

2005 ANNUAL GENERAL MEETING

2004 Annual Report

The College of Alberta Professional Forest Technologists

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2004 Fiscal Year

Inside This Issue:

President's Report	02
Vice-President's Report	02
Finance Director's Report	03
Registrar's Report	03
Communications Director's Report	05
Competence Director's Report	05
Complaints Director's Report	06
Exam Director's Report	06
Membership Director's Report	07
Hearings Director's Report	07
NAIT Advisory Rep's Report	07
CIF Representative's Report	08
Mark Your Calendar	08
AGM Agenda	10
Call For Nominations	11
Roles & Responsibilities	11
2005 Proposed Budget	16
Auditor's Report	17
AGM Registration Form	18

The College of Alberta Professional Forest Technologists will be holding its Annual General Meeting on April 21—April 22, 2005 at the Mayfield Inn & Suites, 16615 –109 Avenue, Edmonton, Alberta.

Please pre-register for the AGM by April 15, 2005. The cost to pre-register to attend both days of this year's AGM is \$55.00 and includes lunch. Walk ins are welcome to attend either day, however, registration at the door will be \$25.00 for the 21st and \$30.00 for the 22nd, and does not include lunch.

The format for the AGM has changed this year. Instead of a Tech Session on the afternoon of April 21st, we will be having a business meeting, the College will present reports, the 2004 audit and 2005 budget presentation and resolutions.

On the 22nd of April, we will have guest speakers, presentations and elections. **Please see the Agenda for complete details.**

Please bring a copy of this Annual Report with you to the meeting, as they will not be available at the door.



**PRESIDENT'S
YEAR END REPORT – 2004
Chris Walsh**

As April gets nearer and the AGM approaches I have been starting to reflect on my term as President. Several of the initiatives I had hoped to complete are well under way and several are still in the box. As I move into the Past Presidents position on Council I hope to have time to move a few of those boxed issues up to action items while still being there to back Jeff as President. I feel the carry over of consistency is instrumental in moving the College forward instead of getting bogged down on issues that may have been resolved easily with the proper history. As emerging issues bombard us and we have to be reactionary instead of proactive, the work seems to get shuffled regularly. This is an ongoing issue with the fast pace of the environment we now work in. We all seem to be doing more with less

I see the need for more working groups to assist with the workload and issue management. In future there may be need for an administrative re-organization to ensure the College can keep pace with the workload. The availability of volunteers is always limited and as we move into the era of Professionalism we will need increased consistency with our dealings with other professional groups / alliances.

I have attended all council meetings in 2004, these were held April 23, May 31, July 8, 9, Aug 20, Oct 1, 29 and Dec 10. Most of these meetings required one and a half days time commitment.

A significant amount of time has been taken with the review of and planning for Reclamation sign off. Wayne and I have been working closely with 6 other professional groups to ensure our members are well represented in the new era of professional sign off.

I attended two days at the CIF / SAF conference in Edmonton and promoted CAPFT vigorously while there. Many interesting people in attendance and I enjoyed reviewing the booths. I also attended the CIF national AGM and spent time with the executive.

Two articles were published in the Edge magazine this past year and there will be more to come. Please feel free to submit any information you wish for publication in the Fortech and possibly it may carry over to the Edge as well. I would encourage any company newsletters to be forwarded to the Registrar so articles and stories may be put in the Fortech.

I would like to thank all the council members for their work to date:

- **Jeff Reynolds** (Vice President). Jeff has an active workload at the AFPA but has managed to keep up so far with council issues. Looking forward to Jeff chairing the meetings next season as I move into Past President position.
- **Ludo Vitalos** (Complaints Director). Ludo is in his first term and doing a fine job. The Reference manual is completed and available for use. Hope we don't need it.
- **Shauna Simpson** (Finance Director). Shauna has been keen on getting to understand the council works and I look forward to having her follow thru with the budget and finances.
- **Stuart Carter** (Hearings Director). This is Stu's first term on council and he has not been shy to add valued input to discussions.
- **Tracey Stewart** (Competence Director). Tracey has done an excellent job of keeping the competence committee on track to have our program in place and meet the legislation requirements for 2007.
- **Mike Benedictson** (Membership Director). Mike has had the task of reviewing new applications for applicability to the College and has done a great job.
- **Rick Strickland** (Communications Director). Rick has done an excellent job of moving the plan forward and I look forward to new ideas for the coming year. I believe this is integral to raise the profile of CAPFT.
- **Paul St. John** (Exam Director). Paul has been an ideal choice for this position; his experience at the Training Center in Hinton has made for positive feed back with exam planning.
- **Philippe Robert** (CIF Rep). As well as representing CAPFT at CIF-RMS meetings Phil has been active with the Forestry Chronicle and working double duty as a translator for a couple applications.
- **Christine Cripps-Woods** (NAIT Rep). Christine has stepped down from the position for excellent reasons (mom) and will be missed at the meetings, a new NAIT rep should be appointed soon.

Fran has done an excellent job of keeping the College finances in order. This is not an easy job and on top of her main duties she has also been able to handle anything Wayne requires her to complete.

Wayne Williams has a year behind him as of October 6th. Wayne was thrown head first into the position and has done a great job of staying on top of the issues.

Wayne is gaining an excellent understanding of the College and its administration. After he gets a couple more Presidents through term he will be a stronger person and only mildly frazzled.

The Public Members (Rick Armstrong, Alex Drummond and Michael Short) are a continuing pleasure to have in council. I enjoy their input and outlook, they truly enhance the College.

Our office space is becoming smaller somehow (must be the extra file cabinets and binders) and Wayne has been working with Doug at CAPF to determine the “right size” requirements. It looks like we may be able to achieve some area re-designation within the same building but we have not ruled out moving if required. Presently CAPFT, CAPF and CIF Rocky Mtn Section share space.

Throughout the year I have had a couple meetings with the Foresters (Registrar and President) to review our working relationship and Professional relationship (Two colleges under one Act). We were united in meeting with the CIF National to review dues on July 9th and subsequently did not get dues increase like the rest of CIF membership. I anticipate further discussions into the future to review joining administration and exploring any other commonalities of the colleges

I am presently working with Wayne to finalize the Annual General Meeting plans and agenda. The meetings are an excellent way to catch up on College works, meet the council and discuss issues and concerns regarding our professional group. This is also your only opportunity to influence the future of the College council by nominating and electing incoming council members.

It has been a wonderful opportunity to serve on council and I would encourage any member to consider it. Time seems to be available in limited quantities for extra work but the cause is worth it. If I had waited until the “time was right” I would never had the opportunity to dive head first into the job, learn how your College is working and make improvements, suggestions, friends and acquaintances. It is the quality of time put into the positions not the quantity; do not feel that you cannot take on the responsibility. If one more project comes into your responsibility at your existing work you would most likely take it on, this work is no different but it can be more rewarding and educational.

Looking forward to seeing many of you at the Annual General Meeting.

Vice-President's Annual Report

Submitted by Jeff Reynolds

As the College of Alberta Professional Forest Technologists' year end draws near, it's an appropriate time to reflect on the past year, and start looking towards the future...

I'd like to thank my fellow members on the 2003/04 council for their enthusiasm, hard work, and dedication to the College and it's members. First of all, the College is indebted to the efforts of Chris Walsh, our outgoing president. Chris' reasoned and capable approach to college business has served us all well. His dedication to CAPFT is remarkable, agreeing to serve 'double duty' and leading us through two terms! On behalf of us all, thanks so much Chris for your leadership and dedication; I'm looking forward to your wise council as you move to the past president role.

I very enjoyed very much working with the other members of council. The level of debate at council meetings is rigorous, and serves the needs of the membership well. If you have any questions, comments, or suggestions for the council, please do not hesitate to contact myself or any member of the council. We serve at the will of the membership and are always open to your feedback. Many thanks go to the College staffers, Wayne and Fran, who's yeoman service keeps the ship going in the right direction – Job well done!

Most importantly, I'd like to sincerely thank the public members of council, Rick Armstrong, Alex Drummond, and Michael Short. These individuals add tremendous value to the workings of the college. Their personal interest and dedication to responsible forest management as evidenced by their active participation at College meetings sets an example for us all – Thanks very much gentlemen!

As we move forward into the next year, there are significant issues I will be working on with the valuable assistance of the council. First of all, we will be examining the strategic direction and role of CAPFT. The practice of Forestry is an extremely dynamic endeavor; we must clarify the most appropriate role of the College in light of a constantly changing and evolving profession. Secondly, we must work at strengthening the ranks of our membership, and through strategic planning and fiscal responsibility, consistently show value to the membership. Third, we must look to strengthening relationships with CAPF, the Ministry of Sustainable Resource Development and Government as a whole, the Forest

Cont'd on Page 04

Products Industry, and the Citizens of Alberta, whose resources we have been entrusted to manage.

As we approach the annual general meeting, I'd like to encourage you all to consider volunteering and contribute to the college by participating on council. I've found it to be both rewarding and challenging, and recommend it highly!

Two parting thoughts....

The doer alone learneth.

On the mountains of truth you can never climb in vain: either you will reach a point higher up today, or you will be training your powers so that you will be able to climb higher tomorrow.

--

~Both quotes from the writings of Friedrich Nietzsche~

See you at the AGM!

Jeff Reynolds
Incoming President
College of Alberta Professional Forest Technologists

Finance Director's Annual Report *Submitted by Shauna Simpson*

Well 2004 was a fairly stable year financially. We've had great opportunities this year to reinvest some of the College's GIC's to gain higher interests and the 2004 budget was followed quite well ending up with a slight deficit. We've also added some lines to the 2004 budget this past year to give a better break down of some of the lumped together revenue and expenses. This will hopefully give better clarification at the 2005 budget presentation.

One of the larger amounts budgeted this year was for the communications expense. Communications Director, Rick Strickland has found some innovative ways to promote the college with this communications budget. As the College relies on membership dues, hopefully Rick's promotional ideas spark interest in the College and keep those numbers growing!

I look forward to seeing everyone at the next AGM!

2005 Registrar Report *By Wayne Williams*

Does anyone have another answer to the question as to where does time go, besides way to fast? Another year has come and gone for the College of Alberta Professional Forest Technologists (CAPFT). This year was definitely a knowledge gaining experience for myself. It seems that I might be getting a handle on the daily business of the College. Even though members always have new questions to ask, issues are arising that the College must be apart of to protect the members livelihoods, and the continuing improvements that the College is trying doing for its members.

The College Council met 9 times this past year to deal with the governing of the College. There were many issues that the Council had to and are still addressing for the upcoming year. Some of them are the continuously changing bylaws and rules that the membership vote on, professional signoff to upstream oil and gas remediation and reclamation, changes to the Act and Regulations, membership, Mandatory Registration, and many more

The Finance Committee meet 2 times this year with numerous side bar meetings to update the Council on the progress of the budget. The budget was very close to the project target this year. Great job people!

This past year the Exam committee has completed the administering of an information session, monitoring the writing, marking, and doing a review of the 2004 professional exam and has once again starting the planning for next professional exam. They have also been very busy with continuing to expand on the bank of questions for the professional exam. Many thanks to all for the time they commit for this duty.

The Communication committee did a great job this year with the development of the booklets, the radio ad, advertisement in the Edge and the Alberta Venture magazines. They are already implementing the plan for 2005. Way to go guys!

The Continuing Competence Committee meet 3 times this year. In the process of the Continuing Competence the Committee has made some changes to the instructions, changed the forms a little, and are underway with a Continuing Competence Guidelines. They also did an audit of the membership to help out with the changes and are planning one for 2005. Fran Appleyard also developed the Continuing Competence update form that are in your registration packages this year to help

members keep track of what hours they have handed in so far and what the committee has approved. If there are any changes please contact the office and they will help out with any explanations. Thanks to the individuals on the committee for all their hard work!

The Membership Committee had some reviews of applications this year that were sent to a 3rd party for review. Between the Membership Director and myself there are always questions being asked about membership. Please look at the Membership Directors report for more information. Thanks Mike for all the time you give to this position!

The Awards Committee this year is pleased to present the 2004 Logging Plan Award to Candace Serben and Brandon Taylor for submitting the best overall Logging Plan as course requirements of FOT 485 Harvest Planning II. Also this year the Awards Committee recognized members who have been with the organization CAPFT and previously AFTA for over 10 years. There were 56 members who received a pin. Congratulations to all!

This year I attended all council meetings, committee meeting, and any other meeting that came up. Here are some of the meetings that I attended.

In January there was the first meeting of the year along with many more to follow that the professional regulatory organizations (PRO'S) met to deal with registered professional sign-off. The Finance Committee met to set the 2005 budget.

The College held an information session for its members to help prepare for the 2004 professional exam. The Canadian Institute of Forestry - Rocky Mountain Section (CIF-RMS) had the first of two, technical session starting this month. They were Stewardship in the Boreal Forests of Alberta and the Integrating Watershed Function with Forest Management. The Foothill Model Forest had a seminar on their projects they are running. Along with all these meeting the office staff finished the Annual Report and sent out the Annual General Meeting (AGM) package to the membership.

February there was a complaint seminar put on by Millar Thomson for the two Colleges. This was a very well done presentation by Millar Thomson, which turned out to be our Complaints Manual for the College. It is now on the website for the College members to review. The Continuing Competence Committee had another meeting to deal with the implementation of the program.

There was more planning for the AGM that had to be done. It was a lot of learning going on for myself.

In March I attended Canadian Land Reclamation Association (CLRA) AGM and gave a short presentation to CLRA members about the College and what they could expect from it. The College held the third professional exam where there were 30 people who wrote the exam. The College made a presentation to the Northern Alberta Institute of Technology (NAIT) second year forest technology students about CAPFT and there were many interesting questions from young minds I attended the University of Alberta (U of A) ring ceremony and had another council meeting. Well it was finally here, the 2004 AGM for the College. This was my first shot at the planning for the AGM. It was defiantly a learning experience for me. We had about 170 members attended the AGM and it was the most ever. Thanks to all the members who attended and made the history books!

April I attended the NAIT advisory committee meeting for the Forest Technology Program. It is a time for NAIT to receive feedback about the program. There were a number of different individuals there to leave some feedback for NAIT to hopefully to improve on already a great job they are doing. There was the 2004 NAIT grad that the College attended. CAPFT made some presentations on awards and gave a little speech to the new grads about the work force. There were 17 graduates that now have entered into the world of being a forest technologist. Congratulations to all and good luck with your careers!

May there was a meeting with College of Alberta Professional Foresters (CAPF) and CAPFT about regulated professional signoff, a PRO's meeting, and CAPFT council meeting.

June, I met with the Minister of Environment. This was a new experience for me. Here the PRO's talk with the Minister about the registered professional signoff. There was a communication meeting to deal with the communication program. I went to an Alberta Forest Products Association (AFPA) forum meeting to discuss where the work force is going to be in forestry in the near future. I also attended CAPF AGM and picked up some ideas for CAPFT next AGM. Met with Grande Prairie Regional College (GPRC) Doug Hart, Vice President, Academics to receive some information on their new proposed program.

July, I enjoyed a little break for the crazy registrar position and had a CAPF/CAPFT executive meeting later

that month. There was a meeting with CAPF, CIF-IFC, CIF-RMS and CAPFT about the relationship between the organizations. We are still continuing to develop the relationship ties.

August had meetings with CAPF, CIF-RMS and the PRO's. There always seems like more meetings are appearing on the horizon.

September the College sent a mail out ballot to the membership on bylaw resolutions. A Species at Risk Act (SARA) information session was put on by AFPA. This was a good refresher for all who attended. There was a Millar Thomson info session and had a meeting with Dr. Hamilton Greenwood from the Saskatchewan Institute of Applied Science and Technology (SIASST) about their Forest Ecosystem program.

October attended the CIF-SAF conference in Edmonton. It was a great conference where there were over 1500 people and many Forest Technologists in attendance. Had two council meetings, meet with NAIT twice, and a CIF-RMS meeting. We also counted the mail out ballot. This was a busy month.

November I took some well deserved time off and went to Disney land. When I returned there was a CCC meeting and went to NAIT 2nd year pizza lunch where we talked to the students about the College.

December had the final council meeting of the year. The office was very busy with the year end, preparing already for the 2005 AGM, membership dues, annual practice permits, and getting ready to start the circle again for this year.

I would like to thank the Council, Public members and all committee members for their dedication and time commitment to the College. With out these members the College would not run.

A big thank you to Fran, my executive assistant for all the help she provides and for doing such a great job with the tasks I give her. Also I would like to thank the College of Professional Foresters staff Doug and Roxanne for all of their help.

I am looking forward to 2005 year and hope that it will be just as exciting and educational as the last

Communications Director's Annual Report

Submitted by Rick Strickland

It has been an interesting and exciting year for me as the Communications Director. We were able to proceed with the communication/advertising plan that was presented to council last winter. Not only were we able to carry out the plan but we came under budget by a few hundred dollars, every little bit helps. The Communication Plan for 2004 included a complete revision of the College's website with a two year maintenance program included. We will be expanding on the site again this year making enhancements where we can to improve the site. We advertised in two magazines, the Edge and Venture magazine, where the Edge advertising occurs five times a year. We also were able to get some radio spots during the SIF/SAF conference in October of 2004. We still have these ads and plan on using them again in 2005. The last piece of the plan was the development of the CAPFT booklet. Copies of this booklet are available at the office of the registrar. I would like to thank the members of the Communications Committee for their assistance in developing this plan with a special thanks to Michael Short for his help with the radio ads and Matthew Anderson for designing the CAPFT ad in the Venture magazine.

I have enjoyed my three years as the Communications Director and look forward to implementing the advertising campaign for 2005 completing the second year of my second term. I'm looking forward to having this campaign be as successful as last years and introduce some new ideas into the 2005 plan. As this will be my last year in this position I strongly encourage anyone who may be interesting in accepting this position next year to contact me and join the Communications Committee. This will certainly make the transition much easier and enjoyable and provide you with some solid background for your first term as the Communications Director.

Regards,
Rick Strickland

Competence Director's Annual Report

Submitted by Tracey Stewart

Another busy year has passed and it brings us one step closer to our goal of developing a Continuing Competence Program for the College. At this years AGM, the information that the Continuing Competence Committee has developed on the compliance and audit portion of the program will be presented to the membership. Our committee is also working on putting all of the information that we have developed over the last two years into a

manual. We hope to have a draft of this manual ready for the memberships at the AGM or shortly thereafter.

As I mentioned, it was a busy year and a lot of hard work has been done. I would like to take a minute and offer thanks to those who have volunteered their time to help us move forward with this program. To the members of the Continuing Competence Committee: John Caldwell, Mary Christensen, John Collins, Mike Fedun, Al Fisher, Dawn Gray, Barrie Onysty, Ken Snyder and Wayne Williams. Thank you for attending the committee meetings, providing valuable input and information and for being patient with me. I know that this program would not have advanced as far as it has without you. Also, thanks to the members of the college. The program depends on the members for its success and your comments, questions and support are all very important.

I know I have mentioned this before, however it is worth mentioning again. The 2004 reporting year is the first year of the three that will be reviewed when we do our first official audit under this newly developed program. Our committee is about to undertake the large task of reviewing all of the continuing competence submissions this year and will be notifying the members shortly if there are any deficiencies on their form. This is a one-time task and is being done because of the importance of this year's forms. It is important for the members to address any changes that are requested of you and keep the information handy for reference in following years.

Now that I've given you enough details to get you all excited about the program - how about becoming part of the committee, or the Director of the group, that will carry this forward over the next two years. At this year's AGM, the position of Director will be included in the elections. I am unable to let my name stand for re-election and am hoping to find someone interested in the position to nominate. There will be 5 seats on the committee that are open—3 for industry and 2 for government. These seats are appointed by the Director, so if you are interested you can submit your name to me (or volunteer at the AGM) and in consultation with the new Director, we will appoint new members to the committee. If you are interested, and/or would like more information on what is involved, feel free to call or email me and I will fill you in as best as I can.

I've had an interesting and educational couple years as the Director and I would recommend the experience to anyone who has the time to take a more active role in the College. Thanks again for all the support.

I look forward to seeing everyone at the AGM.

Complaints Director's Annual Report

Submitted by Ludo Vitalos

2004 Year-end report.

This past year, with the help of the council and our staff, we have finished our Complaints Manual as well we've gained the use of another document prepared by Miller Thomson LLP which is posted on our website. Thank you to all that gave feedback and to Fran for editing it and to Craig Rose from Davis & Co. for his continuing support.

No complaints submitted for 2004.

I wish you all a great 2005.

2004 Exam Director Annual Report

Submitted by Paul St. John

During my first term as Exam Director I have gained valuable experience and appreciation toward CAPFT, the time commitments involved with it and the Professional Examination.

I would like to express my thanks and appreciation to the following people for their contributions to this year's Exam Committee and assisting me in with information to move forward with the CAPFT Professional Examination:

Ludo Vitalos	Mike Benedictson
Mike Dempsey	Stuart Carter
Jason Pankratow	Howard Herman
Ken Snyder	Therese Yacyshyn
Chad Gardeski	Mark Kube
Mary Christensen	Ken Podulsky
Wally Peters	Wayne Williams
Jeff Scammell	

I also want to extend thanks to Thor Knapp and NAIT for providing the facilities for both the Information Session and the Professional Examination.

As this is only the third year since the exam's inception we still need to expand in some areas to assist new members in preparing for writing the exam. This will include posting CAPFT specific information on both the Forestry Commons and College websites and providing more specific information to study with. We will be working with the developers of the Forestry Commons website over the next few years to accomplish this.

I am writing this report with the exam yet to be written thus I am unable to give any statistics on the success

rate. For those who did write the exam you will be notified of your outcome in late April or early May. I am confident that most people succeeded and will become registered members.

As I was elected in an off year, the Exam Director position will be up for election at the 2005 AGM. I find it to be a privilege to participate in our organization and will be letting my name stand in hope to continue to function on Council as Exam Director.

Membership Director's Annual Report

Submitted by Mike Benedictson

2004 has seen a significant increase in membership numbers. 78 new members were added to the conditional register. In addition

474 Registered Professional Forest Technologists received practice permits in 2004.

97 members are on the conditional register.

21 non-regulated members made up of students, associate members and non-practicing members
3 members were suspended for not submitting their Continuing Forestry Education (CFE) forms or incomplete practice-permit applications as of December 31, 2004

7 members resigned, as they will no longer be practicing forestry in Alberta.

Our total of 585 CAPFT members make up 49% of the Rocky Mountain Section of the CIF. CIF-RMS represents nearly half of the CIF nationally.

Hearings Director's Annual Report

Submitted by Stuart Carter

This year was an excellent opportunity to learn about the inner workings of the college. There were no hearings. I assisted in bylaw review, which was not exactly thrilling but was something we as an executive needed to run through. I assisted Paul St. John with the exam and I am working with Wayne Williams on the issue of sharing Public Members with the Foresters for the purpose of hearings. This has been a very productive council and I hope we are as successful in 2005.

NAIT Advisory Representative's Annual Report

Submitted by Christine Cripps-Woods

Farewell to CAPFT – My family responsibilities have changed in the last year...Mike and I welcomed Quinn David Woods into our family on November 16th. Our family is really enjoying having a new baby around, the smiles and gurgles enough to offset those dirty diapers. I don't remember this much work hauling a baby around though! While I miss my work with Forest Protection (especially those back country patrols), I do know that it's possible to come back to the forestry field after a long break. Butch and Darryl know I'll be back one of these days, when I feel the family can handle me working again. I have enjoyed my time as the NAIT representative...talking with Thor is always interesting & informative. I have learned a great deal about changes in the NAIT program and the trends that have hurt the industry as a whole – but also the proactive programming and work that is being done to bring in new students. It's an interesting field and I hope that more students see that versus the dollars from the IT sectors. I still believe that government needs to have more seasonal staff to offset the numbers that will be retiring in the next 10 to 15 years. Seasonal staff have the benefit of knowing the duties and responsibilities needed to become a Forest Officer – having experience in a variety of areas that working in a district/region can provide.

33 students started the NAIT program in 2004, with 32 still attending by the end of fall camp. As of the spring of 2005, there will be 13 graduates (if they work hard and pass exams!) from the Forest Tech Equivalent program at Hinton – as fully trained Forestry Technologists. Congratulations to those who took the program and are moving into jobs within Forest Protection.

I hope to be at the Annual Meeting in April....A Great New Year for 2005 from the Woods.

CIF Representative's Annual Report
Submitted by Philippe Robert

I had a lot of excellent experiences to let me get more familiar with CAPFT and CIF-RMS organizations. Both organizations are encouraging all registered members to maintain their professional competence, and to work harder at improving public awareness towards the good work and professional commitment demonstrated by registered members. My Air Attack contract commitments did keep me away during the summer months, but I believe that this past year was a whole lot more productive compared to 03/04.

The CIF/SAF Convention was a very good success for the participants and their companions. I participated in "The Media and Natural Resources Professional Development Workshop" which was well received and provided a lot of positive examples on how to improve our communication and relationship (as Forest Practitioners) with the public and the media. This is one sector of our profession that definitely needs to be given more attention, if we want to correctly and proactively portrait the work that we are doing out there.

I was in attendance for my first meeting as the CAPFT Technical Representative on the Forestry Chronicle Advisory Board, during the CIF/SAF conference in October. The main focus of this meeting was to provide input to help the Chronicle to be more applicable to the readership and to find other ways to bring fresh ideas to keep the Chronicle relevant.

It was good opportunity to meet other board members and to have a chance to discuss some issues relating to forest technicians and technologists, and how we might attract more of these forest Practitioners to join the CIF/IFC.

Therefore, I would also like to invite you to consider writing or finding short (500-1,000 words) articles that would interest this large and important section of our membership. The deadline for submission of short articles is the first week of the month preceding the next issue, example, for the January/February issue, the deadline is the first week of December. These articles can be submitted to me, and I will forward them to Dr. Ron Ayling, Editor-in-Chief, the Forestry Chronicle.

I know that the coming year will be even more interesting as I was elected as the CIF-RMS vice-chair position some time this past July. It should help me to be more effective at supporting the good relationship between all forestry Practitioners working in Alberta. I look forward to these challenges and will work hard to ensure that our members are receiving the best possible information and technical support from both organizations.



Mark your Calendar!

March 05, 2005

**Professional Exam
NAIT Campus**

March 30—April 1, 2005

**Environment For Growth
Presented By: Alberta Institute of
Agrologists
at the
Banff Centre.**

April 21—22, 2005

**Annual General Meeting
Mayfield Inn & Suites
Edmonton, Alberta**

June 1—3, 2005

**Summit2005
The future of the global forest and
paper industry
at the
Westin Bayshore Resort & Marina
Vancouver, B.C.**

Annual General Meeting

April 21, 2005 Business Meeting

- 13:00 AGM Registration
- 13:30 1 Call to Order – Chris Walsh, President
2. Introduction of Guests – Chris Walsh, President
3. House Keeping Items – Jeff Reynolds, Vice President
4. Review of Meeting Rules of Order and Procedure - Jeff Reynolds, Vice President
5. Review and Adoption of AGM Agenda – Chris Walsh, President
6. Welcome Address – Chris Walsh, President
7. Adoption of 2003 AGM Minutes
- 14:00 Council and Committee Reports
- 14:15 2004 Audit and 2005 Budget Presentations – Shauna Simpson, Finance Director
- 14:30 Break
- 15:00 Resolutions
- 16:30 Closing Remarks and Adjournment - Chris Walsh, President

April 22, 2005

- 08:15 AGM Registration and Continental Breakfast
- 09:00 1 Call to Order – Chris Walsh, President
2. Introduction of Guests – Chris Walsh, President
3. House Keeping Items – Jeff Reynolds, Vice President
4. Welcome Address – Chris Walsh, President
- 09:10 Speaker yet to confirm.
- 10:15 Speaker yet to confirm.
- 10:30 Break
- 10:45 Presentations
10 year Pins:- Chris Walsh-President and Council
Out going Council & Committee members- Chris Walsh -President
- 11:15 Complaints Reference Manual- Ludo Vitalos and Stuart Carter
- 11:30 Lunch Courtyard
- 13:00 1) CIF-IFC speech
2) CIF-IFC code of ethics presentation - CIF Speaker to be confirmed.
3) CIF-IFC 2005 AGM presentation
- 14:00 Continuing Competence Program – Tracey Stewart, Competence Director
- 15:15 Break
- 15:30 Elections – TBA, Sergeant at Arms – to be announced
- 16:00 Closing Remarks and Adjournment - Chris Walsh, President
- Jeff Reynolds Incoming President
- 16:15 Transitional Council meeting for outgoing and incoming Council Members

Call for 2005 Nominations

The Nominations Committee is now accepting nominations for the following positions:

Vice President

Complaints Director

Competence Director

Exam Director

NAIT Advisory Representative

If you are interested in one of these positions, or know of someone that may be interested, please contact any member of the College Council or the College office at 780-432-1962. Nominations will also be accepted from the floor during the Annual General Meeting.

NAIT Advisory Representative

This past January the NAIT Advisory Representative Christine Cripps-Woods notified the College that she would have to step down due to personal reasons. The CAPFT Council had a council meeting on February 11, 2005 where they then appointed a RPFT in good standings with the College to fill the position until the 2005 AGM.

Congratulation to Jed Begins, for the appointment of NAIT Advisory Representative, welcome to the College of Alberta Professional Forest Technologists Council.

COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS ROLES & RESPONSIBILITIES

PRESIDENT

1 year term immediately following Vice Presidency

Role

Preside over the business of the College

Responsibilities:

Meetings:

- Attend all meetings of the Council.
- Organize and schedule meetings of the Council on a regular basis.
- Prepare the agenda for meetings of the Council meetings 5 working days in advance.
- Chair meetings of the Council and the Annual General Meeting.

Communications:

- Ex-officio member of all College Committees.
- Communicate with the Registrar on a regular basis, depending on the need but at a minimum of once a week.
- Visit the office at a minimum of once a month.
- Communicate with Committee Chairs via e-mail or phone as need arises.
- As issues arise and formal external written or verbal communication is necessary the President will represent the College or as directed by the Council.

Association Business:

- The President is responsible to ensure the day-to-day business of the College moves forward.
- In conjunction with the Council and Registrar, communicate and direct College business as required.
- The Registrar reports directly and solely to the President.
- Co-ordinate major issues and requests of the registrar, council and committees.
- Has signing authority.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Session 3.5 days
- Committee involvement 5.0 days
- College Business

The president position is estimated to take up approximately 3 days per month on the average (for meetings etc) plus about 6 hours per week on general college business.

VICE -PRESIDENT

1 year term, elected annually

Role:

To assist the President preside over the business of the College

Responsibilities:

- Attend all meetings of the Council.
- Preside over any meetings of the Council or the College in the absence of the President.
- Chair the Annual General Meeting Committee.
- Has signing authority.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 5.0 days
- College Business

The Vice President is more obscure but at a minimum there would be 2 days per month for meetings and 4 hours per week on general college business.

PAST PRESIDENT

One year term directly following Presidency

Role:

Provide continuity to the Council and act in an advisory role to the President, and lend support in the management of the College.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Nominations Committee.
- Complete any out standing tasks carried forward from the Presidency term.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 5.0 days

FINANCE DIRECTOR

2 year term, elected on even years

Role:

Preside over the finance business of the College

Responsibilities:

- Attend all meetings of the Council.
- Chair the Finance Committee.
- Facilitate quarterly budget reviews.
- Prepare an annual budget with the finance committee.
- Has signing authority.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 5.0 days

COMPLAINTS DIRECTOR

2 year term, elected on odd years

Role

Receive, review and initiate any action to be taken on any complaint of unprofessional conduct of a regulated member of the College, while ensuring a fair and transparent process.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Complaints Committee.
- Receive any written complaint of unprofessional conduct submitted to the College.
- Initiate investigations of all allegations of unprofessional conduct, either directly or by appointing an investigator.
- Initiate procedures for Alternative Complaints Resolution Process.
- Request the Hearings Director to initiate a Hearing Tribunal in the event of unsuccessful ACR.
- Prepare an annual report summarizing the number of complaints received and their outcome.
- Commence an appeal of a decision of a hearing tribunal

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Subject to the number of Complaints Review and Hearing Tribunals will be the number of days committed

HEARINGS DIRECTOR

2 year term, elected on even years

Role

Facilitate Hearings, once the Complaints Director determines the need for a hearing and to form Complaint Review Committees.

Responsibilities

- Attend all meetings of the Council.
- Maintain the Membership List to call upon members to serve on a Complaints Review Committee or a Hearing Tribunal.
- Notify all parties during the various stages in the hearing tribunal process.
- Provide all relevant documentation to all parties involved in the disciplinary process at the appropriate time.
- Form Complaint Review Committee for the purpose of reviewing complaints dismissed by the Complaints Director or to ratify settlements.
- Schedule a Hearing when required
- Select members as mediators for the Alternative Complaints Resolution (ACR) Process.
- Assist in the selection of Public Members.
- Direct the appeal process.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Subject to the number of Complaints Review and Hearing Tribunals will be the number of days committed.

COMPETENCE DIRECTOR

2 year term, elected on odd years

Role:

Develop, implement and maintain the College's Continuing Competence Program as required under section 43 of the Regulated Forestry Profession Act.

Responsibilities:

- Attend all Council meetings.
- Chair the Competence Committee.
- Maintain a database for tracking the Continuing Competency program (CC) submissions.
- Develop the Continuing Competence program as required under section 43 of the Regulated Forestry Profession Act.
- Monitor membership performance and compliance as it pertains to the CC program
- Review and approve CC submissions.
- Communicate to the Membership, Registrar and Council on the CC program.
- Assigning CC credits (or identification of CC credits) to existing structured courses.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 12.0 days

MEMBERSHIP DIRECTOR

2 year term, elected on even years

Role:

Review all new applications for registration, approving those that meet Core Competencies, and advising those applicants that do not meet Core Competencies of the deficiencies that need to be addressed.

- Attend all meetings of the Council
- Review all applications for membership in consultation with the Registrar
- Assess all non NAIT curriculum's for Core Competencies
- Maintain, with the Registrar, a list of all approved College curricula.

- Chair the Registration Committee, if established under Part 1 of the Regulated Forestry Profession Act

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 5.0 days

COMMUNICATIONS DIRECTOR

2 year term, elected on even years

Role:

To promote the College through various communication and marketing strategies and address any communication needs and or concerns.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Communications Committee.
- Reviews and adjust Communication Plan for each fiscal year.
- Coordinate with office staff the dissemination of College information to the membership, related organizations, public and media.
- Coordinates the quarterly publication of the College’s newsletter “ForTech”
- Ensures the College web site is maintained and revised as required.
- Ensures all College events are photographed.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 8.0 days

PROFESSIONAL EXAM DIRECTOR

2-year term, elected odd years

Role:

Preside over the professional exam of the College.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Exam Committee
- Organize a study date for the exam.
- Over sees the writing and marking of the professional exam
- Reviews and adjusts professional exam for each year.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 6.0 days

NAIT LIAISON

2 year Appointment, odd years, non-voting position

Role:

Represents the College of Alberta Professional Forest Technologists (CAPFT) and its membership on the Northern Alberta Institute of Technology (NAIT) Forestry Program Advisory Committee.

Responsibilities

- Attend all meetings of the Council.
- Attends annual NAIT Forestry Advisory Committee Meeting (spring of each year) and other special meetings as/if required.
- Review pre-meeting package materials and provide advice at meetings regarding NAIT Forestry program areas.
- Express the strategic/practical needs of the College in relation to the NAIT Forestry program.
- Work within the Advisory Committee to ensure the program and students from it meet requirements for possible entry into the College upon graduation.
- Advise the College Council of outcomes of NAIT Advisory Committee Meetings and any possible developments within the NAIT Forestry program that may effect the goals and objectives of the College.
- Seek and solicit input and feedback from the College Council and its membership on the quality of, or potential issues relating to NAIT Forestry graduates, which can be explored and/or addressed at the NAIT Forestry program level.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvements 5.0 days

CIF REPRESENTATIVE

2 year Appointment, even years, non-voting position

Role

Maintain good communications with the CIF – RMS with respect to mutual projects, interests and benefits.

Responsibilities

- Attend all meetings of the Council
- Attend CIF-RMS Council meetings on behalf of the CAPFT Council
- Relay pertinent information to the CAPFT Council through meetings
- Attend the CIF – RMS Program Committee meetings to provide input
- Assist with the CIF Program Committee with the organization of quarterly CIF Technical Sessions.
- Participate as the CAPFT/CIF-RMS Technical representative on The Forestry Chronicle Advisory Board.

Annual Time Commitments:

- Council Meetings for both CAPFT & CIF-RMS 5.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvements 6.0 days
- The Forestry Chronicle Advisory Board. 10.0 days

**THE COLLEGE HOPES TO SEE YOU
ALL AT THE AGM THIS YEAR. WE
HAVE IMPORTANT ISSUES THAT NEED
TO BE ADDRESSED. THE COLLEGE
COUNCIL NEEDS YOUR SUPPORT.**

College of Alberta Professional Forest Technologists

Budget Summary For 2005

	2004 Actual	2004 Budget	2005 Budget
Revenue			
Membership Fees	\$ 217,850.00	\$ 221,580.00	\$ 242,180.00
Other Revenue			
Miscellaneous Income	\$ 2,513.43	\$ 700.00	\$ 1,000.00
AGM Revenue	\$ 7,500.00	\$ 5,500.00	\$ 6,000.00
AGM Donations	\$ 1,885.00	\$ 1,500.00	\$ 1,500.00
GIC Interest	\$ 3,759.99	\$ 2,700.00	\$ 3,600.00
Advertising	\$ 250.00	\$ 250.00	\$ 250.00
Total Other Revenue	<u>\$ 15,908.42</u>	<u>\$ 10,650.00</u>	<u>\$ 12,350.00</u>
Total Revenue	\$ 233,758.42	\$ 232,230.00	\$ 254,530.00
Office Expense			
Adv/Promo/Donations	\$ 3,520.27	\$ 4,500.00	\$ 4,500.00
Communications	\$ 11,474.68	\$ 13,000.00	\$ 12,300.00
Capital Assets Expense	\$ 2,325.90	\$ 2,500.00	\$ 3,500.00
Forestry Commons	\$ 8,560.00	\$ 8,000.00	\$ 8,560.00
Janitorial	\$ 651.48	\$ 500.00	\$ 700.00
Insurance	\$ 2,294.05	\$ 1,700.00	\$ 2,500.00
Office Supplies	\$ 2,730.93	\$ 2,800.00	\$ 3,000.00
Photocopier/Lease/ Printer Expense	\$ 3,996.62	\$ 3,000.00	\$ 4,000.00
Postage/Lease/Courier Expense	\$ 3,342.14	\$ 2,000.00	\$ 2,500.00
Rent Expense	\$ 7,932.96	\$ 8,000.00	\$ 8,500.00
Telephone/Internet/Fax Expense	\$ 3,280.94	\$ 3,000.00	\$ 3,500.00
Training Courses	<u>\$ 267.00</u>	<u>\$ 1,000.00</u>	<u>\$ 1,000.00</u>
Total Office Expense	\$ 50,376.97	\$ 50,000.00	\$ 54,560.00
Meeting Expenses			
AGM	\$ 7,761.12	\$ 7,200.00	\$ 7,600.00
CIF Conference	\$ 1,947.81	\$ 2,000.00	\$ 2,000.00
Travel Expense	<u>\$ 14,951.68</u>	<u>\$ 13,000.00</u>	<u>\$ 15,000.00</u>
Total Meeting Expense	\$ 24,660.61	\$ 22,200.00	\$ 24,600.00
Bank Expenses			
Bank Charges	<u>\$ 153.66</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>
Total Bank Charges	\$ 153.66	\$ 150.00	\$ 150.00
Employment Expenses			
Wages	<u>\$ 92,857.32</u>	<u>\$ 90,000.00</u>	<u>\$ 98,033.00</u>
Total Employment Expenses	\$ 92,857.32	\$ 90,000.00	\$ 98,033.00

	<u>2004 Actual</u>	<u>2004 Budget</u>	<u>2005 Budget</u>
<u>Miscellaneous Expenses</u>			
Awards	\$ 300.00	\$ 1,000.00	\$ 1,000.00
Professional Fees	\$ 4,320.00	\$ 4,000.00	\$ 5,000.00
Professional Seals	\$ 360.07	\$ 500.00	\$ 780.00
CIF Payable	\$ 61,352.86	\$ 63,250.00	\$ 63,250.00
<u>Total Miscellaneous Expense</u>	<u>\$ 66,332.93</u>	\$ 68,750.00	\$ 70,030.00
<u>Total Expenses</u>	\$ 234,381.49	\$ 231,100.00	\$ 247,373.00
<u>Revenue For The Year 2004</u>	\$ 233,758.42	\$ 232,230.00	\$ 254,530.00
<u>Total Expenses For The Year 2004</u>	<u>-\$ 234,381.49</u>	-\$ 231,100.00	-\$ 247,373.00
	-\$ 623.07	\$ 1,130.00	\$ 7,157.00

**College of Alberta Professional Forest Technologists
Auditor's Statement.**

Statement of Changes in Net Assets

For the year ended December 31

	Total	Unrestricted net assets	2004 Net assets invested in equipment and fixtures
Balance, beginning of year	\$ 93,815	\$ 87,508	\$ 6,307
Excess (deficiency) of revenues over general and administrative expenses	(623)	1,419	(2,042)
Purchase of equipment and fixtures	-	(2,707)	2,707
Balance, end of year	\$ 93,192	\$ 86,220	\$ 6,972

For the year ended December 31

	Total	Unrestricted net assets	2003 Net assets invested in equipment and fixtures
Balance, beginning of year	\$ 83,576	\$ 78,392	\$ 5,184
Excess (deficiency) of revenues over general and administrative expenses	10,239	12,073	(1,834)
Purchase of equipment and fixtures	-	(2,957)	2,957
Balance, end of year	\$ 93,815	\$ 87,508	\$ 6,307



MAYFIELD INN & SUITES

16615 - 109 AVENUE, EDMONTON, ALBERTA

RESERVATIONS: 1-800-661-9804

April 21 & 22, 2005

2005 Annual General Meeting

2005 Annual General Meeting

Registration Fees

NAME:					
Company:					
Address:					
City:		Prov:		PC:	
PHONE:		FAX:			
E-MAIL:		CELL:			

Pre-Register By April 15, 2005

AGM (21ST & 22ND) INCLUDES LUNCH \$55.00

AGM (21ST & 22ND) No LUNCH \$40.00

AGM (22ND ONLY) WITH LUNCH \$35.00

AGM (22TH ONLY) No LUNCH \$20.00

REGISTRATION FEE AFTER APRIL 15TH, 2005

AGM (21ST ONLY) \$25.00

AGM (22ND ONLY) No LUNCH \$30.00

**PLEASE COMPLETE & FAX OR MAIL TO THE CAPFT
OFFICE ON OR BEFORE APRIL 15, 2005**

PLEASE MAKE CHEQUES PAYABLE TO CAPFT

COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS

#209, 10544 - 106 STREET,

EDMONTON, ALBERTA, T5H 2X6

PHONE: 780.432.1962 FAX: 780.432.4183

E-MAIL: CAPFT@FORESTECHS.AB.CA