

**Annual General Meeting 2013
Director's Report**

Date: Wednesday, May 28th, 2013

Time: 8:00-9:00pm

Location: SFU Harbour Centre, 515 West Hastings, Vancouver BC

Connecting Environmental Professionals Canada

Connecting Environmental Professionals (CEP) Vancouver is part of a national network of chapters promoting opportunities for networking, career development and capacity building in the environmental and sustainability professions. Under the CEP Canada umbrella, each chapter is fully responsible for its own operations and activities.

Being linked to the CEP Canada network involves the following:

- Allowing **transferrable memberships** between chapters.
- Participating in **national conference calls** to maintain communication between the chapters.
- Working with other chapters to:
 - coordinate **national events** (e.g. GLOBE, webinars, etc.),
 - create a national CEP **website** with chapter sub-pages, and
 - periodically review CEP **bylaws** for continued relevance.

Membership

As of May 23, 2013 CEP Vancouver has **731 members**. CEP Vancouver has gained 62 new members since May 6, 2012, compared to 113 new members from April 2011 to May 2012.

Board Membership

The 2012-2013 CEP Vancouver Board of Directors consisted of the following volunteers:

- Co-Presidents – Leigh Greenius and Laurie Bates-Frymel
- Treasurer – Manon Gartside
- Secretary – Iona Bonamis
- Director (Website) – Dawn Hancock
- Director (Mentorship) – Allyson Clark
- Director (Social Media) – Justine Townsend
- Director (Volunteer Internships) – Devon Thompson

Board Planning Session

During the CEP Vancouver 2012-2013 Board planning session in July 2012, the Board agreed to continue organizing speaker events, workshops, tours, networking opportunities, social opportunities and our mentorship program. We established the following goals:

- **Speaker events/workshops/tours:** Host or co-host at least one event per month.
 - *Result: Host/Co-hosted at least one event every month except November 2012*
- **Mentorship program:** Provide one-on-one mentoring for at least 10 mentee/mentor pairs. The 2013 CEP Mentorship program is being led by Board member Allyson Clark.
 - *Result: Program currently in progress with 13 pairs*
- **New website:** Launch a new website complete with online membership application/renewal and event registration capabilities. The website redesign is being led by Board member Dawn Hancock.
 - *Result: CEP Vancouver's new website will be shared with members in mid-June*
- **Volunteer internships:** Provide internship opportunities for CEP members to obtain additional experience and skills by assisting with CEP member service delivery. The Volunteer Internship program is being led by Board member Devon Thompson.
 - *Result: Retained our Administrative Coordinator position*

1. Shasha Wang (Jan to Dec 2012)
 2. Emilie Ralston (Sept 2012 to May 2013)
- *Result: Retained our Calendar Coordinator position – Tiffany Pither*
 - *Result: Created three new one-year internship positions*
 1. Social Media Coordinator – Kate Kunicky
 2. Mentorship Coordinator – Caroline Assaf
 3. Website Coordinator – Vincent Tong

Speaker Events

Date	CEP Organizer(s)	Event	# Members	# Non-members
24 Oct 2012	Iona	Metro Vancouver Cycling Action Forum: Connecting Knowledge with Action (Partnership with TransLink, Urban Systems, HUB, SFU City Program, City of Surrey and Stantec Consulting Ltd.)		49
27 Feb 2013	Dawn	Connecting People with Energy Efficiency in Power Conversion Electronics: Insights, Applications & Solutions (Partnership with SFU GreenTech Exchange)		41
8 May 2013	Justine	What Bills C38/C45 Really Mean: Rights, Risks and the Law	13	20
28 May 2013	Iona and Justine	The LNG Rush: Who is Being Consulted and What Does It Mean for BC? Speakers and AGM*	14	26

Workshops and Tours

Date	CEP Organizer(s)	Workshop	# Members	# Non-members
25 Sep 2012	Leigh	SOLEfood Tour and Pourhouse Restaurant Networking	7	8
6 Feb 2013	Laurie	Connecting with Nature - Snowga Tour! (\$135 donation to Pacific Parklands Foundation)	9	10
24 Apr 2013	Laurie	Influencing Skills Workshop	16	5
26 Apr 2013	Dawn	Connecting With Your Waste Part 2 - Recycling (\$125 Donation to Union Gospel Mission)	11	13
15 May 2013	Justine	Local Garden Verticrop Tour	20	20

Networking Events

Date	CEP Organizer(s)	Event	# Attendees
Dec 2012	Manon and Emilie	Christmas Social (Partnership with Green Drinks)	~50
4 June 2013	Devon	Sustainable Seafood Networking Event	TBC

*During this event we also partnered with Bullfrog Power to provide "green power".

Mentorship Program

This is the 8th year of the CEP mentorship program and we continue to have great success with our mentor / mentee matches. In the past we have matched up to 10 mentee/mentor pairs. Thanks to the dedication of Board member Allyson Clark and our new Mentorship Coordinator, Caroline Assaf, we have 13 successful matches this year. The mentees and mentors came together as a group three times, but each mentee-mentor pair met monthly.

Date	Workshop
23 Jan 2013	Kick-off (facilitated by Michelle Dunn)
25 Mar 2013	Midway and Coaching Session with ECO Canada (facilitated by Melissa Creed)
June 2013	Wrap-up Session

CEP Vancouver's Mentorship program runs from January to June each year, but we are always looking for new mentors. If you or someone you know is interested in becoming mentor, please contact us at mentor@cepvancover.org.

Communications

Mailing list:

CEP currently operates one mailing list:

- Over 1450 subscribers (members and non-members).
- Through this mailing, CEP shares information about community and CEP events, as well as job postings for environmental and sustainability professionals. Once the new website has been launched, CEP will start sending job postings to members only.
- All postings and e-mail inquiries were reviewed by our CEP Administrative Coordinators, Shasha Wang and Emilie Ralston, who then forwarded event notices and job postings on to our mailing list.
- Our Calendar Coordinator, Tiffany Pither then posted all events on our online calendar.

Social Media:

All mailing list postings are posted automatically on our Facebook page and Twitter feed. This initiative is being led by Board member Justine Townsend with the help of our Social Media Coordinator, Kate Kunicky. Thanks to the efforts of these ladies, the frequency of our non-event/job postings has increased considerably.

- *Twitter:*
As of May 23, 2013, we have 1,123 followers (compared to 950 in May 2012), mainly industry experts and bodies, as well as those working in the industry.
- *Facebook:*
Over 540 people like us on Facebook (compared to 425 in May 2012). The Facebook icon appears on our website and CEP event announcements to our mailing list. Comments from fans are few.
- *LinkedIn:*
Our LinkedIn account has 815 members (compared to 508 in May 2012). Members post articles and jobs from time to time.

Website:

The CEP website has been redesigned. This initiative is being led by Board member Dawn Hancock, who is also training our new Website Coordinator, Vincent Tong, to maintain the website. The new website will allow members to:

- Create their own CEP member profile,
- Subscribe to our job postings (yes, these are for members' eyes only!) and local event notices,
- Choose e-mail frequency (immediate, daily, or weekly digest),
- Register for events,
- Receive automated reminders about membership renewal and renew online,
- Participate in online discussion forums,
- Search the CEP Vancouver Member Directory for experts in the field, and

- Chat with other CEP members.

Thanks to Dawn for her dedication to ensuring the website looks fantastic and works efficiently. Member profile activation Instructions will be sent to members in September.

Other CEP Activities

- CEP Canada is considering changing its membership fee structure to help cover on-going website maintenance and administrative fees, enhance programs and member benefits, and initiate a scholarship program. Additional details will be shared with the membership as they evolve.

Connecting Environmental Professionals (CEP) is a not-for-profit, volunteer organization dedicated to promoting opportunities for capacity building, career development and networking. Our members include working professionals and future professionals (including students!) from government, business, not-for-profit organizations, and associations.

CEP Vancouver was launched in 2002 as a chapter of CEP Canada. CEP Vancouver now has over 730 members.

Active CEP chapters also exist in Ottawa and Calgary.

www.cepvancouver.org