(i) to permit under-representation on the Committee from less active membership bodies from the Sponsoring Institutions;

(ii) to assign responsibility for maintenance of the Group mailing list

(iii) general revision of grammar, typos, etc.

REVISED JANUARY 2003

i) Para 1 revised upon motion, carried unanimously at the 2003 AGM to incorporate RAeS members.

REVISED FEBRUARY 2007

j) Para 1 revised upon motion , carried unanimously at the 2007 AGM to remove RAeS members, as requested by the RAeS Institution.

REVISED JANUARY 2011

k) Para 1 revised upon motion, carried unanimously at the 2011 AGM to remove IChemE members, as requested by the Institution of Chemical Engineers, (IChemE).

REVISED JANUARY 2014

l) Para 9 revised upon motion, carried unanimously at the 2014 AGM:

The Chairman shall be a Chartered Member of one of the Sponsoring Institutions, preferably a Fellow. In selecting its nominations for the forthcoming year, preferably the selection of nominations for the Committee shall reflect the proportion of members from the Sponsoring Institutions comprising the Group. The office of the Chairman shall be, as far as practicable, rotated among the Sponsoring Institutions comprising the Group, and there should be due representation of younger members.

Preferably there shall be a minimum of two members of Committee from each Sponsoring Institution, except where that Institution's members are less than 10% of the total membership, then one member shall represent that Institution.

m) Para 10 revised upon motion, carried unanimously at the 2014 AGM: nothing under sections (a) through (d) that follow shall prevent a suitable nominated candidate from being elected to the Committee where no candidates that meet the stated requirements are prepared to stand for election.

n) Para 13 revised upon motion, carried unanimously at the 2014 AGM: Two auditors for the ensuing year shall be appointed at the Annual General Meeting. They shall not be members of the Committee. The auditors shall be members of the sponsoring institutions, with affiliations rotated between the sponsoring institutions as far as practicable. Not more than one auditor shall represent each institution. The auditors shall audit and sign the Annual Statement prepared and presented by the Honorary Treasurer.



The Western Canada Group of Chartered Engineers
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2014 Annual General Meeting - APPENDIX C

CHAIRMAN'S REPORT

We had another busy year for the Committee. We had some challenges but also had many successes. The Committee members had decided to stop producing a printed copy of the group newsletter "The Challenge". Unfortunately, the Winter 2013 edition was the last newsletter that was delivered as a hard copy to our members. This was not an easy decision, but it was necessary to take in order to reduce overall expenses. The cost of printing the newsletter represented a significant portion of our annual budget. Members, who provided their e-mails to us, will continue to receive regular communiqué from the Committee, notifications about upcoming events and reports from the group technical meetings. Those members, who had not provided their e-mails, still can access all information by visiting our website www.wcgce.org.

In 2013, we had a number of outstanding speakers who presented very diversified and interesting topics. The 2013 technical program was very successful and well managed by **George De Ridder**. Two of our technical meetings were organized together with the local chapter of ASME. Both of these meeting were very well attended. I'm pleased to see that our good relationship with the local chapter of ASME brings mutual benefits to both organizations. I hope that we will continue working together in the future. I'm very proud of our new website. It took a lot of effort and several months of reviewing and revising the format and content for the new website and all Committee members were heavily involved in the process. Special thanks go to **George De Ridder**, who coordinated the website development. My term as the chairman of the WCGCE is coming to the end. I would like to take this opportunity and thank all members of the 2013 Committee for their hard work, generating interesting ideas and perseverance in carrying forward these ideas. We have had another successful year!

Andrzej Nawrocki, C.Eng., MIET, PMP

Date: January 21st, Error! Reference source not found.

WCGCE Chairman.



The Western Canada Group of Chartered Engineers
Members of U.K Institutions of Civil, Mechanical, Electrical, Structural, and Building Service Engineers, B.C., Yukon, Washington & Alaska

2014 Annual General Meeting - APPENDIX F

REPORT ON TECHNICAL PROGRAM 2013

Technical Events – Presentations (schedule on p. 2)

The Committee presented 9 monthly events during 2013, including the AGM in January.

A balanced range of interesting subjects were presented, all of relevance to the spread of engineering disciplines represented by the Group. The quality of content and presentation skills were without exception most satisfactory and entertaining, often with lively participations from the floor.

Two topics were on soft skills in management (Successful Consulting Top 10 lessons by John Holland C.Eng; Interviewing Skills by Wilma Marais, HR Professional).

Two events discussed environmental science and issues (Global warming Scientific Interpretations, by Prof. John Weaver; Green Buildings by Gregory Snaith P.Eng).

Three presentations were about current and proposed construction projects. Craig Schaper C.Eng. illustrated the new Pitt River Bridge; a panel discussed the proposed Kinder Morgan Trans Mountain Oil Pipeline; a panel of speakers lead by Matthew Walton-Knight C.Eng. gave an overview of current major projects by Port Metro Vancouver.

On the social side, there were two events: annual dinner following the AGM in January; and the garden barbeque held jointly with APEG-Sea-To-Sky in July.

Attendance of the technical program varies between 20 and 40, with a peak of 50 at the November event. On average, 5% of our members regularly attend the events. It was the second year that a successful joint event was presented in September (topic - Kinder Morgan pipe line) with the local ASME branch. We look forward to continue with this beneficial sharing of interests and resources. A honorarium of \$100 was presented to speakers, which some speakers donated to WCGCE.

More content descriptions of each event are available on our website www.wcgcr.org under *Past Events*, and in the CHALLENGE newsletters of Summer 2013 and Winter 2013.

Venues

As a cost saving measure, the Group started making use of the 22-seat meeting room facilities offered by our banker *Vancity* in Burnaby, free of cost. Two events and two Committee meetings were held successfully here with substantial savings. This venue is fitted with a large computer compatible video screen, and will be used again in future except for joint events when larger capacity is expected.

by George de Ridder, C.Eng FIStructE, Hon Secretary wcgce.

WCGCE

WCGCE SCHEDULE FOR TECHNICAL MEETINGS 2013

Date	Venue	Subject	Presenter	Status
Jan-30.	Royal Vanc Yact Club	AGM & Dinner	Prof Andrew Weaver	Confirmed
Feb-20	Holiday Inn Metrotown	No meeting		no meeting
Mar-20	Holiday Inn Metrotown	Successful Consulting Top 10 Lessons	John Holland C. Eng	confirmed
Apr-17	Holiday Inn Metrotown	Engineering & Construction of Pitt River Bridge	Craig Schaper C.Eng	confirmed
May-15	Holiday Inn Metrotown	BC Safety Authority	Catherine Roome	confirmed
June-21, 24	Vancity Kingsway	Workshop - Interviewing skills	Wilma Marais	confirmed
Jul-27	West Vancouver	BBQ with APECBC Sea-to-Sky	Bill Vaughn	confirmed
Sept 18	Vancity Kingsway	Green Buildings	Gregory Snaith	Confirmed
Oct-23	Holiday Inn Burnaby	Kinder Morgan Pipe Lines	Greg Toth	confirmed
Nov-20	Vancity Kingsway	Port Metro Vancouver Projects	Matthew Walton-Knight C.Eng	confirmed
30-Aug-13				

**Western Canada Group of Chartered Engineers
Profit & Loss
January through December 2013**

	Jan - Dec 13
Ordinary Income/Expense	
Income	
Grants (From ICE/IET/IMechE)	14,982.00
Total Income	14,982.00
Expense	
Administration	
Administration Support (Cost of administration services)	5,245.00
Bank Charges	5.00
Committee Miscellaneous	414.13
Office Supplies	38.79
Travel	686.20
Total Administration	6,389.12
Awards	3,000.00
Communications with Members	
Envelopes	148.92
Postage	
Postage Cost	527.11
Total Postage	527.11
WCGCE Website	2,000.00
Total Communications with Members	2,676.03
GST Expenses	246.63
Liability Insurance	2,722.00
Presenter Expenses	
Presenter Honorarium	200.00
Presenter Travel/Accommodation	359.36
Total Presenter Expenses	559.36
PST/HST Expenses	589.18
Technical/Business Meetings	
AGM Expences	2,798.96
Committee/Technical Meetings	6,052.87
Total Technical/Business Meetings	8,851.83
Total Expense	25,034.15

**Western Canada Group of Chartered Engineers
Profit & Loss
January through December 2013**

Net Ordinary Income	-10,052.15
Other Income/Expense	
Other Income	
AGM & BBQ Ticket Sale	2,600.00
Bank Interest	108.00
Other Deposits	<u>277.18</u>
Total Other Income	<u>2,985.18</u>
Net Other Income	<u>2,985.18</u>
Net Income	<u><u>-7,066.97</u></u>

Prepared By:

Approved By:



Marina S.W. Li
Honorary Treasurer



Andrzej Nawrocki
Chairman



George De Ridder
Honorary Secretary

We have examined these statements for the period from 01 January 2013 to 31 December 2013 and the vouchers which support them. In our opinion it is a true representation of the transactions and the financial position of the Western Canada Group of Chartered Engineers.



David Crook
Auditor



Roger Nathan
Auditor

Date: 14 Jan 2014