



IABC CWR Annual General Meeting – June 17, 2025

AGENDA

Time listed below are in MDT

12:00-12:05	Welcome and call to order Approval of agenda Approval and follow-up from past AGM minutes	Wendy Thatcher
12:05-12:15	Report from the Chair/Year in Review	Wendy Thatcher
12:15-12:20	Presentation of the 2025/26 Board slate	Amanda LeNeve
12:20-12:25	Presentation of the reviewed 2023/24 financial statements	Marina Lakhani
12:25-12:35	Proposed bylaw amendments	Wendy Thatcher
12:35-12:40	Final discussion/questions Adjournment	Wendy Thatcher

Members Present

Board Executive and Directors	Chapter Representatives
Richard Kies, Past Chair Wendy Thatcher, Chair Amanda LeNeve, Vice Chair Marina Lakhani, Finance Nekolina Lau, Awards and Recognition Shannon McLennan-Taylor, Communications Angela Anderson-Blunt, Professional Development Damilola Ibirinde, Conference and Partnerships By proxy: Sharon Lee, Admin	Colleen Nuc (Edmonton) Lisa Triantafyllou (Regina) Kieran Kobitz (Saskatoon) Shruti Gupta (Manitoba) Marzia Sager (B.C.) Regrets: Colleen Houston, IABC Calgary
Guest	
Rudi Araujo	

Call to order

Wendy Thatcher called the meeting to order at 12:02 p.m. and provided a land acknowledgement.

Approval of agenda

Declaration of conflict of interest

None.

Motion: to approve the agenda for the 2024 AGM as presented.

M/S Amanda LeNeve/Nekolina Lau. Carried.

Approval and follow up of minutes from past CWR AGM held June 14, 2024



Motion: to approve the minutes from the June 14, 2024 AGM as presented.
M/S Shannon McLennan-Taylor/Collen Nuc. Carried.

Report from the Chair

Chair's Report – Year in Review 2024-25

Welcome everyone. It's been a year of reflection, recalibration, and renewed momentum. I'm proud to share the progress we've made as a region and the resilience we've shown in navigating challenges together.

2024–25 Goals

At the start of the year, we set four strategic goals: membership retention, governance exploration, regional collaboration, revenue growth. I'm adding administrative stability as a 5th goal. These goals anchored our work and guided our decisions.

Goal 1 – Membership Retention

We made retention a top priority—and it paid off. Thanks to the incredible work of our chapters, we became the top-performing region for both retention and growth in 2025 - while the numbers do show a dip of 100 members since December, we have hopefully stopped the bleed that we were experiencing year over year. This is a collective win and a testament to the value we're delivering to members. Let's continue to grow and build on this. Wendy went through the high-level membership slides.

Goal 2 – Exploring the New Governance Model

We reconnected with past region chairs and had honest conversations about sustainability, recruitment, and member needs. While we explored new models, we ultimately decided to maintain our six-chapter structure—while encouraging shared programming and community-building across cities and within provinces.

Goal 3 – CWR-CER Collaboration

This was a year for collaboration. We signed a multi-year MOU with CER, launched a National Oversight Committee, and jointly hosted Dare to Lead in Saskatoon. While our RFP for an Association Management Company was unsuccessful, the groundwork for future collaboration is strong.

Awards & Recognition

We celebrated excellence through the Silver Leaf Awards—92 entries, 29 winners. We also welcomed Alain Légault, SCMP, as a 2025 Master Communicator. While we faced delays in standing up the national awards committee, we've revamped the program to better align with Gold Quill and chapter awards.

Goal 4 – Revenue Growth

We're laying the foundation for long-term financial health. The Canada Conference in Ottawa this fall is our first co-hosted event in over a decade. We had 62 session proposals and strong volunteer engagement, to date. Sponsorship remains a challenge, but we're gaining traction.

Our virtual master class in May also turned a modest profit and was a great discussion on the challenges and solutions faced by communications professional today.



Goal 5 – Admin & Finance

This was a work in progress. We faced turnover and an unsuccessful RFP, but we've made strides: a new bookkeeper starts in July (fingers crossed), we've clarified vendor payment processes, and we now better understand our administrative needs. We're grading ourselves a C—but with momentum.

Other Pain Points

This has been a year of exploration and change under the expanding governance and regional representation at the international level. We've had to balance evolving governance needs with day-to-day operations, and juggle regional and international expectations.

Communication timing was a challenge, and comms became largely tactical and not strategic. We're learning and improving and I think have a team in place to deliver on the demands ahead.

I'd be remiss if I didn't discuss last week's IABC World Conference in Vancouver - thanks to everyone who participated and represented the Canada West Region board and the Chapters. And a big shout out and round of applause to Marzia, Maycko and the rest of the BC Chapter board and volunteers for setting a very high standard for a host chapter. Hospitality table was buzzing, the Dine Around restaurant selection had a great mix of new sensations and tried and true locations. Plus, what would a Canada Night be without the IABC forces known as Jennifer Wah and Gary Carr - a great event, fantastic venue that overcame the financial challenges. We recognize that it's an evolving event and we need to reflect upon how we can better serve and celebrate ALL members while still retaining the renowned charm and energy that is the Canada Party. Next year's conference is in Toronto.

Thank You to the 2024–25 Board

This work wouldn't be possible without our board. Thank you for your leadership, your time, and your heart. You've helped shape a stronger, more connected region.

A special note to Richard and Shannon, and all the Chapter representatives as they step off the board. Shannon, best of luck to you in your next steps. Thank you for your time and efforts.

Richard, you've given so many years and countless hours to IABC as a chapter and region leader. We are so excited to see what you do next in your leadership journey on the International Executive Board as Vice Chair - the first Canada West Region member to do so in at least 10+ years. Congratulations on taking this big step!

It has been a tremendous privilege to lead you all this year. I'm so grateful for every moment - even those 'uh..hem' challenging technical moments. Thank you!

Board slate for AGM ratification

Amanda shared the proposed board slate for the 2025-26 board year.

Motion: to ratify the CWR board for the 2025-26 year as presented.
M/S Amanda LeNeve/Colleen Nuc. Carried

Outgoing board members:

- Richard Kies, ABC, SCMP
- Shannon McLennan-Taylor – Communications Director



Automatic succession and/or continuation of board positions:

- Wendy Thatcher, SCMP, succeeds to Past Chair
- Amanda LeNeve, SCMP, Chair
- Marina Lakhani continues as Finance Director
- Angela Anderson-Blunt continues as Professional Development Director
- Damiloa Ibirinde continues as Conference and Partnership Director
- Sharon Lee continues as Administrative Director

Proposed new board members as put forward by the Nominating Committee:

- Nekolina Lau, SCMP – Vice Chair*
- Kristin McVeigh – Awards and Recognition Director
- Rudi Araujo – Communications Director

* approved by IEB as part of the International Nominating Committee nomination process

Amanda welcomed the new board members to the team. The chapter representatives will round out the board members for the 2025-26 year.

Presentation of 2023/2024 Financial Statements

Marina presented the unaudited 2023/2024 financial statements, including the balance sheet, year end June 2024 budget vs actual statements and profit and loss statements.

Wendy added that cash flow was positive as of June 2023. Net profit of \$21,000. Membership downward trend has impacted our revenue.

Motion to approve the unaudited 2023/2024 financial statements.
M/S Marina Lakhani/Richard Kies

Proposed bylaw Amendments

Because of our relationship with CER moving forward, we need to amend our current bylaws to reflect the partnership.

Below are the proposed amendments to the bylaws:

Article/Section	Nature of Change	Description
Article 1		
Section 2. Mandate. IABC Canada Western Region serves principal constituencies:	Addition of relevant Canadian legislation governing non-profits.	ADD: <i>The Region is a registered non-profit corporation under the <u>Canada Non-Profit Corporations Act.</u></i>
Article 2: PURPOSE		
Section 1. Mission	Reflect that the Region’s mandate is changing from a leadership capacity building	DELETE: “ <i>primarily</i> ” DELETE: “ <i>providing</i> ” ADD: “ <i>and member retention</i> ” DELETE: “ <i>and</i> ”



	focus to more of an administrative oversight role.	
Section 2. Mandate.	Proposed Revision	DELETE “three/four” and REPLACE with “these”
Section 2 (b): Members of IABC Canada Western Region.	Proposed Revision to acknowledge/emphasize growing relationship with IABC Canada East.	ADD at end of paragraph “, particularly IABC Canada East, where formal agreements are maintained.”
Section 2 (c). IABC Executive Board and the Association at Large	Reflect governance changes. Council of Regions no longer exists.	DELETE: “participation in the Council of Regions” ADD: “the Past Chair’s appointment and full participation in its governance”
ARTICLE 3 MEMBERSHIP		
Section 4 (b). Cancellation	Proposed Revision to follow IABC International lead.	DELETE “two months...after they are due shall be notified and...dropped from the rolls and thereupon...” ADD “the timeframe identified in the IABC International Bylaws or Policies & Procedures will”
ARTICLE 5: OFFICERS		
Section 1. (a) Chair	Proposed Revision. Change in governance at IABC International. Change to role.	DELETE: “serve as primary liaison between the Region and the IABC Executive Board” ADD “co-chair the CER-CWR National Oversight Committee;”
Section 1. (b) Vice Chair	Proposed Revision. Change in governance at IABC International. Change to role.	ADD “serve on the CER-CWR National Oversight Committee;”
Section 1. (c) Past Chair	Proposed Revision. Change in governance at IABC International. Change to role.	DELETE “chair...” DELETE “or oversee the selection of said Nominating Committee delegate” DELETE “serve as the Region delegate to the IABC International committees and task forces Nominating Committee” ADD “serve as primary liaison between the Region and the IABC Executive Board in their elected position as director of this board and any designated committees; serves on” ADD: “role and responsibilities depending on board’s needs;”
ARTICLE 6: MEETINGS		
Section 7. Proxies	Proposed Revision. Reflect name of the central/governing body.	DELETE “headquarters” ADD “Global Centre”
ARTICLE 12 FEDERAL AND PROVINCIAL LEGISLATION	Proposed Revision. To ensure compliance with relevant legislation. Inserting a new article,	ADD: “ ARTICLE 12 FEDERAL AND PROVINCIAL LEGISLATION ”



		<p>The board will conduct all business in accordance with all relevant federal and provincial Privacy and Anti-spam Legislation, and in accordance, with the regulations and requirements outlined in the <i>Non-Profit Corporations Act (Canada)</i>.</p> <ul style="list-style-type: none"> · Privacy (Canada): Personal Information Protection and Electronic Documents Act (PIPEDA) sets out the ground rules for how organizations involved in a commercial activity can collect, use or share personal information. · Canada's Anti-Spam Legislation (CASL) is designed to protect Canadians from spam and other electronic threats. It regulates the sending of commercial electronic messages (CEMs), installation of computer programs, and alteration of transmission data without consent.
ARTICLE 13		
ARTICLE 13	Proposed Revision.	Change Article 12 to 13 to allow for above insertion.
Section 1. Procedure.	Proposed Revision. Reflect amendment to title of Act.	ADD " Non-Profit "

Motion to approve all the proposed amendments as presented
M/S Nekolina Lau/Marzie Sager. Carried.

Nekolina mentioned that there was a grammatical error under Article 3 section 4 point b. Wendy accepted the change.

Adjournment

Wendy thanked everyone for attending the AGM and motioned to adjourn the AGM at 12:45 pm.
Adjourned.

IABC Canada West Region Annual General Meeting

June 17, 2025



International Association
of Business Communicators
Canada West Region

Agenda



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12:15-12:20	Presentation of the 2025/26 Board slate – <i>for approval</i>	Amanda LeNeve
12:20-12:25	Presentation of the ‘unaudited’ 2023/24 financial statements – <i>for approval</i>	Marina Lakhani
12:25-12:35	Proposed bylaw amendments – <i>for approval</i>	Wendy Thatcher
12:35-12:40	Final discussion/questions Adjournment	Wendy Thatcher



Chair's Report: Year in Review

2024-25 Goals



- 1. Membership Retention. Stop the Bleed.**
2. Exploring the New Governance Model
Chapter and Region Vitality, Viability and Sustainability
3. Explore CWR-CER Collaborative Opportunities
- 4. Grow Revenue Streams.**

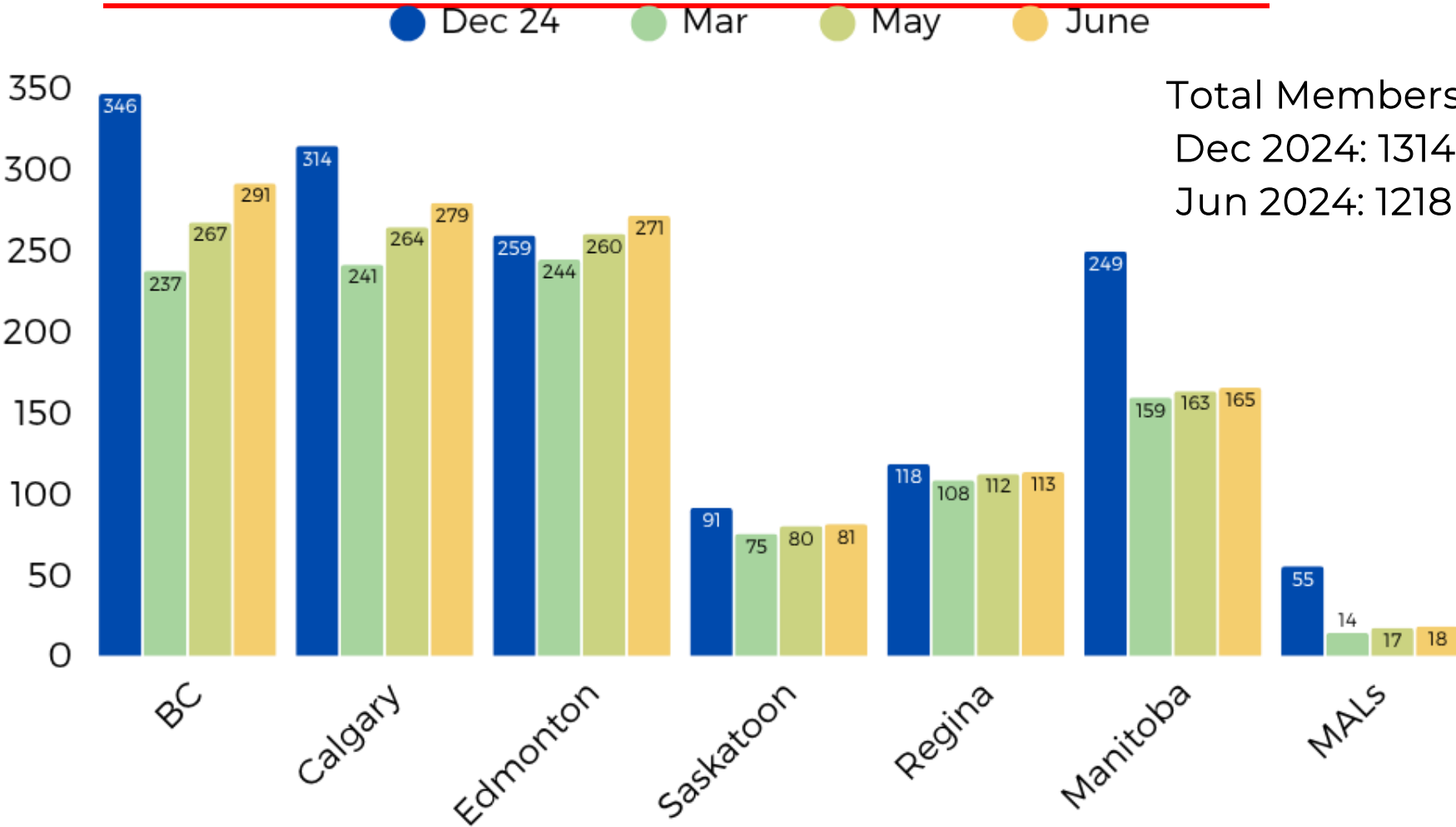
Year In Review: Highlights



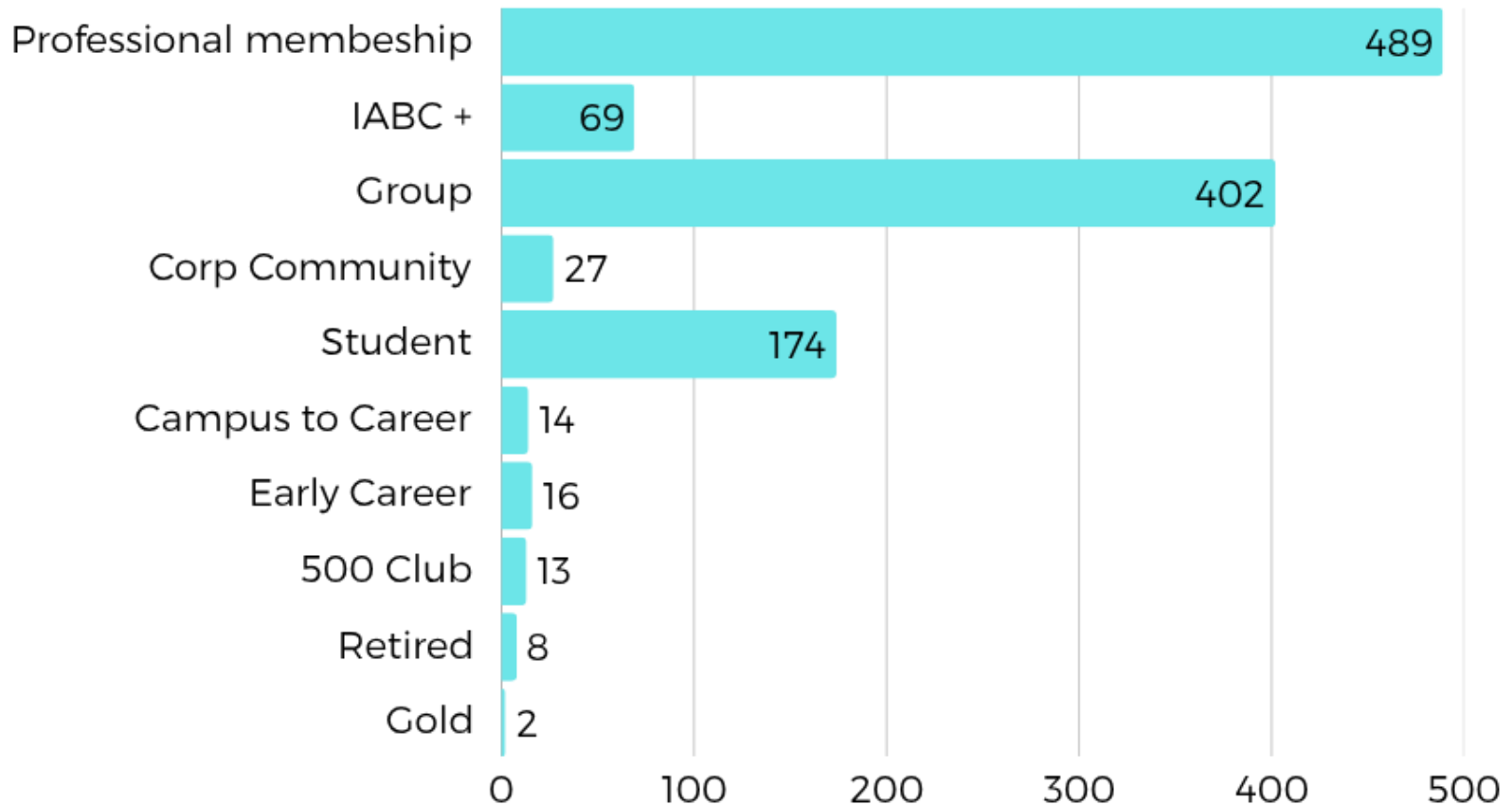
Goal 1 : Membership Retention. Stop the Bleed.

- ***Outcome: Top performing region for retention and growth in 2025. (with big thanks to all the chapters)***

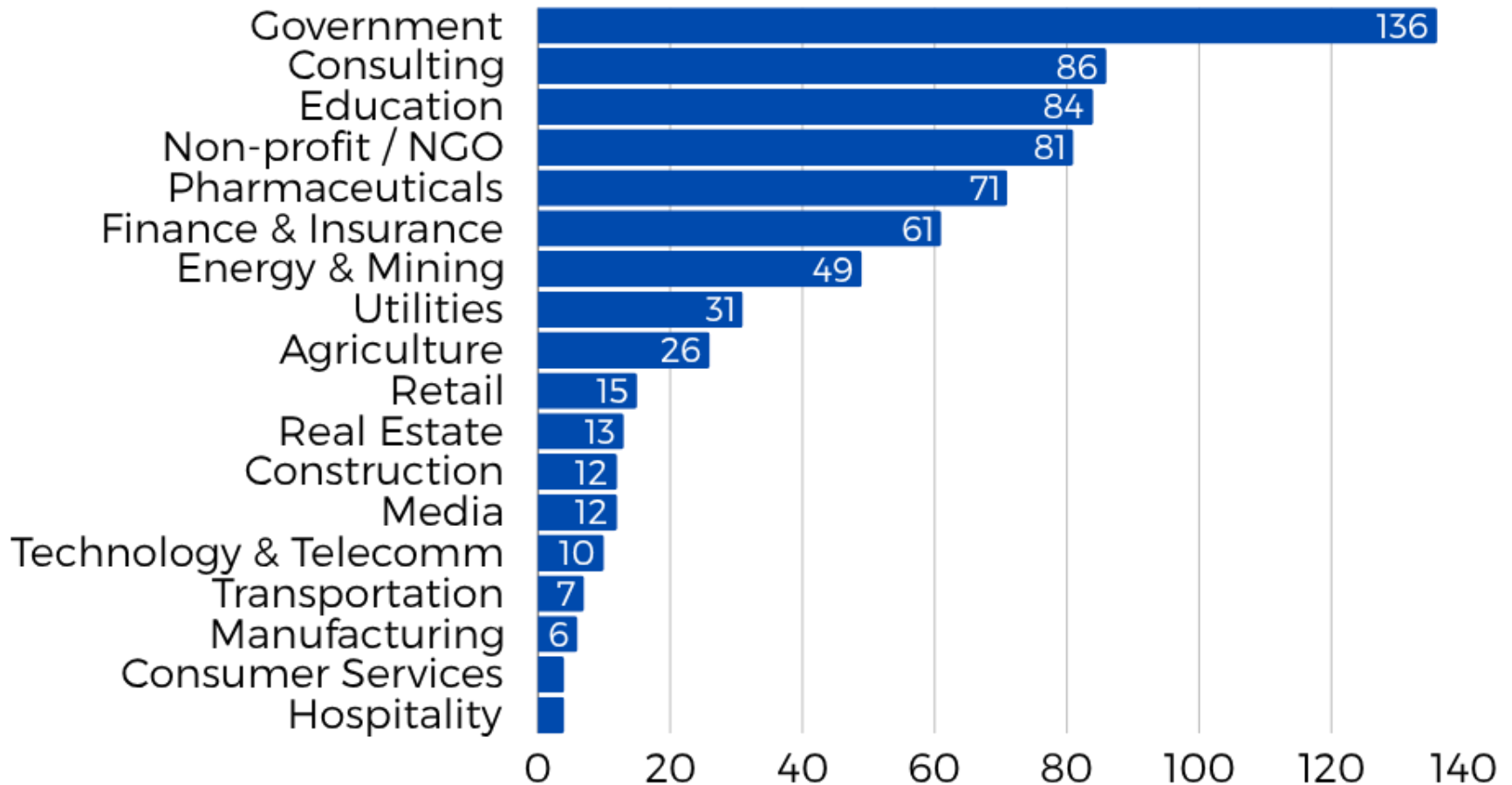
A VIEW OF OUR MEMBERSHIP



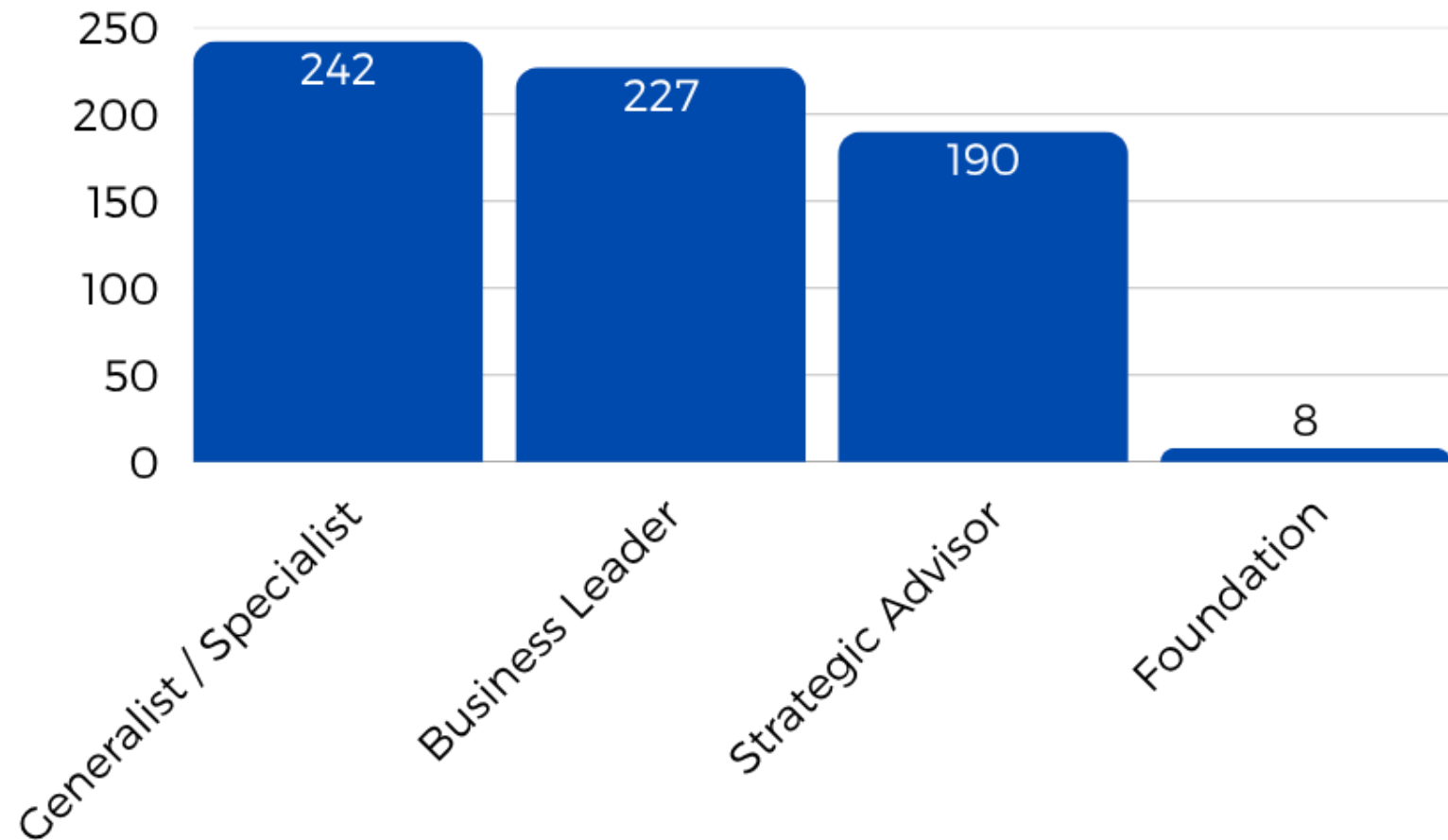
MEMBERSHIP TYPES



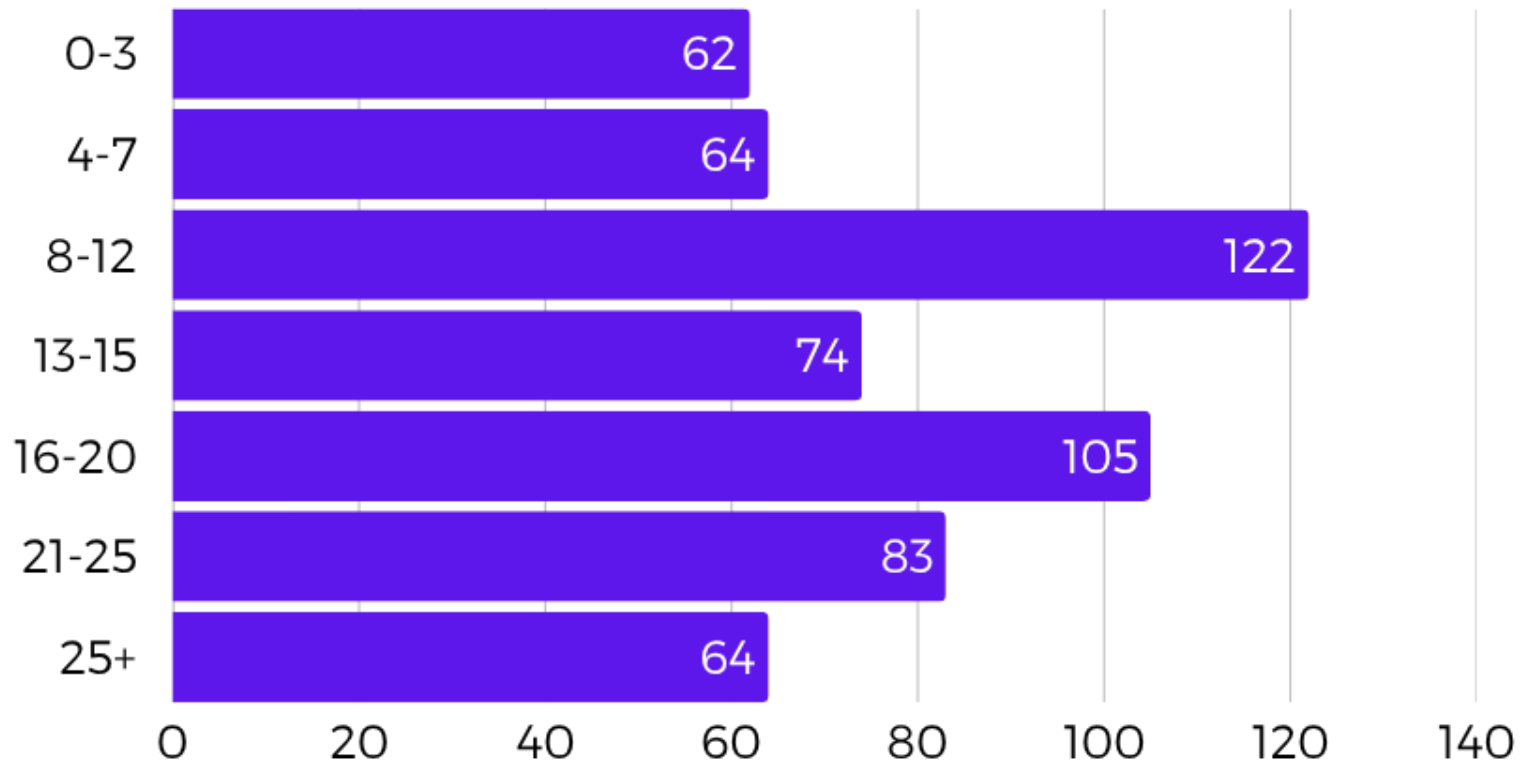
INDUSTRY



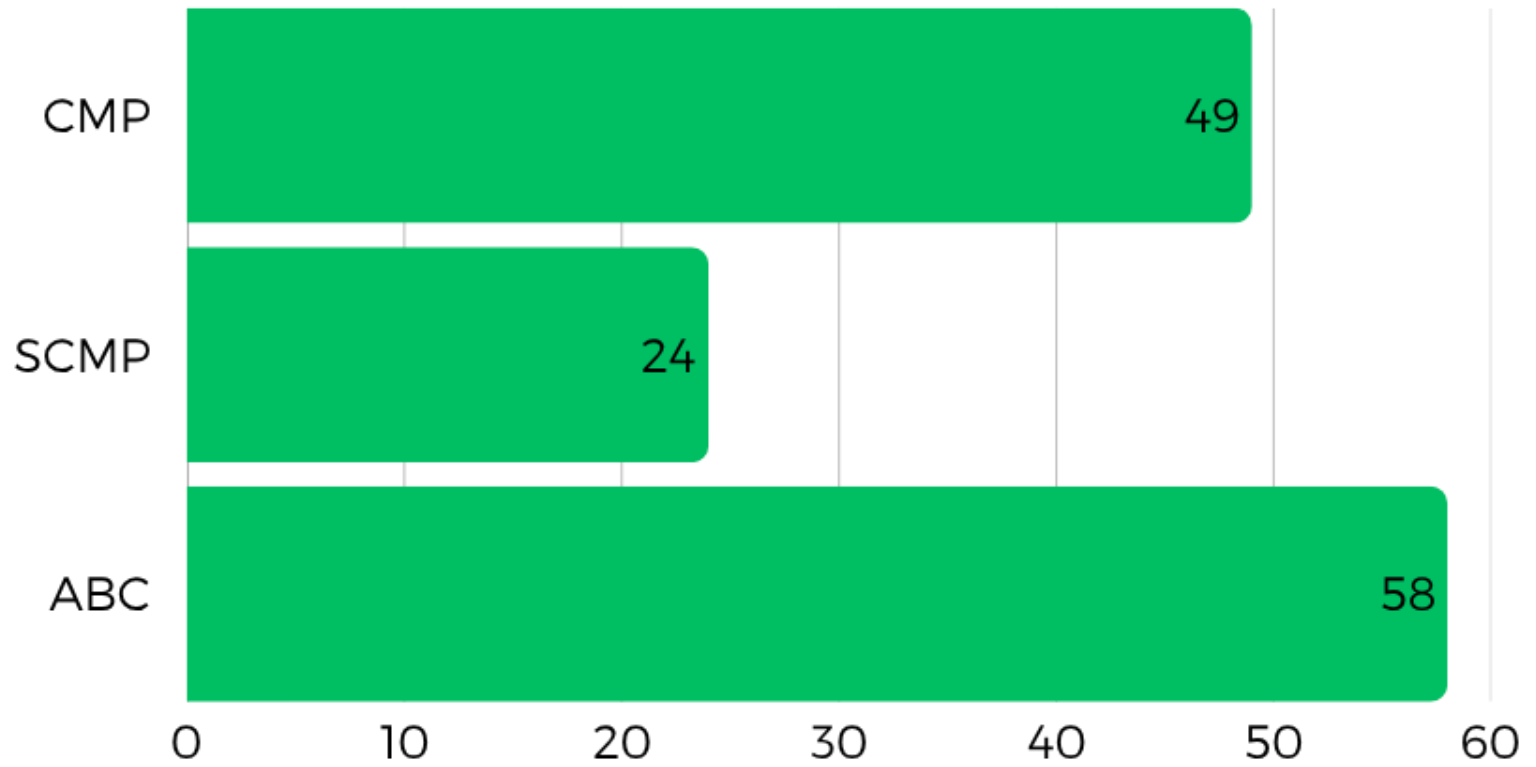
RESPONSIBILITY LEVEL



YEARS IN PROFESSION



CERTIFICATION



Goal 2: Exploring the New Governance Model

- Reengaged past region chairs.
- Chapters reflected on their current situations, board recruitment and sustainability challenges and member needs, explored opportunities to create stronger provincial mandates.
- *Outcome:* **governance model to remain with six chapters, find opportunities to share programming between cities. Opportunities for communities?**

Year In Review: CER-CWR



- *Goal 3: Explore CWR-CER Collaborative Opportunities*

Outcomes:

- Signing a multi-year MOU with CER to expand and enhance collaboration
 - Formalizing processes: standing up a National Oversight Cmte and Terms of Reference
 - Unsuccessful RFP for Association Management Co.
- Dare to Lead in Saskatoon
 - 40 attendees
 - The energy and lots of great connections between chapters and the regions

Awards & Recognition



Outcomes:

2024 IABC Silver Leaf Awards: 92 entries received, 29 winning entries—9 Award of Excellence recipients, 20 Award of Merit recipients.

2025 Master Communicator: Welcomed **Alain Legault, MA, SCMP** to the group of Master Communicator honourees in 2025.

2025 IABC Silver Leaf Awards: Revamped the awards program (divisions and categories) for 2025 to better align with Gold Quill and Chapter Awards programs.

Challenges

National Awards & Recognition Programs Committee: Slow to get the committee stood up and going to support the 2025/26 Director and programs.

Year In Review: Revenue



- *Goal 4: **Grow Revenue Streams***
- IABC Canada Conference – 1st in 10+ years planned with CER (October 28-30 in Ottawa).
 - Set a solid foundation for growth
 - Successful RFP process for new event producer (12 submissions). Spark Event Collaborative successful.
 - 62 session program proposals. Program launched.
 - Fantastic volunteer responses to committees
 - Sponsorship is a challenge
- Crisis in Challenging Times virtual master class. 40 attendees, \$900 profit

Year In Review: Admin



Goal 5: **Getting our Administrative and Financial House in Order Grade: C (WIP)**

Challenges: Finance Director turnover, search for a bookkeeper, Unsuccessful RFP for Administrative Management Company. Back to the drawing board.

Outcomes

- Very limited board turnover; new corporate address
- New bookkeeper/CER accountant starts in July
- Better understanding of our admin needs and payment processes.

Year In Review: A few other pain points



- Balancing new governance needs with continued region operations.
- Balancing demands and expectations between Region and International commitments
- Communicating consistently and on-time to meet program needs
- Challenges with committee recruitment, overwhelmed volunteers, shifting expectations

Thank You to 2024-25 Board!



Past Chair - Richard Kies, SCMP (IABC Saskatoon)

Chair - Wendy Thatcher, SCMP (IABC Calgary)

Vice Chair - Amanda LeNeve, SCMP (IABC Edmonton)

Finance Director - Marina Lakhani (IABC Calgary)

Awards and Recognition Director - Nokolina Lau, SCMP (IABC Calgary)

Communications Director - Shannon McLennan-Taylor (IABC Calgary)

Professional Development Director - Angela Anderson-Blunt (IABC Calgary)

Conference and Partnership Director - Damilola Ibirinde (IABC Calgary)

Administration - Sharon Lee (IABC Calgary)

Proposed 2025/2026 Board Slate



Past Chair – Wendy Thatcher, SCMP (IABC Calgary)

Chair – Amanda LeNeve, SCMP (IABC Edmonton)

Vice Chair – Nekolina Lau, SCMP* (IABC Calgary)

Finance Director – Marina Lakhani (IABC Calgary)

Professional Development Director – Angela Anderson-Blunt (IABC Calgary)

Awards and Recognition Director – Kristin McVeigh (IABC Calgary)

Communications Director – Rudi Araujo (IABC BC)

Conference and Partnership Director – Damilola Ibirinde (IABC Calgary)

Administration – Sharon Lee (IABC Calgary)

* Position of Vice Chair to be ratified at IABC International AGM, as per [new Region Board Chair Nomination Process](#)

2023-24 Unaudited Financial Statements



- Balance Sheet
- Year End June 2024 Budget VS Actuals by
Month
- Profit and Loss by Month

Proposed Bylaw Amendments



- Proposed amendments
- Guideline to the revisions



Final Discussion/Questions?

IABC Canada Western Region

Balance Sheet

As of June 30, 2024

	TOTAL	
	AS OF JUN. 30, 2024	AS OF JUN. 30, 2023 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent	\$49,747.32	\$43,344.65
Accounts Receivable (A/R)	\$3,951.72	\$18,524.39
1050 Short-Term Investments	31,341.82	31,341.82
1800 Prepaid Conference Expenses	0.00	10,000.00
1810 Prepaid Expenses	808.50	808.50
Total Current Assets	\$85,849.36	\$104,019.36
Total Assets	\$85,849.36	\$104,019.36
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)	\$4,003.58	\$10,081.09
Credit Card	\$1,437.33	\$267.61
2150 Accounts Payable Accruals	0.00	0.00
_EXISTING_PST Payable (BC)	0.00	0.00
GST/HST Payable	124.20	292.57
Total Current Liabilities	\$5,565.11	\$10,641.27
Non-current Liabilities	\$0.00	\$34,038.00
Total Liabilities	\$5,565.11	\$44,679.27
Equity	\$80,284.25	\$59,340.09
Total Liabilities and Equity	\$85,849.36	\$104,019.36

IABC Canada Western Region

Profit and Loss by Month

July 2023 - June 2024

	JUL. 2023	AUG. 2023	SEP. 2023	OCT. 2023	NOV. 2023	DEC. 2023	JAN. 2024
OTHER INCOME							
4010 Membership Dues					3,059.02		
4050 Interest							
4060 Canada Wester Region Conference	26,846.00	23,927.20	20,876.20	36,352.42			
4080 Sponsorship				31,600.00			
4090 Other Income							
Total Other Income	\$26,846.00	\$23,927.20	\$20,876.20	\$67,952.42	\$3,059.02	\$0.00	\$0.00
OTHER EXPENSES							
5020 Office Supplies				12.00			
5040 Bank Charges	31.85	267.13	140.09	61.58	40.63	16.09	8.17
5050 Bookkeeping	248.53	175.08	234.87	312.66	150.98	464.54	150.38
5100 Courier	16.15	17.34					
5120 Conference		5,735.34		107,803.97			
5120-1 Conference - Paypal Fee	977.25	733.38	641.95	726.34			
Total 5120 Conference	977.25	6,468.72	641.95	108,530.31			
5130 World Conference Chapter Scholarships							
5151 DTL Incoming Organizer Grant							5,000.00
5160 Insurance							
5200 Master Communicator Recognition							
5230 Recognition							
5260 Silver Leaf Trophies_52600000							
5340 Teleconference Meetings			833.26				
5360 Travel World Conference Board							
5370 Advertising							
5380 Web Fees			155.88		139.99		
Total Other Expenses	\$1,273.78	\$6,928.27	\$2,006.05	\$108,916.55	\$331.60	\$480.63	\$5,158.55
PROFIT	\$25,572.22	\$16,998.93	\$18,870.15	\$ -40,964.13	\$2,727.42	\$ -480.63	\$ -5,158.55

IABC Canada Western Region

Profit and Loss by Month

July 2023 - June 2024

	FEB. 2024	MAR. 2024	APR. 2024	MAY 2024	JUN. 2024	TOTAL
OTHER INCOME						
4010 Membership Dues		9,549.42		6,347.00	2,679.72	\$21,635.16
4050 Interest		300.00				\$300.00
4060 Canada Wester Region Conference						\$108,001.82
4080 Sponsorship						\$31,600.00
4090 Other Income		1,272.00				\$1,272.00
Total Other Income	\$0.00	\$11,121.42	\$0.00	\$6,347.00	\$2,679.72	\$162,808.98
OTHER EXPENSES						
5020 Office Supplies		235.93				\$247.93
5040 Bank Charges	7.25	20.75	40.69	23.92	50.65	\$708.80
5050 Bookkeeping	224.26	139.11	51.36	280.30	57.78	\$2,489.85
5100 Courier						\$33.49
5120 Conference						\$113,539.31
5120-1 Conference - Paypal Fee						\$3,078.92
Total 5120 Conference						\$116,618.23
5130 World Conference Chapter Scholarships			2,000.00	1,961.04	3,612.36	\$7,573.40
5151 DTL Incoming Organizer Grant						\$5,000.00
5160 Insurance		1,477.00				\$1,477.00
5200 Master Communicator Recognition			42.75			\$42.75
5230 Recognition				103.96		\$103.96
5260 Silver Leaf Trophies_52600000		74.65				\$74.65
5340 Teleconference Meetings						\$833.26
5360 Travel World Conference Board				1,868.55	3,966.52	\$5,835.07
5370 Advertising				530.56		\$530.56
5380 Web Fees						\$295.87
Total Other Expenses	\$231.51	\$1,947.44	\$2,134.80	\$4,768.33	\$7,687.31	\$141,864.82
PROFIT	\$ -231.51	\$9,173.98	\$ -2,134.80	\$1,578.67	\$ -5,007.59	\$20,944.16

IABC CWR
Budget vs. Actual
30-Aug-23

Acct Code	Revenue		<u>BUDGET</u>	<u>July</u>	<u>August</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00				\$25,000.00
4040	Silver Leaf Revenue	NP	\$2,100.00				\$2,100.00
4050	Interest	FD	\$1,200.00				\$1,200.00
4060	Canada Western Region Conference	VC	\$190,000.00	\$26,846.00	\$23,927.20	\$ 50,773.20	\$139,226.80
4070	Dare to Lead	LD					
4080	Sponsorship	PD					\$0.00
4090	Other Income	BC	\$0.00				\$0.00
4095	Gain/loss on sale of investments	FD	\$0.00				\$0.00
	Total Revenue		\$218,300.00	\$26,846.00	\$23,927.20	\$ 50,773.20	\$167,526.80
Expenses							
5020	Office Supplies	FD	\$100.00				\$100.00
5040	Bank Charges	FD	\$600.00	\$31.85	\$133.00	\$ 164.85	\$435.15
5050	Bookkeeping	FD	\$2,300.00	\$248.53	\$123.72	\$ 372.25	\$1,927.75
5060	Board Meetings - fall in person meeting	BS				\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS				\$ -	\$0.00
5070	Board members to LI	BC	\$0.00			\$ -	\$0.00
5071	DTL Board Member Registration	BC				\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00			\$ -	\$0.00
5100	Courier	FD	\$100.00	\$16.15	\$17.34	\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00			\$ -	\$12,000.00
5135	Travel Grants for Chapters	BC	\$0.00			\$ -	\$0.00
5120	Conference	VC	\$163,600.00	\$977.25	\$6,524.75	\$ 7,502.00	\$156,098.00
5140	DTL Chapter Grant	LD				\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00			\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00			\$ -	\$5,000.00
5160	Insurance	PC	\$1,500.00			\$ -	\$1,500.00
5180	LI Grant	LD	\$0.00			\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00			\$ -	\$0.00
5210	Miscellaneous	FD	\$0.00			\$ -	\$0.00
5220	Professional Fees	FD				\$ -	\$0.00
5230	Recognition	BC	\$200.00			\$ -	\$200.00
5240	Research Foundation	BC	\$0.00			\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP				\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00			\$ -	\$0.00
5330	Silver Leaf Admin	NP	\$0.00			\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00			\$ -	\$0.00
5330	Surveys	CD	\$0.00			\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00			\$ -	\$1,100.00
5360	Travel: World Conference Board	BC	\$6,000.00			\$ -	\$6,000.00
5370	Mar Member Month Digital Marketing	MD	\$3,000.00			\$ -	\$3,000.00
5380	Web Fees	CD	\$700.00			\$ -	\$700.00
5500	Sponsorship	FD	\$0.00			\$ -	\$0.00
	Total Expenses		\$198,700.00		\$6,798.81	\$8,072.59	
	Total Income		\$218,300.00		\$50,773.20		
	Total Expenses		\$198,700.00		\$8,072.59		
	Net Income (Loss)		\$19,600.00		\$42,700.61		

IABC CWR
Budget vs. Actual
30-Sep-23

Acct Code	Revenue		<u>BUDGET</u>	<u>September</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00			\$25,000.00
4040	Silver Leaf Revenue	NP	\$2,100.00			\$2,100.00
4050	Interest	FD	\$1,200.00			\$1,200.00
4060	Canada Western Region Conference	VC	\$190,000.00	\$20,876.20	\$ 71,649.40	\$118,350.60
4070	Dare to Lead	LD				
4080	Sponsorship	PD				\$0.00
4090	Other Income	BC	\$0.00			\$0.00
4095	Gain/loss on sale of investments	FD	\$0.00			\$0.00
						\$0.00
	Total Revenue		\$218,300.00	\$20,876.20	\$ 71,649.40	\$146,650.60
	Expenses					
5020	Office Supplies	FD	\$100.00			\$100.00
5040	Bank Charges	FD	\$600.00	\$140.09	\$ 439.07	\$160.93
5050	Bookkeeping	FD	\$2,300.00	\$234.87	\$ 658.48	\$1,641.52
5060	Board Meetings - fall in person meeting	BS			\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS			\$ -	\$0.00
5070	Board members to LI	BC	\$0.00		\$ -	\$0.00
5071	DTL Board Member Registration	BC			\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00		\$ -	\$0.00
5100	Courier	FD	\$100.00		\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00		\$ -	\$12,000.00
5135	Travel Grants for Chapters	BC	\$0.00		\$ -	\$0.00
5120	Conference	VC	\$163,600.00	\$641.95	\$ 8,143.95	\$155,456.05
5140	DTL Chapter Grant	LD			\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00		\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ -	\$5,000.00
5160	Insurance	PC	\$1,500.00		\$ -	\$1,500.00
5180	LI Grant	LD	\$0.00		\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00		\$ -	\$0.00
5210	Miscellaneous	FD	\$0.00		\$ -	\$0.00
5220	Professional Fees	FD			\$ -	\$0.00
5230	Recognition	BC	\$200.00		\$ -	\$200.00
5240	Research Foundation	BC	\$0.00		\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP			\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00		\$ -	\$0.00
5330	Silver Leaf Admin	NP	\$0.00		\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00		\$ -	\$0.00
5330	Surveys	CD	\$0.00		\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00	\$833.26	\$ 833.26	\$266.74
5360	Travel: World Conference Board	BC	\$6,000.00		\$ -	\$6,000.00
5370	Mar Member Month Digital Marketing	MD	\$3,000.00		\$ -	\$3,000.00
5380	Web Fees	CD	\$700.00	\$155.88	\$ 155.88	\$544.12
5500	Sponsorship	FD	\$0.00		\$ -	\$0.00
	Total Expenses		\$198,700.00	\$2,006.05	\$10,264.13	
	Total Income		\$218,300.00	\$71,649.40		
	Total Expenses		\$198,700.00	\$10,264.13		
	Net Income (Loss)		\$19,600.00	\$61,385.27		

IABC CWR
Budget vs. Actual
31-Oct-23

Acct Code	Revenue		<u>BUDGET</u>	<u>October</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00			\$25,000.00
4040	Silver Leaf Revenue	NP	\$2,100.00			\$2,100.00
4050	Interest	FD	\$1,200.00			\$1,200.00
4060	Canada Western Region Conference	VC	\$190,000.00	\$36,352.42	#####	\$81,998.18
4070	Dare to Lead	LD				
4080	Sponsorship	PD		\$31,600.00	\$ 31,600.00	-\$31,600.00
4090	Other Income	BC	\$0.00			\$0.00
4095	Gain/loss on sale of investments	FD	\$0.00			\$0.00
						\$0.00
	Total Revenue		\$218,300.00	\$67,952.42	#####	\$78,698.18
Expenses						
5020	Office Supplies	FD	\$100.00	\$12.00	\$ 12.00	\$88.00
5040	Bank Charges	FD	\$600.00	\$61.58	\$ 500.65	\$99.35
5050	Bookkeeping	FD	\$2,300.00	\$312.66	\$ 971.14	\$1,328.86
5060	Board Meetings - fall in person meeting	BS			\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS			\$ -	\$0.00
5070	Board members to LI	BC	\$0.00		\$ -	\$0.00
5071	DTL Board Member Registration	BC			\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00		\$ -	\$0.00
5100	Courier	FD	\$100.00		\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00		\$ -	\$12,000.00
5135	Travel Grants for Chapters	BC	\$0.00		\$ -	\$0.00
5120	Conference	VC	\$163,600.00	\$87,781.11	\$ 95,869.03	\$67,730.97
5140	DTL Chapter Grant	LD			\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00		\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ -	\$5,000.00
5160	Insurance	PC	\$1,500.00		\$ -	\$1,500.00
5180	LI Grant	LD	\$0.00		\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00		\$ -	\$0.00
5210	Miscellaneous	FD	\$0.00		\$ -	\$0.00
5220	Professional Fees	FD			\$ -	\$0.00
5230	Recognition	BC	\$200.00		\$ -	\$200.00
5240	Research Foundation	BC	\$0.00		\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP			\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00		\$ -	\$0.00
5330	Silver Leaf Admin	NP	\$0.00		\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00		\$ -	\$0.00
5330	Surveys	CD	\$0.00		\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00		\$ 833.26	\$266.74
5360	Travel: World Conference Board	BC	\$6,000.00		\$ -	\$6,000.00
5370	Mar Member Month Digital Marketing	MD	\$3,000.00		\$ -	\$3,000.00
5380	Web Fees	CD	\$700.00		\$ 155.88	\$544.12
5500	Sponsorship	FD	\$0.00		\$ -	\$0.00
	Total Expenses		\$198,700.00	\$88,167.35	\$98,375.45	
	Total Income		\$218,300.00	\$139,601.82		
	Total Expenses		\$198,700.00	\$98,375.45		
	Net Income (Loss)		\$19,600.00	\$41,226.37		

IABC CWR
Budget vs. Actual
30-Nov-23

Acct Code	Revenue		<u>BUDGET</u>	<u>November</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00	\$3,059.02	\$ 3,059.02	\$21,940.98
4040	Silver Leaf Revenue	NP	\$2,100.00			\$2,100.00
4050	Interest	FD	\$1,200.00			\$1,200.00
4060	Canada Western Region Conference	VC	\$190,000.00		#####	\$81,998.18
4070	Dare to Lead	LD				
4080	Sponsorship	PD			\$ 31,600.00	-\$31,600.00
4090	Other Income	BC	\$0.00			\$0.00
4095	Gain/loss on sale of investments	FD	\$0.00			\$0.00
						\$0.00
	Total Revenue		\$218,300.00	\$3,059.02	#####	\$75,639.16
	Expenses					
5020	Office Supplies	FD	\$100.00		\$ 12.00	\$88.00
5040	Bank Charges	FD	\$600.00	\$40.63	\$ 541.28	\$58.72
5050	Bookkeeping	FD	\$2,300.00	\$150.98	\$ 1,122.12	\$1,177.88
5060	Board Meetings - fall in person meeting	BS			\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS			\$ -	\$0.00
5070	Board members to LI	BC	\$0.00		\$ -	\$0.00
5071	DTL Board Member Registration	BC			\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00		\$ -	\$0.00
5100	Courier	FD	\$100.00		\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00		\$ -	\$12,000.00
5135	Travel Grants for Chapters	BC	\$0.00		\$ -	\$0.00
5120	Conference	VC	\$163,600.00		\$ 95,869.03	\$67,730.97
5140	DTL Chapter Grant	LD			\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00		\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ -	\$5,000.00
5160	Insurance	PC	\$1,500.00		\$ -	\$1,500.00
5180	LI Grant	LD	\$0.00		\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00		\$ -	\$0.00
5210	Miscellaneous	FD	\$0.00		\$ -	\$0.00
5220	Professional Fees	FD			\$ -	\$0.00
5230	Recognition	BC	\$200.00		\$ -	\$200.00
5240	Research Foundation	BC	\$0.00		\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP			\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00		\$ -	\$0.00
5330	Silver Leaf Admin	NP	\$0.00		\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00		\$ -	\$0.00
5330	Surveys	CD	\$0.00		\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00		\$ 833.26	\$266.74
5360	Travel: World Conference Board	BC	\$6,000.00		\$ -	\$6,000.00
5370	Mar Member Month Digital Marketing	MD	\$3,000.00		\$ -	\$3,000.00
5380	Web Fees	CD	\$700.00	\$139.99	\$ 295.87	\$404.13
5500	Sponsorship	FD	\$0.00		\$ -	\$0.00
	Total Expenses		\$198,700.00	\$331.60	\$98,707.05	
	Total Income		\$218,300.00	\$142,660.84		
	Total Expenses		\$198,700.00	\$98,707.05		
	Net Income (Loss)		\$19,600.00	\$43,953.79		

IABC CWR
Budget vs. Actual
31-Jan-24

Acct Code	Revenue		<u>BUDGET</u>	<u>December</u>	<u>January</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00			\$ 3,059.02	\$21,940.98
4040	Silver Leaf Revenue	NP	\$2,100.00				\$2,100.00
4050	Interest	FD	\$1,200.00				\$1,200.00
4060	Canada Western Region Conference	VC	\$190,000.00			#####	\$81,998.18
4070	Dare to Lead	LD					
4080	Sponsorship	PD				\$ 31,600.00	-\$31,600.00
4090	Other Income	BC	\$0.00				\$0.00
4095	Gain/loss on sale of investments	FD	\$0.00				\$0.00
	Total Revenue		\$218,300.00	\$0.00		#####	\$75,639.16
Expenses							
5020	Office Supplies	FD	\$100.00			\$ 12.00	\$88.00
5040	Bank Charges	FD	\$600.00	\$16.09	\$ 8.17	\$ 565.54	\$34.46
5050	Bookkeeping	FD	\$2,300.00	\$464.54	\$ 150.38	\$ 1,737.04	\$562.96
5060	Board Meetings - fall in person meeting	BS				\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS				\$ -	\$0.00
5070	Board members to LI	BC	\$0.00			\$ -	\$0.00
5071	DTL Board Member Registration	BC				\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00			\$ -	\$0.00
5100	Courier	FD	\$100.00			\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00			\$ -	\$12,000.00
5135	Travel Grants for Chapters	BC	\$0.00			\$ -	\$0.00
5120	Conference	VC	\$163,600.00			#####	\$46,981.77
5140	DTL Chapter Grant	LD				\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00			\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ 5,000.00	\$ 5,000.00	\$0.00
5160	Insurance	PC	\$1,500.00			\$ -	\$1,500.00
5180	LI Grant	LD	\$0.00			\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00			\$ -	\$0.00
5210	Miscellaneous	FD	\$0.00			\$ -	\$0.00
5220	Professional Fees	FD				\$ -	\$0.00
5230	Recognition	BC	\$200.00			\$ -	\$200.00
5240	Research Foundation	BC	\$0.00			\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP				\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00			\$ -	\$0.00
5330	Silver Leaf Admin	NP	\$0.00			\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00			\$ -	\$0.00
5330	Surveys	CD	\$0.00			\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00			\$ 833.26	\$266.74
5360	Travel: World Conference Board	BC	\$6,000.00			\$ -	\$6,000.00
5370	Mar Member Month Digital Marketing	MD	\$3,000.00			\$ -	\$3,000.00
5380	Web Fees	CD	\$700.00			\$ 295.87	\$404.13
5500	Sponsorship	FD	\$0.00			\$ -	\$0.00
	Total Expenses		\$198,700.00	\$480.63		\$125,095.43	
	Total Income		\$218,300.00	\$142,660.84			
	Total Expenses		\$198,700.00	\$125,095.43			
	Net Income (Loss)		\$19,600.00	\$17,565.41			

IABC CWR
Budget vs. Actual
Feb 30 24

Acct Code	Revenue		<u>BUDGET</u>	<u>February</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00		\$ 3,059.02	\$21,940.98
4040	Silver Leaf Revenue	NP	\$2,100.00			\$2,100.00
4050	Interest	FD	\$1,200.00			\$1,200.00
4060	Canada Western Region Conference	VC	\$190,000.00		#####	\$81,998.18
4070	Dare to Lead	LD				
4080	Sponsorship	PD			\$ 31,600.00	-\$31,600.00
4090	Other Income	BC	\$0.00			\$0.00
4095	Gain/loss on sale of investments	FD	\$0.00			\$0.00
						\$0.00
	Total Revenue		\$218,300.00		#####	\$75,639.16
Expenses						
5020	Office Supplies	FD	\$100.00		\$ 12.00	\$88.00
5040	Bank Charges	FD	\$600.00	\$ 7.25	\$ 572.79	\$27.21
5050	Bookkeeping	FD	\$2,300.00	\$ 224.26	\$ 1,961.30	\$338.70
5060	Board Meetings - fall in person meeting	BS			\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS			\$ -	\$0.00
5070	Board members to LI	BC	\$0.00		\$ -	\$0.00
5071	DTL Board Member Registration	BC			\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00		\$ -	\$0.00
5100	Courier	FD	\$100.00		\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00		\$ -	\$12,000.00
5135	Travel Grants for Chapters	BC	\$0.00		\$ -	\$0.00
5120	Conference	VC	\$163,600.00		#####	\$46,981.77
5140	DTL Chapter Grant	LD			\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00		\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ 5,000.00	\$0.00
5160	Insurance	PC	\$1,500.00		\$ -	\$1,500.00
5180	LI Grant	LD	\$0.00		\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00		\$ -	\$0.00
5210	Miscellaneous	FD	\$0.00		\$ -	\$0.00
5220	Professional Fees	FD			\$ -	\$0.00
5230	Recognition	BC	\$200.00		\$ -	\$200.00
5240	Research Foundation	BC	\$0.00		\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP			\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00		\$ -	\$0.00
5330	Silver Leaf Admin	NP	\$0.00		\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00		\$ -	\$0.00
5330	Surveys	CD	\$0.00		\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00		\$ 833.26	\$266.74
5360	Travel: World Conference Board	BC	\$6,000.00		\$ -	\$6,000.00
5370	Mar Member Month Digital Marketing	MD	\$3,000.00		\$ -	\$3,000.00
5380	Web Fees	CD	\$700.00		\$ 295.87	\$404.13
5500	Sponsorship	FD	\$0.00		\$ -	\$0.00
	Total Expenses		\$198,700.00		\$125,326.94	
			Budget Totals	Actual Totals		
	Total Income		\$218,300.00	#####		
	Total Expenses		\$198,700.00	#####		
	Net Income (Loss)		\$19,600.00	\$17,333.90		

IABC CWR
Budget vs. Actual
 Mar 31 24

Acct Code	Revenue		<u>BUDGET</u>	<u>March</u>	<u>YTD</u>	<u>DIFFERENCE</u>	
4010	Membership Dues	BC	\$25,000.00	\$ 9,549.42	\$ 12,608.44	\$12,391.56	
4040	Silver Leaf Revenue	NP	\$2,100.00		\$ -	\$2,100.00	
4050	Interest	FD	\$1,200.00	\$ 300.00	\$ 300.00	\$900.00	
4060	Canada Western Region Conference	VC	\$190,000.00		#####	\$81,998.18	
4070	Dare to Lead	LD			\$ -		
4080	Sponsorship	PD			\$ 31,600.00	-\$31,600.00	
4090	Other Income	BC	\$0.00	\$ 1,272.00	\$ 1,272.00	-\$1,272.00	Kim Clark - Profit Share DEI Masterclass (Not Paid Yet)
4095	Gain/loss on sale of investments	FD	\$0.00		\$ -	\$0.00	
					\$ -	\$0.00	
	Total Revenue		\$218,300.00	\$11,121.42	#####	\$64,517.74	
Expenses							
5020	Office Supplies	FD	\$100.00	\$ 235.93	\$ 247.93	-\$147.93	
5040	Bank Charges	FD	\$600.00	\$ 20.75	\$ 593.54	\$6.46	
5050	Bookkeeping	FD	\$2,300.00	\$ 139.11	\$ 2,100.41	\$199.59	
5060	Board Meetings - fall in person meeting	BS			\$ -	\$0.00	
5065	Board Meetings - spring in person meet	BS			\$ -	\$0.00	
5070	Board members to LI	BC	\$0.00		\$ -	\$0.00	
5071	DTL Board Member Registration	BC			\$ -	\$0.00	
5080	Canada Hospitality Suite	BC	\$0.00		\$ -	\$0.00	
5100	Courier	FD	\$100.00		\$ 33.49	\$66.51	
5130	World Conference Chapter Scholarship	BC	\$12,000.00		\$ -	\$12,000.00	
5135	Travel Grants for Chapters	BC	\$0.00		\$ -	\$0.00	
5120	Conference	VC	\$163,600.00		#####	\$46,981.77	
5140	DTL Chapter Grant	LD			\$ -	\$0.00	
5150	DTL Organizing Grant	LD	\$2,500.00		\$ -	\$2,500.00	
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ 5,000.00	\$0.00	
5160	Insurance	PC	\$1,500.00	\$ 1,477.00	\$ 1,477.00	\$23.00	
5180	LI Grant	LD	\$0.00		\$ -	\$0.00	
5200	Master Communicator Recognition	NP	\$0.00		\$ -	\$0.00	
5210	Miscellaneous	FD	\$0.00		\$ -	\$0.00	
5220	Professional Fees	FD			\$ -	\$0.00	
5230	Recognition	BC	\$200.00		\$ -	\$200.00	
5240	Research Foundation	BC	\$0.00		\$ -	\$0.00	
5250	Silver Leaf Program Mgmt	NP			\$ -	\$0.00	
5260	Silver Leaf Trophies	NP	\$0.00	\$ 74.65	\$ 74.65	-\$74.65	
5330	Silver Leaf Admin	NP	\$0.00		\$ -	\$0.00	
5320	Speakers Tour	PD	\$0.00		\$ -	\$0.00	
5330	Surveys	CD	\$0.00		\$ -	\$0.00	
5340	Teleconference Meetings	BS	\$1,100.00		\$ 833.26	\$266.74	
5360	Travel: World Conference Board	BC	\$6,000.00		\$ -	\$6,000.00	
5370	Mar Member Month Digital Marketing	MD	\$3,000.00		\$ -	\$3,000.00	
5380	Web Fees	CD	\$700.00		\$ 295.87	\$404.13	
5500	Sponsorship	FD	\$0.00	\$0.00	\$ -	\$0.00	
	Total Expenses		\$198,700.00	\$1,947.44	\$127,274.38		
			Budget Totals	Actual Totals			
	Total Income		\$218,300.00	#####			
	Total Expenses		\$198,700.00	#####			
	Net Income (Loss)		\$19,600.00	\$26,507.88			

IABC CWR
Budget vs. Actual
Apr 30 24

Acct Code	Revenue		<u>BUDGET</u>	<u>April</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00		\$ 12,608.44	\$12,391.56
4040	Silver Leaf Revenue	NP	\$2,100.00		\$ -	\$2,100.00
4050	Interest	FD	\$1,200.00		\$ 300.00	\$900.00
4060	Canada Western Region Conference	VC	\$190,000.00		#####	\$81,998.18
4070	Dare to Lead	LD			\$ -	
4080	Sponsorship	PD			\$ 31,600.00	-\$31,600.00
4090	Other Income	BC	\$0.00		\$ 1,272.00	-\$1,272.00
4095	Gain/loss on sale of investments	FD	\$0.00		\$ -	\$0.00
					\$ -	\$0.00
	Total Revenue		\$218,300.00	\$0.00	#####	\$64,517.74
Expenses						
5020	Office Supplies	FD	\$100.00		\$ 247.93	-\$147.93
5040	Bank Charges	FD	\$600.00	\$ 40.69	\$ 634.23	-\$34.23
5050	Bookkeeping	FD	\$2,300.00	\$ 51.36	\$ 2,151.77	\$148.23
5060	Board Meetings - fall in person meeting	BS			\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS			\$ -	\$0.00
5070	Board members to LI	BC	\$0.00		\$ -	\$0.00
5071	DTL Board Member Registration	BC			\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00		\$ -	\$0.00
5100	Courier	FD	\$100.00		\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00	\$ 2,000.00	\$ 2,000.00	\$10,000.00
5135	Travel Grants for Chapters	BC	\$0.00		\$ -	\$0.00
5120	Conference	VC	\$163,600.00		#####	\$46,981.77
5140	DTL Chapter Grant	LD			\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00		\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ 5,000.00	\$0.00
5160	Insurance	PC	\$1,500.00		\$ 1,477.00	\$23.00
5180	LI Grant	LD	\$0.00		\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00	\$ 42.75	\$ 42.75	-\$42.75
5210	Miscellaneous	FD	\$0.00		\$ -	\$0.00
5220	Professional Fees	FD			\$ -	\$0.00
5230	Recognition	BC	\$200.00		\$ -	\$200.00
5240	Research Foundation	BC	\$0.00		\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP			\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00		\$ 74.65	-\$74.65
5330	Silver Leaf Admin	NP	\$0.00		\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00		\$ -	\$0.00
5330	Surveys	CD	\$0.00		\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00		\$ 833.26	\$266.74
5360	Travel: World Conference Board	BC	\$6,000.00		\$ -	\$6,000.00
5370	Mar Member Month Digital Marketing	MD	\$3,000.00		\$ -	\$3,000.00
5380	Web Fees	CD	\$700.00		\$ 295.87	\$404.13
5500	Sponsorship	FD	\$0.00	\$0.00	\$ -	\$0.00
	Total Expenses		\$198,700.00	\$2,134.80	\$129,409.18	
			Budget Totals	Actual Totals		
	Total Income		\$218,300.00	#####		
	Total Expenses		\$198,700.00	#####		
	Net Income (Loss)		\$19,600.00	\$24,373.08		

IABC CWR
Budget vs. Actual
 May 31 24

Acct Code	Revenue		<u>BUDGET</u>	<u>May</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00	\$ 6,347.00	\$ 18,955.44	\$6,044.56
4040	Silver Leaf Revenue	NP	\$2,100.00		\$ -	\$2,100.00
4050	Interest	FD	\$1,200.00		\$ 300.00	\$900.00
4060	Canada Western Region Conference	VC	\$190,000.00		#####	\$81,998.18
4070	Dare to Lead	LD			\$ -	
4080	Sponsorship	PD			\$ 31,600.00	-\$31,600.00
4090	Other Income	BC	\$0.00		\$ 1,272.00	-\$1,272.00
4095	Gain/loss on sale of investments	FD	\$0.00		\$ -	\$0.00
	Total Revenue		\$218,300.00	\$6,347.00	#####	\$58,170.74
Expenses						
5020	Office Supplies	FD	\$100.00		\$ 247.93	-\$147.93
5040	Bank Charges	FD	\$600.00	\$ 23.92	\$ 658.15	-\$58.15
5050	Bookkeeping	FD	\$2,300.00	\$ 280.30	\$ 2,432.07	-\$132.07
5060	Board Meetings - fall in person meeting	BS			\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS			\$ -	\$0.00
5070	Board members to LI	BC	\$0.00		\$ -	\$0.00
5071	DTL Board Member Registration	BC			\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00		\$ -	\$0.00
5100	Courier	FD	\$100.00		\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00	\$ 1,961.04	\$ 3,961.04	\$8,038.96
5135	Travel Grants for Chapters	BC	\$0.00		\$ -	\$0.00
5120	Conference	VC	\$163,600.00		#####	\$46,981.77
5140	DTL Chapter Grant	LD			\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00		\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ 5,000.00	\$0.00
5160	Insurance	PC	\$1,500.00		\$ 1,477.00	\$23.00
5180	LI Grant	LD	\$0.00		\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00		\$ 42.75	-\$42.75
5210	Miscellaneous	FD	\$0.00		\$ -	\$0.00
5220	Professional Fees	FD			\$ -	\$0.00
5230	Recognition	BC	\$200.00	\$ 103.96	\$ 103.96	\$96.04
5240	Research Foundation	BC	\$0.00		\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP			\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00		\$ 74.65	-\$74.65
5330	Silver Leaf Admin	NP	\$0.00		\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00		\$ -	\$0.00
5330	Surveys	CD	\$0.00		\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00		\$ 833.26	\$266.74
5360	Travel: World Conference Board	BC	\$6,000.00	\$ 1,868.55	\$ 1,868.55	\$4,131.45
5370	Mar Member Month Digital Marketing	MD	\$3,000.00	\$ 530.56	\$ 530.56	\$2,469.44
5380	Web Fees	CD	\$700.00		\$ 295.87	\$404.13
5500	Sponsorship	FD	\$0.00	\$0.00	\$ -	\$0.00
	Total Expenses		\$198,700.00	\$4,768.33	\$134,177.51	
			Budget Totals	Actual Totals		
	Total Income		\$218,300.00	#####		
	Total Expenses		\$198,700.00	#####		
	Net Income (Loss)		\$19,600.00	\$25,951.75		

IABC CWR
Budget vs. Actual
Jun 30 24

Acct Code	Revenue		<u>BUDGET</u>	<u>June</u>	<u>YTD</u>	<u>DIFFERENCE</u>
4010	Membership Dues	BC	\$25,000.00	\$ 2,679.72	\$ 21,635.16	\$3,364.84
4040	Silver Leaf Revenue	NP	\$2,100.00		\$ -	\$2,100.00
4050	Interest	FD	\$1,200.00		\$ 300.00	\$900.00
4060	Canada Western Region Conference	VC	\$190,000.00		#####	\$81,998.18
4070	Dare to Lead	LD			\$ -	
4080	Sponsorship	PD			\$ 31,600.00	-\$31,600.00
4090	Other Income	BC	\$0.00		\$ 1,272.00	-\$1,272.00
4095	Gain/loss on sale of investments	FD	\$0.00		\$ -	\$0.00
	Total Revenue		\$218,300.00	\$2,679.72	#####	\$55,491.02
Expenses						
5020	Office Supplies	FD	\$100.00		\$ 247.93	-\$147.93
5040	Bank Charges	FD	\$600.00	\$ 50.65	\$ 708.80	-\$108.80
5050	Bookkeeping	FD	\$2,300.00	\$ 57.78	\$ 2,489.85	-\$189.85
5060	Board Meetings - fall in person meeting	BS			\$ -	\$0.00
5065	Board Meetings - spring in person meet	BS			\$ -	\$0.00
5070	Board members to LI	BC	\$0.00		\$ -	\$0.00
5071	DTL Board Member Registration	BC			\$ -	\$0.00
5080	Canada Hospitality Suite	BC	\$0.00		\$ -	\$0.00
5100	Courier	FD	\$100.00		\$ 33.49	\$66.51
5130	World Conference Chapter Scholarship	BC	\$12,000.00	\$ 3,612.36	\$ 7,573.40	\$4,426.60
5135	Travel Grants for Chapters	BC	\$0.00		\$ -	\$0.00
5120	Conference	VC	\$163,600.00		#####	\$46,981.77
5140	DTL Chapter Grant	LD			\$ -	\$0.00
5150	DTL Organizing Grant	LD	\$2,500.00		\$ -	\$2,500.00
5151	DTL Incoming Organizer Grant	LD	\$5,000.00		\$ 5,000.00	\$0.00
5160	Insurance	PC	\$1,500.00		\$ 1,477.00	\$23.00
5180	LI Grant	LD	\$0.00		\$ -	\$0.00
5200	Master Communicator Recognition	NP	\$0.00		\$ 42.75	-\$42.75
5210	Miscellaneous	FD	\$0.00		\$ -	\$0.00
5220	Professional Fees	FD			\$ -	\$0.00
5230	Recognition	BC	\$200.00		\$ 103.96	\$96.04
5240	Research Foundation	BC	\$0.00		\$ -	\$0.00
5250	Silver Leaf Program Mgmt	NP			\$ -	\$0.00
5260	Silver Leaf Trophies	NP	\$0.00		\$ 74.65	-\$74.65
5330	Silver Leaf Admin	NP	\$0.00		\$ -	\$0.00
5320	Speakers Tour	PD	\$0.00		\$ -	\$0.00
5330	Surveys	CD	\$0.00		\$ -	\$0.00
5340	Teleconference Meetings	BS	\$1,100.00		\$ 833.26	\$266.74
5360	Travel: World Conference Board	BC	\$6,000.00	\$ 3,966.52	\$ 5,835.07	\$164.93
5370	Mar Member Month Digital Marketing	MD	\$3,000.00		\$ 530.56	\$2,469.44
5380	Web Fees	CD	\$700.00		\$ 295.87	\$404.13
5500	Sponsorship	FD	\$0.00	\$0.00	\$ -	\$0.00
	Total Expenses		\$198,700.00	\$7,687.31	\$141,864.82	
			Budget Totals	Actual Totals		
	Total Income		\$218,300.00	#####		
	Total Expenses		\$198,700.00	#####		
	Net Income (Loss)		\$19,600.00	\$20,944.16		



BYLAWS

**IABC Canada Western Region
International Association of Business Communicators**

Approved June 18, 2024

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ARTICLE 1

NAME AND LOCATION

Section 1. Name. The name of this organization shall be Canada Western Region of the International Association of Business Communicators (IABC Canada Western Region), a not-for-profit- organization, hereinafter referred to as the Region.

Section 2. Affiliation. IABC Canada Western Region is a region of the International Association of Business Communicator (IABC), a not-for-profit organization incorporated in the Commonwealth of Pennsylvania, USA. The Region is a registered non-profit corporation under the *Canada Non-Profit Corporations Act.*

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Section 3. Geographic Area. The geographic area served by IABC Canada Western Region includes IABC Canadian provinces (Manitoba, Saskatchewan, Alberta, and British Columbia) and territories (Northwest Territories and Yukon) west of the Province of Ontario as may be defined from time to time by the IABC International Executive Board.

ARTICLE 2

PURPOSE

Section 1. Mission. IABC Canada Western Region supports the IABC mission as stated in the IABC bylaws and Policy Manual by: (1) serving Region members, ~~primarily~~ through ~~providing~~ guidance, support, and development opportunities for Chapter leaders; (2) fostering Region growth ~~and member retention; and~~ (3) serving as a communication and administrative conduit between Members, Communities, Chapters and the IABC Executive Board or other representative body as may be defined from time to time by the IABC Executive Board.

Section 2. Mandate. IABC Canada Western Region serves ~~three/four~~ these principal constituencies:

(a) Chapter and Region leaders. The Region serves leaders by facilitating the exchange of information, ideas, and resources throughout the Region, and by providing leadership training.

(b) Members of IABC Canada Western Region. The Region serves its members by developing the communication, leadership, and management skills of Chapter and Region leaders; representing member interests at other levels of the Association; and promoting professionalism through programs offered in Chapters, in the Region, and in conjunction with other IABC Regions, [particularly IABC Canada East, where formal agreements are maintained.](#)

(c) IABC Executive Board and the Association at large. The Region serves the IABC Executive Board and the Association at large by encouraging Chapter and Region leaders to take part in policy development at all levels of the Association; ensuring a timely and consistent flow of information and ideas between the Region and the IABC Executive Board through [participation in the Council of Regions](#) [the Past Chair's appointment and full participation in its governance](#); and providing a pool of qualified, dedicated leaders to serve the interests of the Association at large.

ARTICLE 3

MEMBERSHIP

Section 1. Qualification. Membership in this organization shall be composed primarily of professionals who value ethical, effective, efficient communications in their business practices. It includes members of all Chapters and all Members At Large residing within the geographic area established in Article 1, Section 3, meeting the guidelines and qualifications established by IABC.

Section 2. Types of Membership. IABC memberships are held by individuals, not organizations, and are defined by the International Association of Business Communicators.

Section 3. Member Rights.

(a) Voting rights are reserved for the Chapter Delegate appointed by the Chapter to serve on the board of the region and represent the IABC members in the Chapter. Members at Large who are not affiliated with a specific chapter are represented by the Board as whole as outlined in Article 5. The Region may establish fees for some meetings.

(b) Regular Members are entitled to attend and observe all meetings of the Region and the Region Executive Committee; and meetings of all IABC boards, committees, task forces, work groups, forums, and similar subgroups and sessions; however, no Regular Member is entitled to address, interrupt, or otherwise participate in such meetings without the express invitation of either the Chair or group leader, or the consent of a majority of the board, committee, or group holding the meeting.

(c) Regular Members are not entitled to attend sessions of the Region Board or other governing group that are closed in accordance with law, IABC or Region policy, or IABC bylaws, as set forth in Article 7, Section 11.

Section 4. Dues.

(a) Establishment of Dues. Region dues shall be established by a two thirds- vote of the Region Board, with approval of the IABC Executive Board. Other fees and charges shall be established by a majority vote of the Region Board. Region lifetime and honorary members must pay International and appropriate Chapter dues.

(b) Cancellation. Members who fail to pay their dues within ~~two months~~the timeframe identified in the IABC International bylaws shall be notified and ~~after they are due shall be notified and will be dropped from the rolls and thereupon~~ forfeit all rights and privileges of membership.

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(c) Refunds. No dues shall be refunded to any member whose membership terminates for any reason.

Section 5. Duration of Membership: Resignation/Removal. Membership is effective during the period for which dues have been paid. Any member may resign by filing a written resignation with the Secretary or with IABC. All rights, privileges, and interest of a member in or to the Region and IABC shall cease on termination of membership. For any cause other than nonpayment of dues, removal shall occur only after the member in question has been given at least 30 days' notice of the proposed termination and reasons for such termination. That member will have at least 15 days to respond in writing to IABC for submission to the Executive Committee, which then shall make a final determination.

ARTICLE 4

REGION STRUCTURE

Section 1. Administrative Year. The Region's Administrative Year shall begin when the incoming Region Board and officers begin their terms and shall end when the next Region Board and officers begin their terms the subsequent year.

Section 2. Organization. The Region Board may recommend the establishment of Chapters, Communities, special interest groups, affiliates, and other organizational units that serve the interests of the Association, in accordance with policies and procedures established by IABC.

Section 3. Chapters.

(a) Chapters are groups of members, meeting the requirements of and chartered by the IABC Executive Board upon recommendation of the Region Board, and are affiliated with IABC and bound by its bylaws, policies, and rules.

(b) Chapters may organize themselves to serve their members in any appropriate manner that does not contravene the bylaws, policies, or rules of IABC or the Region.

(c) Each Chapter shall select a Delegate and Alternate from among the Chapter President, Past President, and President-Elect to cast the Chapter's vote on Region issues.

(d) Chapters must remain in good standing, as defined by IABC and Region bylaws, policies, and rules. The Region may, upon a two-thirds vote of the Region Board, recommend that the IABC Executive Board revoke a Chapter's charter.

Section 4. New Chapters.

(a) A group of Professional Members and five board executive members, meeting the requirements outlined in IABC's bylaws and policy manual, may apply to the Region Board for affiliation as an IABC Chapter.

(b) The Region shall, upon a two-thirds vote of approval by the Region Board, recommend that the IABC Executive Board issue a charter for the Chapter.

Section 5. Members At Large. A Member At Large is any Regular Member of IABC residing within the geographic area established in Article 1, Section 3, who does not belong to a Chapter. Members At Large are required to pay International and Region dues. The Members At Large are represented by the Board as a whole.

Section 6. Disciplinary Action. Any Chapter, Community, special interest group, affiliate, or other organizational unit within the Canada West Region that fails to comply with IABC or Region bylaws, policies, or rules may be subject to disciplinary action by a two-thirds vote of the Region Board.

ARTICLE 5

OFFICERS

Section 1. Officers. The officers of the Region shall be a Chair; Vice Chair; Past Chair; Secretary; and Finance Director. All other board members shall be determined by the Region Board of Directors based on the needs of the Region.

These officers shall perform the duties necessary to the office or as prescribed by the Region Board, these bylaws, and the parliamentary authority adopted by the Region. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Region Board or the Chair otherwise directs.

(a) Chair. The Chair shall be the chief elected officer of the Region; exercise general supervision over executive affairs of the Region; preside at all Regular, Annual, and Special Meetings of the Region; preside at all Region Board and Executive Committee meetings; ~~serve as primary liaison between the Region and the IABC Executive Board~~; serve as the Region delegate to the IABC International Executive Board Nominating Committee; ~~co-chair and serve one-year term on the CER-CWR National Oversight Committee~~; appoint and serve as an ex officio member of all Region committees; represent or appoint a representative of the Region at meetings of other organizations and at public affairs. The Chair shall serve a single one-year term.

(b) Vice Chair. The Vice Chair shall have duties assigned by the Chair and by these bylaws; act in the absence of the Chair; oversee long-range planning activities for the Region; [serve on the CER-CWR National Oversight Committee](#); serve on the International Membership Committee; represent the Region in the absence of the Chair; serve on the Region Nominating Committee; serve as Nominating Committee delegate to the IABC Executive Board; serve as an ex-officio member of all standing committees; and serve on the Region's Executive Committee.

(c) Past Chair. The Past Chair shall have duties assigned by the Chair and by these bylaws; [serve as primary liaison between the Region and the IABC Executive Board in their elected position as director of this board and any designated committees](#); ~~chair~~ [serves on](#) the Region Nominating Committee, ~~role and responsibilities depending on board's needs; or oversee the selection of said Nominating Committee delegate~~; provide strategic council to the Chair and other Region Board members; ~~serve as the Region delegate to the IABC International committees and task forces~~ [Nominating Committee](#), help identify members to participate on International-level committees and work groups; and serve on the Region Executive Committee.

(d) Secretary. The Secretary shall keep a record of all the proceedings of the Region; sign all certified copies of acts of the Region; maintain official Region record books, bylaws, policies, procedures, and other documents; prepare meeting notices and orders of business; assist with administrative duties as assigned by the Chair; and serve on the Executive Committee. The Secretary shall serve a two-year term.

(e) Finance Director. The Finance Director shall serve as chief financial officer for the Region; serve on the International Finance Committee; be responsible for deposit, safekeeping, and disbursement of the funds of the Region; maintain records concerning receipts, expenditures, and assets of the Region; prepare an annual budget and dues recommendations for the Region; prepare full and interim financial reports as directed by the Region Board; and serve on the Executive Committee. The Finance Director shall serve a two-year term.

Section 2. Qualifications. Regular Members and non-members may be nominated for any Region office. However, only Regular Members in good standing shall be eligible for election to office, providing they meet bylaw requirements. Non-members must become Association members prior to election.

Section 3. Officer Nomination.

(a) The Regional Board shall appoint a Nominating Committee, consisting of the immediately available Past Chair, who chairs the committee; the Vice Chair; and the Chair of the Region Board. The Nominating Committee shall nominate candidates for the offices of Secretary Finance Director, and other Director positions established by the Region Board. Nominees may be drawn from submissions by any source, including self-nomination.

(b) The Vice Chair automatically succeeds to Chair and is selected by the International Executive Board's Nominating Committee.

(c) The Nominating Committee shall develop its own procedures for screening nominees, under guidelines adopted by the Region Board, with consideration for Chapter representation; and shall present its slate to the Region Board for approval. Notice of the Annual Meeting and copies of the approved slate shall be delivered to all Delegates and Alternates in the manner

specified by Article 6, Section 4, Paragraph (b), at least 15 working days before the Annual Meeting.

Section 4. Election. Officers shall be elected at the Annual Meeting. These officers, and the Chair, shall take office upon ratification by a majority vote of voting Delegates at the Annual Meeting, and hold office until replaced by their duly elected and qualified successors.

Section 5. Term of Office. The Chair, Past Chair and Vice Chair shall each serve a single one-year term, or until a successor is duly elected and qualified. The Secretary and Finance Director shall serve two-year terms.

Section 6. Vacancies or Removal.

(a) Vacancies in any elective office shall be filled for the balance of the term by the Region Board at any Regular or Special Meeting in accordance with provisions in Region policy.

(b) The Region Board, at its discretion and following IABC and Region policy, may, by two-thirds vote, remove any officer from office for cause.

ARTICLE 6

MEETINGS

Section 1. Director Meetings. The Region shall conduct Director Meetings during each Administrative Year at such times and locations as the Chair may prescribe. Meetings may be held at any location in or outside of the Region. With the consent of all participants, members may participate in any meeting of the Region by means of videoconference, conference telephone, Internet conferencing, or other similar communications or collaborative conferencing equipment or software that enables all persons participating in the meeting to hear and speak with each other. A majority of the Board may approve meetings by electronic means. Procedures for voting and establishing quorum shall be as described in Article 6, Sections 5 and 6. Only members of the Board and participants invited to the meeting shall be notified of the meeting details and electronic access procedures to protect the security of the proceedings. Participants will announce their name and chapter affiliation at the beginning of meetings held by electronic means and these will be verified by the Secretary.

Section 2. Annual Meeting. One of the Region's Regular Meetings shall be an Annual Meeting held at a time and location prescribed by the Region Board for election of officers and Region Board members, and the conduct of Region business.

Section 3. Special Meetings. Special Meetings may be called by the Region Board or the Executive Committee. Five percent or more of Regular Members or 25 percent of the Region's Delegates may call a Special Meeting by a written request to the Secretary for submission to the Chair. The Region Board must hold the meeting not less than 35 or more than 60 days after receipt of the request.

Section 4. Notice of Meetings.

(a) All Delegates and Alternates shall be sent written notice of Regular, Annual, and Special Meetings. The notice shall include the time, location, and purpose of the meeting and, for the Annual Meeting, a list of nominees for officer and Region Board positions. For Special Meetings called by five percent or more of the Regular Members or 25 percent of the Region's Delegates, notice of the meeting must be given within 20 days after receipt of the request.

(b) Any notice shall be sufficiently given if delivered personally to the member; or if delivered to the last address of such person as recorded in the books of IABC; or if mailed by prepaid mail addressed to said address; or if sent to said address by any means of wire or wireless or any other form of transmitted or recorded communication. Electronic mail may be used for notices at the discretion of the Region Board, provided the member has consented to such method of notification. IABC or the Secretary may change the address on IABC's books of any member, director, officer, auditor, or member of a committee of the Region Board in accordance with any information believed to be reliable.

Section 5. Voting.

(a) Those eligible to vote at Regular, Annual, or Special Meetings shall be members of the Region Board and Delegates (or their Alternates), each of whom shall have one vote.

(b) When any law, the Articles of Incorporation or these bylaws require a measure to be approved by a two-thirds majority of those voting, the measure must be approved by two-thirds of the Delegates. Measures requiring a simple majority may be approved by a majority of the votes cast by Region Board members and Delegates (or their Alternates).

(c) Motions at Regular, Annual or Special Meetings shall be considered approved with a two-thirds majority vote of the Region Board.

(c) Voting on all matters, including amendment of bylaws and the election of Region Board members or officers, may be conducted by any means allowable by law, including mail, telephone call, telegram, cablegram, electronic mail, or any other means of electronic or telephonic transmission; provided that any such means of voting must either set forth or be submitted with information from which it can be determined that such vote was authorized by the member.

Section 6. Quorum. At any Regular, Annual, or Special Meeting, a quorum shall consist of a majority of the total Delegates (or their Alternates). The voter, in all cases, must be a Regular Member of IABC.

Section 7. Proxies.

(a) General procedure. Delegates to any Regular, Annual, or Special Meeting may assign their vote(s) by written proxy to another member of the same organizational unit, or to any Region Board member. Every proxy shall be executed in writing by the member otherwise entitled to vote. Filing or actual delivery of the proxy shall be accomplished by delivery in person, or by mail, other courier, or any means of wire or wireless or any other form of transmitted or recorded communication, (1) to the Secretary or (2) to IABC [headquarters-Global Centre](#) (or to

such other location as the Region Board may provide in the notice accompanying a proxy), in accordance with the provisions of Section 7, Paragraph (b). Electronic mail may be used for notices at the discretion of the Region Board. Proxies will not be accepted for Region Board meetings.

(b) Time for return. Every proxy form distributed by the Region shall provide the Delegate otherwise entitled to vote with not less than 15 days (from the date of mailing) to return the proxy to the Secretary or to IABC. No proxy may be counted or otherwise treated as valid unless it is actually delivered to the Secretary or to IABC not less than 10 days before the date of the meeting at which it is to be exercised.

(c) Revocation or expiration. Any proxy shall be revocable at will, notwithstanding any other agreement or any provision in the proxy to the contrary, but the revocation of a proxy shall not be effective until notice of the revocation has been actually delivered in person, or by mail, other courier, or any means of wire or wireless or any other form of transmitted or recorded communication, to the Secretary or to IABC. Unless it specifically states otherwise, a proxy shall be valid only for the next meeting after it is given, after which it expires. No unrevoked proxy shall be valid for longer than eleven months after its execution. A proxy shall not be revoked by the death or incapacity of the maker unless, before the vote is counted or the authority is exercised, written notice of such death or incapacity is actually delivered to the Secretary or to IABC.

Section 8. Cancellation or Postponement. The Region Board may, by a two-thirds vote, cancel or postpone any Regular, Annual, or Special Meeting for cause, except those called by five percent or more of the Regular Members or 25 percent of the Region's Delegates.

ARTICLE 7

BOARD OF DIRECTORS

Section 1. Authority and Responsibility.

(a) The Region Board shall have supervision, control, and direction of the affairs of the Region; determine its policy or changes therein within the limits of law, these bylaws, and the bylaws, rules, and procedures of IABC; uphold the IABC Code of Ethics for Professional Communicators; actively pursue the Region's mission; and supervise disbursement of its funds. The Region Board may adopt such rules and regulations for the conduct of its business as it deems advisable, and may delegate certain of its authority and responsibility to the Region Executive Committee, the Chair, or to other committees or persons.

Section 2. Composition. The Region Board shall consist of the officers of the Region and one delegate from each chapter residing within the geographic area established in Article 1, Section 3. Committee and task force chairs, the IABC Chair, and all members of the IABC Executive Board shall be ex officio.

Section 3. Portfolios. The Regional board shall adopt portfolios as needed to effectively conduct the business of the region. Directors of the portfolios shall be appointed, with the consent of the Executive Board, to form committees, work groups, or task forces of any size, as necessary to

accomplish their duties. Any such committee, work group, or task force members shall be selected under guidelines adopted by the Region Board, primarily on the basis of competency criteria established by IABC, with consideration for geographic, demographic, and cultural diversity, and for small, medium, and large Chapter representation.

Section 4. Qualifications. Regular Members and non-members may be nominated for director. However, only Regular Members in good standing shall be eligible for election as directors, providing they meet bylaw requirements. Non-members must become Association members prior to election.

Section 5. Region Board Nomination.

(a) Each director is nominated by a Nominating Committee (See Article 5, Section 3) consisting of the immediately available Past Chair, who chairs the committee; the Vice Chair and the Chair. Nominees may be drawn from submissions by any source, including self-nomination.

(b) The Nominating Committee shall develop its own procedures for screening nominees, under guidelines adopted by the Region Board, primarily on the basis of competency criteria established by IABC, with consideration for geographic, demographic, and cultural diversity, and for small, medium, and large Chapter representation; and shall present its slate to the Region Board for approval. Notice of the Annual Meeting and copies of the approved slate shall be delivered to all Delegates and Alternates in the manner specified by Article 6, Section 4, Paragraph (b), at least 15 working days before the Annual Meeting.

Section 6. Election. Directors shall be elected at the Annual Meeting. These directors shall take office upon ratification by a majority vote of voting Delegates at the Annual Meeting and continue to serve until replaced by their duly elected and qualified successors.

Section 7. Term of Office. Directors each serve a two-year term or until a successor is duly elected and qualified, with three directors elected each year. A director may be elected for a second consecutive term.

Section 8. Vacancies or Removal.

(a) Vacancies in any directorship shall be filled for the balance of the term by the Region Board at any Regular or Special Meeting in accordance with provisions in Region policy.

(b) The Region Board, at its discretion and following IABC and Region policy, may, by two-thirds vote, remove any director for cause.

Section 9. Quorum. A quorum of the Region Board shall consist of a majority of the voting members. If a quorum cannot be mustered, the meeting may proceed and any action taken shall become valid if subsequently confirmed by unanimous approval in writing of the Region Board members. Members may participate in any meeting of the Region Board or any committee of the Region Board by means of videoconference, conference telephone, Internet conferencing, or other similar communications or collaborative conferencing equipment or software that enables all persons participating in the meeting to hear and speak with each other. Participation in a meeting by means of such equipment shall constitute presence in person at the meeting.

Section 10. Meetings. The Region Board shall meet no less than three times during each Administrative Year at such time and at such place as the Chair may prescribe. Notice of all meetings shall be delivered to all Region Board members in the manner specified by Article 6, Section 4, Paragraph (b), at least 15 working days before the meeting is held. Special meetings of the Region Board may be called by the Chair or at the request of two-thirds of the Region Board members. Members of the Region Board shall be notified not less than 72 hours before the meeting is held.

Section 11. Closed Session.

(a) The Region Board may at its discretion, and when required by law, Region policy, or these bylaws, vote to hold closed sessions; provided that (1) the reason for the closed session and (2) the individual vote of each Region Board member to hold the closed session are recorded in the minutes of the open session.

(b) The only persons entitled to be present during, or review the records of, a closed session are those entitled to vote thereat; others who, although not entitled to vote, are entitled or required under provision of law, Region policy, or these bylaws to be present at the meeting; and those invited by the Chair or with the consent of the Region Board.

Section 12. Compensation. No member of the Region Board shall receive any compensation for services as a Region Board member.

ARTICLE 8

EXECUTIVE COMMITTEE

Section 1. Authority and Responsibility. The Executive Committee may act on behalf of the Region Board between Region Board meetings on all matters, pursuant to delegation of authority to such committee by the Region Board. Actions of the Executive Committee shall be reported to the Region Board by email or at the next Region Board meeting.

Section 2. Composition and Selection. The Executive Committee shall consist of the officers and directors. The Chair of the Region Board shall chair the Executive Committee.

Section 3. Quorum and Call of Meetings. A majority of the Executive Committee shall constitute a quorum at any duly called meeting of the Executive Committee. The Chair shall call such meetings of the Executive Committee as the business of the Region may require or at the request of a majority of the Executive Committee.

ARTICLE 9

COMMITTEES

From time to time, the Board may establish committees to assist the Board in the running of the region.

Section 1. Committees, Special Committees, and Task Forces. The Chair shall, at the direction of the board, appoint committees, subcommittees, task forces, work groups, or advisory bodies, however designated, as are necessary and which are not in conflict with other provisions of these bylaws, and shall prescribe their duties. The Region Board may delegate to any such committee any of the powers of the Region Board, subject to any rules and procedures imposed from time to time by the Region Board. Members shall serve at the pleasure of the Region Board, without remuneration.

Section 2. Selection Criteria. Committee members shall be selected primarily on the basis of competency criteria established by IABC, with consideration for geographic, demographic, and cultural diversity, and for small, medium, and large Chapter representation.

ARTICLE 10

FINANCE

Section 1. Authority. The Region Board shall have supervision, control, and direction of the receipts, expenditures, and assets of the Region.

Section 2. Fiscal Year. The fiscal year of the Region shall be adopted by the Region Board. The fiscal year commences July 1 and concludes June 30 of each year.

Section 3. Budget. The Region Board shall adopt an operating budget covering all activities of the Region.

Section 4. Financial Review. The accounts of the Region shall be reviewed or audited under supervision of the Finance Director not less than annually by an independent, qualified party.

Section 5. Investments. The Finance Director shall recommend investment options for approval of the Region Board; and shall invest Region funds, up to limits established by the Region Board, in vehicles with guaranteed returns offered by such banks, trust companies, or other corporate bodies or organizations as may from time to time be designated by, or under authority of, the Region Board. Approval of Investments requires a majority vote of the Board.

Section 6. Reserves. The Region shall maintain a reserve, established by Region Board policy, to ensure stability and continuity of Region operations. The amount of the reserve shall be reviewed annually and ratified by the Region Board.

Section 7. Auditor. The Board shall, every other year, appoint an auditor to review or audit the accounts and annual financial statements of the Region for report to the members. The auditor shall not be a director, officer or employee of the Region without the consent of the members.

ARTICLE 11

OPERATIONS

Section 1. Parliamentary Authority. Region meetings and procedures shall be regulated and controlled according to Roberts Rules of Order (Revised) for parliamentary procedure, except as otherwise provided by these bylaws.

Section 2. Policies

(a) Code of Conduct. The Region and its members shall abide by the IABC Code of Ethics for Professional Communicators and the bylaws and policies of IABC. In addition, the Region Board may, from time to time, make, repeal, or amend rules and a code of conduct that shall be binding on the members. Any such rules and code may relate to the general regulation of the Region and its members, and may contain procedures necessary or desirable for the proper running and carrying out of the objectives of the Region, provided that such rules and code do not in any way conflict with those of IABC.

(b) Rules, Regulations, and Policies. The Region Board may establish rules, regulations, and policies not inconsistent with these bylaws, and shall maintain a policy manual relating to governance, management, operation, and administrative procedures of, and provision of services and conferring of honors by, the Region. These rules, regulations, and policies shall in no instance contravene bylaws of IABC or the Region. In cases where there is a conflict, IABC bylaws and policy shall prevail.

Section 3. Duties of Officers, Directors, and Others. Every director and officer of the Region, in exercising the powers and discharging the duties of a director or officer, shall act honestly and in good faith with a view to the best interests of the Region, and shall exercise the care, diligence, and skill that a reasonable, prudent person would exercise in comparable circumstances.

(a) Limitation of Liability. Subject to the foregoing, no director or officer shall be liable for the acts, receipts, neglects, or defaults of any other director, officer, or employee; or for joining in any receipt or other act for conformity; or for any loss, damage, or expense happening to the Region through the insufficiency or deficiency of title to any property acquired for or on behalf of the Region; or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Region shall be invested; or for any loss or damage arising from the bankruptcy, insolvency, or tortuous acts of any person with whom any of the moneys, securities, or effects of the Region shall be deposited; or for any loss occasioned by any error of judgment or oversight on the part of the director or officer; or for any other loss, damage, or misfortune that shall happen in the execution of the duties of such office or in relation thereto; provided that nothing herein shall relieve any director or officer from the duty to act in accordance with law and the regulations thereunder or from liability for any breach thereof.

(b) Indemnity. Subject to law and the Articles of Incorporation, the Region shall indemnify a director or officer, a former director or officer, or a person who acts or acted at the Region's request as director or officer of a body corporate of which the Region is or was a shareholder or creditor, and such person's heirs and legal representatives, by insurance or other means, against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment reasonably incurred in respect of any civil, criminal, or administrative action or proceeding to which such person is made a party by reason of having been a director or officer of the Region or such body corporate; provided that such person (1) acted honestly and in good faith with a view to the best interests of the Region, and (2) in the case of a civil, criminal, or

administrative action or proceeding that is enforced by a monetary penalty, had reasonable grounds for believing that such conduct was lawful. The Region shall also indemnify such person in such other circumstances as law permits or requires. Nothing in this bylaw shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this bylaw.

Section 4. Nondiscrimination. The Region shall not accept an organizational unit that denies membership or membership privileges on the basis of race, ethnicity, color, creed, religion, physical ability, gender, sexual orientation, age, national origin, or language.

ARTICLE 12

FEDERAL AND PROVINCIAL LEGISLATION

The board will conduct all business in accordance with all relevant federal and provincial Privacy and Anti-spam Legislation, and in accordance, with the regulations and requirements outlined in the *Non-Profit Corporations Act (Canada)*.

- *Privacy (Canada): Personal Information Protection and Electronic Documents Act (PIPEDA) sets out the ground rules for how organizations involved in a commercial activity can collect, use or share personal information.*
- *Canada's Anti-Spam Legislation (CASL) is designed to protect Canadians from spam and other electronic threats. It regulates the sending of commercial electronic messages (CEMs), installation of computer programs, and alteration of transmission data without consent.*

ARTICLE ~~12~~13

AMENDMENT OF BYLAWS

Section 1. Procedure. These bylaws may be amended only at a Regular, Annual, or Special Meeting of the Region by a two-thirds vote of the Delegates, provided that copies of proposed changes have been delivered in writing to the Chapter Presidents and Delegates (and their Alternates) no later than 15 working days prior to the voting date. Amendments must receive approval of either the Region Board or a majority of the Chapter Boards prior to submission for Delegate vote. ***New bylaws, repealed bylaws or amended bylaws that relate to Subsection 155(2) of the Canada Non-Profit Corporations Act and deal with corporate governance must be approved by the Minister of Industry before these are enforced or acted upon.***

Section 2. Conformance with IABC bylaws. These bylaws and any amendments to them shall in no instance contravene bylaws of IABC. In cases where there is a conflict, IABC bylaws and policy shall prevail.

Section 3. Dissolution. The Region shall use its funds only to accomplish the mission specified in these bylaws; no part of said funds shall be accrued to or distributed to individual members of IABC.

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(a) Motion to Dissolve. The Region can only be dissolved at a Regular, Annual, or Special Meeting of the Region by a two-thirds vote of Delegates, and only if a quorum is present or voting by proxy. A proposal to dissolve the Region must be submitted to the Secretary or to IABC. Any such proposal petitioned by at least 25 percent of the Chapters of the Region or approved by a majority of the Region Board shall be delivered in writing to the Chapter Presidents and Delegates (and their Alternates), along with written notice of the meeting, no later than 15 working days prior to the meeting at which said proposal is to be considered.

(b) Dispersal of Funds. On dissolution of the Region, any funds remaining shall be distributed to the chapters in the region pro-rated based on the number of members in the chapter.