

AIA Council Meeting Agenda

Date March 29, 2022; First meeting of fiscal year
Time 9:00 a.m. – 4:00 p.m.
Location Royal (Wyndham) Hotel Edmonton Airport
 8450 Sparrow Drive Leduc, AB
 (Exact Room will be identified at the hotel)
Supporting Documents Sharepoint

Item	Time	Description	Presenter	Requirements
Call to Order				
1	9:00 a.m.	<ul style="list-style-type: none"> • Call to Order • Introductions • Establish quorum • Approve agenda • Conflicts of Interest • Approve minutes 	Chair	
Council Chair Selection				
2	9:15 a.m.	Council Chair Selection	Chair	<p>Bylaw 2.2.2 30 minutes</p> <p><i>Each year at the first council meeting after the results of the most recent council election have been finalized, the council must appoint a council Chair by the following procedures:</i></p> <p><i>a. any council member may volunteer to serve as council Chair if the member has served at least 1 year on the council and is able to comply with the Governance Responsibilities in these Bylaws,</i></p> <p><i>b. if only one council member volunteers to serve as Chair, that member is automatically appointed as Chair, and</i></p> <p><i>c. if more than one council member volunteers to serve as Chair,</i></p> <p style="padding-left: 40px;"><i>i. if meeting in person, the council will hold a straw vote in which the CEO holds the straws and the member who draws the short straw is appointed as Chair, or</i></p> <p style="padding-left: 40px;"><i>ii. if meeting electronically, the CEO will write on slips of paper the names of all members who have volunteered, jumble them in a container, then blindly draw a name, in which case the member whose name is drawn is appointed as Chair.</i></p>

3	9:45 a.m.	Break	Chair	15 minutes
Strategic Foresight Planning				
4	10:00 a.m.	Strategic Foresight Planning	Richard Dixon	Bylaws 2.1.3 and 3.5.1 2 hours
5	Noon	Lunch	Chair	1 hour
Council Education				
6	1:00 p.m.	Council Orientation	Cassandra Haraba	Bylaw 2.1.2 1 hour
7	2:00 p.m.	Break	Chair	15 minutes
Oversight of Institute Management				
8	2:15 p.m.	Practice Standard Adoption	David Lloyd	Bylaw 4.3.1 15 minutes
9	2:30 p.m.	Financial Review for Annual Report	David Lloyd	Bylaw 3.5.2 30 minutes
10	3:00 p.m.	Annual Financial Plan for Institute	David Lloyd	Bylaw 3.5.3 30 minutes
11	3:30 p.m.	Dates of Next Meeting	Chair	Bylaw 2.1.4(6) 30 minutes
12	4:00 p.m.	Adjournment	Chair	