



**Canadian Information Processing Society of Nova Scotia  
P.O. Box 1612, Halifax Central, Halifax, Nova Scotia B3J 2Y3**

# **MINUTES**

**2002 – 2003**

**Douglas J. McCann, I.S.P.  
Secretary, CIPS NS Board of Directors**

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## Canadian Information Processing Society of Nova Scotia

### Board Minutes

June 12, 2002  
Board Room 4  
9 South  
Maritime Centre

#### Attendance

Andrew Morrissey (Chair), Doug McCann, , Mike Murray, Ian Ferguson, Lem Murphy, Brenda Morse, George Crowdis, Margaret Havey

**Regrets:** - Susan Faulkner, David Bruce

**Guests:** Richard Wile

Call to order 11:00 A.M.

#### Minutes

**Approved:** Minutes of May 22, 2002.

#### Treasurer's Report

- **Bank balance:** = \$2,646.21

It is expected that expenses will exceed revenues in the coming year.

**Action:** Lem to initiate a budget process and report for September meeting.

**Action:** All Board committees to provide budget information to the Treasurer.

- **Motion:** Brenda, Ian. That the financial report be accepted. **Approved.**

#### Legislation Project

- **Phase I**

**Action:** Executive. On receipt of letter from Executive Council (in mail), reply with date of proclamation.

**Action:** Thank you letters, final documentation will bring the project to completion.

- **Phase II**

Ian tabled an updated Communications and Marketing Plan, including budget. Time lines were reviewed with view to be fully prepared for action in September.

## Board Committees 2002 - 2003

With regard to the objectives for the upcoming year, the following operational groups were struck.

- **Governance**  
David, George, Brenda
- **Membership**  
Mike, Susan, Brenda
- **ISP Awareness**  
Ian, Andrew, Lem, Brenda, Doug, Margaret
- **National Membership**  
Margaret

## Other Business

- **Registry of Joint Stocks**  
List of directors, notices of motion, updated bylaws filed with RJS.
- **Corporate Sponsorships**  
**Status:** Ongoing.
- **ICCP Exams** CIPS as the proctor.  
**Status:** Andrew - ongoing
- **IT Week**  
**Action:** Andrew to retrieve box of literature from ITANS office

## Next Meetings

- **CIPS Executive BBQ**  
June 20, 2002  
Nora Topping's house  
[6278 Allan Street](#), Halifax, NS.
- Regular board meeting  
Time and place TBA

Meeting adjourned 11:59 A.M.

## Canadian Information Processing Society of Nova Scotia

### Board Minutes

September 25, 2002  
Qunara Board Room, Suite 2200  
Purdy's Wharf II

#### Attendance

Andrew Morrissey (Chair), Doug McCann, , Mike Murray, Ian Ferguson, Lem Murphy, Brenda Morse, David Bruce, Margaret Havey

**Guests:** Rick Penton (Teleconference)

**Regrets:** - Susan Faulkner

Call to order 9:00 A.M.

#### Minutes

**Approved:** Minutes of June 12, 2002.

Business arising

- Proclamation of Legislation is pending Andrew connecting to Executive Council to firm up a date. **Action** Andrew
- Thank you letter on letter head to be drafted and sent to Tim Olive, B Sutherland, and associations that endorsed the legislation. **Action:** Andrew, Ian
- IT week materials to be located **Action:** Andrew

#### Announcements

- George Crowdis has resigned from the board
- Susan Falkner has accepted the position of Director of Membership on the board.

#### Presentation

In a teleconference Rick Penton of the CIPS National updated the board on the activities of the National Societal Transition Committee.

#### Treasurer's Report

- **Bank balance:** = \$2,800.64
- **Motion:** Brenda, Mike. That the financial report be accepted. **Approved**
- **Budget**
  - It is expected that expenses will exceed revenues in the coming year.
  - Disiplinary Fund issues have been deferred - eases impact on expenditures for now
  - need to prioritize marketing budget and to develop a cash flow statement
  - 8 potential new ISP's have been identified - additional revenue
  - need to identify possible recoveries from National expenditures

- Andrew to take on the function of Director Development.  
**Action:** Andrew to prepare draft plan for corporate sponsorship
- **Action:** Lem to rework budget process and report for October meeting.

## Board Committees 2002 - 2003

### Updates to responsibilities

- Director ISP Awareness - Ian
- Director ISP Membership - Susan
- Director Governance - David
- Director Development - Andrew
- Director IT - Doug
  
- **Governance**
  - Currently documenting board roles
  - Bylaw changes to meet Joint Stocks requirements
  - Bylaw changes to meet National requirements  
Contacts - Sheldon MacDonald (Atl rep), George Crowdis, Rick Penton (TO rep)  
**Action:** David. Setup working session on governance.
  
- **National**
  - ISP review - **Action:** Brenda. Update next board meeting.
  - CBOK - **Motion:** Brenda, Lem. To accept principles in discussion paper - **Approved**
  - Membership - **Action:** Andrew. Subscribe Margarit to Nat'l committee listserv's  
Contacts - Paul McGinnis (Bluenose rep)
  
- **ISP Awareness**
  - Opportunity (5 minutes) at each monthly CIPS dinner meeting to market ISP
  - At a future dinner meeting extend invitation to Tim Olive
  - October 2 - Ian, Andrew, Susan to meet Mount St Vincent University staff.
  
- **Membership**
  - Opportunity during ISP week (Oct 21-28) to promote membership. **Action:** Susan and Andrew to develop strategy, identify target markets.

### Other Business

- **Atlantic Business Professional Series**  
Organizers have requested CIPS NS participation for future event. A presentation to the board at a future date to discuss last event successes/failures.  
**Action:** Mike to followup with Peter Milley.
  
- **Bluenose Liason**  
Call for volunteer. Meetings are 3rd week of month, usually at Maritime Life.
  
- **CIPS Saskatchewan**  
Request for consultation regarding CIPS NS Legislation process. [Correspondance](#) to date has been posted to web. **Action:** ??? to followup

### Next Meeting

- October 30, Time and place TBA **Action:** David

Meeting adjourned 11:15 A.M.

## Canadian Information Processing Society of Nova Scotia

### Board Minutes

October 30, 2002  
Suite 407  
Purdy's Wharf I

#### Attendance

Brenda Morse (Chair), Doug McCann, Susan Faulkner, Lem Murphy, David Bruce, Margaret Havey

**Regrets:** - Andrew Morrisey, Mike Murray, Ian Ferguson,

Call to order 9:00 A.M.

#### Minutes

**Approved:** Minutes of September 25, 2002.

Business arising  
See committee reports for updates

- Thank you letters were sent.
- Setup working session on governance.  
**Action:** David.
- Strategy to identify corporate sponsorship target markets.  
**Action:**
- CIPS Saskatchewan request.

#### Treasurer's Report

- Bank balance: = \$2,915.04 (up from 2,800.64)
- **Motion:** Margaret, Susan. That the financial report be accepted. **Approved.**
  
- Budget Lem's reworked budget presented. (Projected deficit) Approval deferred until corporate sponsorship strategy in place.
- Corporate sponsorship. Andrew's report was reviewed.

#### Committee Reports

- **Governance**
  - Commented Bylaws presented.
  - Four major areas identified for change.  
Contacts - Sheldon MacDonald (Atl rep), George Crowdis, Rick Penton (TO rep), Brenda  
Editors - David, Margaret, Brenda  
**Action:** Meeting with Caron Maclean of Joint Stocks, Brenda, David to review RJS's objections.  
**Action:** Brenda. To verify which bylaws are a matter of record at RJS.  
**Action:** David. Setup working session on governance. Recommend approach for next meeting.
  
- **Membership**

- ISP presentation tonight at CIPS monthly dinner.
- ISP workshop planned for November dinner meeting.
- Target for year = 25% increase (15 new ISP's)  
Update. 11 potential new ISP's have been identified  
2 new ISP's added since September  
**Action:** Doug. Names of new ISP's to be included in minutes. (on-going)
- Reinstatement. What procedure to follow for former ISP's.  
**Action:** Margaret to query National (Gini, Mary Jean at Nat'l)

- **National**

- ISP review - Brenda provided updates (posted on web).  
**Action:** Brenda to followup with Margaret regarding National committees.

## **Next Meeting**

9:00 A.M. - 11:00 A.M.  
November 27, 2002  
Qunara Board Room  
Suite 2200, Purdy's Wharf II

Meeting adjourned 10:45 A.M.

## Canadian Information Processing Society of Nova Scotia

### Board Minutes

November 27, 2002  
Qunara Board Room  
Suite 2200, Purdy's Wharf II

#### Attendance

Andrew Morrissey (Chair), Doug McCann, Susan Faulkner, Lem Murphy, David Bruce (phone), Margaret Havey, Ian Ferguson, Mike Murray

**Regrets:** - Brenda Morse

Call to order 9:00 A.M.

#### Minutes

**Approved:** Minutes of October 30, 2002.

Business arising  
See committee reports for updates

#### Treasurer's Report

- Bank balance: = \$3,060.24 (up from \$2,915.04)  
**Motion:** Mike, Ian. That the financial report be accepted. **Approved**
- Budget: The expense budget was discussed (current bank balance is sufficient to cover expected expenses), and the revenue budget deferred until the corporate sponsorship program is finalized.
  - Operations \$500
  - ISP Awareness \$1700
  - National meetings \$500**Motion:** Mike, Ian. That the expense budget of \$2,700 be approved; that any additional expenses require prior board approval. **CARRIED**  
**Action:** Lem. To prepare a budget process document.

#### Committee Reports

- **Governance**
  - Registry of Joint Stocks. David presented his report on the meeting attended by Brenda and David .  
**Action:** Andrew to set up a meeting with Bill Sutherland to get an opinion on i) under which Act does CIPS NS operate, ii) who approves CIPS NS bylaws.  
**Action:** David to prepare a briefing package for the meeting with Bill
  - Governance working session - defered
- **Corporate Sponsorship**

Andrew's [report](#) was discussed. Suggested that an amended strategy get early implementation and become a template for future years.

**Action:** All to present comments on or before 3 Dec.

**Action:** Andrew to liase with Bluenose regarding relevant sections.

**Action:** Doug to create a sponsors web page

**Action:** Members who wish to participate in the sponsorship team should contact Andrew

- **Membership**

- ISP workshop tonight at CIPS monthly dinner.

- Prospects function available on the web site.

- Action:** Prospects list to be presented at board meetings

- Action:** Susan. To contact National regarding being advised about new applications.

- **ISP Awareness**

Ian presented his [report](#) and [backgrounder](#). Five (5) large corporation will be approached. (NSPI, Maritime Life, HRM, IMP, Fujitsu Consulting)

**Motion:** Ian, Margaret. That the ISP Awareness report be approved. CARRIED

- **National**

Margaret and Brenda participated in a teleconference on ISP Criteria. Next meeting mid January.

**Action:** Brenda for forward synopsis of meeting to board

**Action:** All to review the Recognition of Non-ICT credentials report, and forwarded comments.

- **Bluenose Section**

Mike has volunteered to be Bluenose section liason.

## Other Business

- **Saskatchewan**

There will be a teleconference with the Sask. section regarding our Legislation Project.

**Action:** Andrew to forward time, date and phone numbers to all board members who wish to participate.

- **ACBPS**

Mike presented a [summary of recent meetings](#). He recommended that CIPS NS participate given there is no financial impact. A one day event is planned for early May 2003 - Allan Rock as speaker - Theme = Innovation Technology.

**Motion:** Mike, Ian. That CIPS NS participate in ACBPS 2003. CARRIED

- **National Marketing Committee**

Ian wishes to have a diminished role. Bluenose to be asked on take on lead. Mike (as Bluenose liason) to keep Ian advised.

- **Societal Transition Team**

**Action:** Andrew to bring Brenda up to speed.

## Next Meeting

9:00 A.M. - 11:00 A.M.

December 18, 2002

Qunara Board Room

Suite 2200, Purdy's Wharf II

Meeting adjourned 11:00 A.M.

## Canadian Information Processing Society of Nova Scotia

### Board Minutes

December 18, 2002  
Qunara Board Room  
Suite 2200, Purdy's Wharf II

#### Attendance

Andrew Morrissey (Chair), Doug McCann, Susan Faulkner, Lem Murphy, David Bruce, Mike Murray

**Regrets:** - Brenda Morse, Margaret Havey, Ian Ferguson

Call to order 9:00 A.M.

#### Minutes

**Approved:** Minutes of November 27, 2002.

Business arising  
See committee reports for updates

#### Treasurer's Report

- Bank balance: = \$3,000.18  
**Motion:** David, Lem. That the financial report be accepted. **Approved.**
- Cash flow and other reports have different year ends: Future reports will all be based on fiscal year end, 30 June.
- **Action:** Budget process: ongoing

#### Committee Reports

- **Corporate Sponsorship**
  - Qunara becomes our first corporate sponsor of record with a contribution of \$1071.04.
  - **Action:** Mike, Andrew to present sponsorship plan to Bluenose section. Request vote in principle approval.
  - **Action:** All to seek possible sponsorship from own corporations.
  - **Action:** Doug to create a sponsors web page  
**Action:** Members who wish to participate in the sponsorship team should contact Andrew
- **Governance**
  - **Action:** Doug to post Registry of Joint Stocks briefing package to web
  - **Action:** Andrew, Brenda, David to meet January 9th on RJS issues. David to confirm location.
  - **Action:** Andrew to set up a meeting with Bill Sutherland to get an opinion on i) under which Act does CIPS NS operate, ii) who approves CIPS NS bylaws.
- **Membership**
  - 1 new ISP.

Debbie Gill, member since 1997 became an ISP Oct. 6, 2002 and received her certificate at the monthly dinner meeting Oct. 27th.

- 2 inactive ISP's are now active. Active membership = 59, up 2 from last report.
  - November ISP workshop was a success. Next workshop planned for February  
**Action:** Mike to scout better locale for workshop.
  - Updated Prospects list presented. Includes prospects (5), inactive (5), dropped (1) ISP's
  - New ISP target = 15.
  - **Action:** Susan. To contact National regarding being advised about new applications.
  - **Action:** Mike has a tentative meeting with Sobey's regarding membership/ISP awareness in CIPS.
  - **Action:** All to update membership database with prospects.
- **ISP Awareness**
    - **Action:** Ian to email report
    - Web site has new link to ISP Info.  
**Action:** Doug to include a discipline/grievance link
  - **National**  
Future National Board meetings in Edmonton (Societal Transition) and Charlottown (Informatics). CIPS NS needs to have a presence.  
**Action:** Andrew, Brenda to meet to decide who should attend, ways and means.
  - **Bluenose Section**  
Mike will be attending next meeting to present CIPS NS marketing, sponsorship and workshop plans.
  - **Executive**  
Post Board meeting (10:00 - 10:30), the executive (Andrew, Brenda [phone], Lem, Doug met to discuss current board meeting.

## Other Business

- **Saskatchewan**  
[Teleconference minutes.](#)
- **ACBPS**  
Schedule firming up. Mike will be attending meeting in early January. On-going communications via email.

## Next Meeting

9:00 A.M. - 11:00 A.M.  
January 29, 2002  
Qunara Board Room  
Suite 2200, Purdy's Wharf II

Meeting adjourned 1000 A.M.

## Canadian Information Processing Society of Nova Scotia

### Board Minutes

January 29, 2003  
9 South  
Maritime Centre

#### Attendance

Brenda Morse(Chair), Doug McCann, Susan Faulkner, Lem Murphy, David Bruce, Margaret Havey, Ian Ferguson, Mike Murray (phone)

**Regrets:** - Andrew Morrissey

Call to order 9:00 A.M.

#### Minutes

**Approved:** Minutes of December 18, 2002.

Business arising  
See committee reports for updates

#### Treasurer's Report

- Bank balance: = \$3,104.06  
**Motion:** David, Ian. That the financial report be accepted. **Approved.**
- **Action:** Lem. Budget process: Suggested that budget actual and variance reports be developed.
- Audit Committee consisting of Susan (Chair), David and Margaret to audit financial statements.  
**Action:** Susan to develop [audit procedures](#). Doug to post to web page.

#### Committee Reports

- **Corporate Sponsorship**
  - Mike presented sponsorship plan to Bluenose section and received approval in principle.
  - Doug has created a sponsors web page which includes back office functions.
  - **Action:** All to seek possible sponsorship from own corporations.  
**Action:** Members who wish to participate in the sponsorship team should contact Andrew
- **Governance**
  - Registry of Joint Stocks briefing package posted to web  
David had an informal conversation with Bill Sutherland regarding RJS issues.  
**Action:** David to forward Bill's e-mail to Brenda. Brenda to draft a letter to RJS regarding revoking Society status and invoking private legislation status. Doug to forward [letterhead](#) URL to Brenda.  
**Action:** Andrew, Brenda, David to meet with Bill Sutherland regarding RJS issues. i) under which Act does CIPS NS operate, ii) who approves CIPS NS bylaws.  
**Action:** New bylaws member approval deferred to AGM 2003.

- David presented his report on Accountabilities and Responsibilities. Included RACI Approach document.  
**Action:** David to forward electronic version to Doug for posting on Board page. All to review.
- **Membership**
  - New functions on Board page (membership) include new member display from National version of member database.
  - No new members to report.
  - February ISP workshop in works. Locale at Windows has been determined.
  - ITANs article on certification tabled.  
**Action:** Susan to author a Certification article in response to [ITANs article](#).
  - **Action:** Mike is prospecting Dal staff for new members.
  - **Action:** All to update membership database with prospects.  
**Action:** Doug to review National database for tracking of new applications.
- **ISP Awareness**
  - Workload has forced Ian to step back from leading ISP Awareness role. The Board expressed thanks for Ian's efforts to date.
  - Susan agreed to take on the lead role with Margaret, Brenda and Andrew in supporting roles.
- **National**
  - Future National Board meetings in Edmonton (Societal Transition) and Charlottown (Informatics). CIPS NS needs to have a presence.
  - ISP Review motion tabled. (Brenda, Margaret).  
**Action:** Board members to review materials and to provide feedback (some level of discussion and/or comment is expected from all).  
**Action:** Board to vote on-line prior to February 15.  
**Action:** Doug to prepare and conduct on-line Vote.
  - Views on re-certification process requested. Comments to Brenda.
- **Bluenose Section**  
Request for dinner meeting speakers (ideas) and contributions to newsletter. Forward to Mike.

## Other Business

- Meeting times.  
Mike has a continuing conflict with current 9:00 - 10:30 time frame.  
**Action:** Alternatives to be determined.
- AGM 2003. Mike to co-ordinate.  
**Action:** Mike. AGM 2003 agenda item to call for volunteers from general membership to form audit committee.
- CSAB Discussion item tabled.
- Volunteer Protection Act acknowledged.
- ISP does IT right Board Game acknowledged.

## Next Meeting

Time to be determined  
February 26, 2002  
Qunara Board Room  
Suite 2200, Purdy's Wharf II

Meeting adjourned 1045 A.M.



## Canadian Information Processing Society of Nova Scotia

### Board Minutes

February 20, 2003  
Qunara Board Room  
Suite 2200, Purdy's Wharf II

#### Attendance

Andrew Morrissey (Chair), Doug McCann, Susan Faulkner, Lem Murphy, David Bruce, Margaret Havey, Ian Ferguson, Brenda Morse

**Regrets:** - Mike Murray

Call to order 9:00 A.M.

#### Minutes

**Approved as amended:** Minutes of January 29, 2003.

Business arising  
See committee reports for updates

#### Treasurer's Report

- Balance Sheet, Cash Flow and Budget Reports presented
- Bank balance: = \$3,166.46  
**Motion:** David, Susan. That the financial report be accepted. **Approved.**
- Audit committee. [audit procedures](#) presented.

#### Committee Reports

- **Corporate Sponsorship**
  - New team members to be drafted from new 2003 directors.
  - Draft sponsor page reviewed - changes suggested.
  - [Draft](#) employer/sponsor letter circulated
  - Discussion regarding Bluenose support - not defined as a sponsor within the context of the sponsorship program
- **Governance**
  - [Board Roles](#) document discussed - changes suggested  
**Action:** board member feedback within two weeks  
**Action:** David to forward amended document to Doug
  - Registry of Joint Stocks - letter of society dissolution drafted. Financial statement as of 10 October 2002 required.  
**Action:**Brenda to forward to Doug for web posting  
**Action:** Lem to prepare financial statement - two directors to sign.
  - Bylaw changes  
**Action:** Governance committee to meet within two weeks

**Action:** Brenda, David, Margaret to finalize bylaws

**Action:** Doug to prepare and conduct board on-line vote to approve final bylaws draft

- **Membership**

- [Membership summary](#) - on-line page now available for Board
- Applications - one being processed
- Prospects
  - Action:** Andrew, Lem, Susan, David to followup on prospects, inactive members listed.
- Fee waiver
  - Action:** Susan to setup a program (within membership budget)
- **Action:** Mike is prospecting Dal staff for new members.

- **ISP Awareness**

- Meeting planned with David Craig - Susan, Andrew
- [Board game](#)
  - Action:** Susan to review game as awareness tool
- MITACS - trade show brochure circulated.
  - Action:** Andrew to follow with Mike regarding Dalhousie participation

- **National**

- Meeting on Monday next
- CBOK vote. Results of board on-line vote. APPROVED
  - Action:** Brenda to inform National
- National nominations - Director at-large positions open. Noted that travel associated with National activities is covered by National.

## Other Business

- Meeting times.
  - Action:** Andrew to follow with Mike regarding best times and dates.
- AGM 2003. Deadline for 60 day notice is mid March.
  - Action:** Mike to prepare agenda, brochure
- Succession Planning
  - Not reoffering - Lem, Ian
  - Unknown - Mike
  - 2nd of 2 year term - Margaret and Susan
  - Committed - Brenda and Andrew as President, Past President
  - new one year term - David has agreed
  - new two year term - Doug has agreed
  - TOTAL = 9
  - Action:** Search for two or more prospective directors
- [ACBPS](#) report item tabled.
- Informatics
  - Atlantic Lottery as sponsor.
  - Andrew will be attending.
  - Action:** Brenda (Service NS) to sponsor mailout to membership.

## Next Meeting

March 18, 2003  
 Qunara Board Room  
 Suite 2200, Purdy's Wharf II

Meeting adjourned 1030 A.M.

## Canadian Information Processing Society of Nova Scotia

### Board Minutes

March 20, 2003  
Qunara Board Room  
Suite 2200, Purdy's Wharf II

#### Attendance

Mike Murray (Chair), Andrew Morrissey (phone), Doug McCann, Margaret Havey, Lem Murphy,

**Regrets:** - David Bruce, Ian Ferguson, Brenda Morse, Susan Faulkner

Call to order 9:20 A.M.

#### Minutes

Minutes of February 20, 2003 deferred.

#### AGM 2003

The meeting focused on the activities and tasks of the upcoming AGM. All other committee reports deferred to next board meeting.

- **Task List**

- Call to order - Mike will chair the meeting
- Minutes - Doug
- Financial Report - Lem
- Audit Committee Report - Susan
- President's Report - Andrew
- Certification Council Report - Margaret
- National Report - Brenda
- Nomination Committee Report - Brenda
- Bylaws - David
- Elections - Mike
- Introduction of new Board - Brenda
- Goals and objectives - Brenda
- Other Business - Mike

**Action :** each Board member to prepare assigned report and to forward to Mike (cc Board) on or before April 14th.

- **Governance**

**Action :** meeting scheduled for Monday March 23 re: bylaws.

**Action :** committee to have finalized bylaws prepared on or before 17th April.

#### Next Meeting

April 17, 2003  
Qunara Board Room  
Suite 2200, Purdy's Wharf II

Meeting adjourned 0940 A.M.

## Canadian Information Processing Society of Nova Scotia

### Board Minutes

April 17, 2003  
Qunara Board Room  
Suite 2000, Purdy's Wharf II

#### Attendance

Andrew Morrissey (Chair), Mike Murray, Doug McCann, Margaret Havey, Lem Murphy, David Bruce, Ian Ferguson, Susan Faulkner

**Regrets:** - Brenda Morse

Call to order 9:40 A.M.

#### Minutes

Minutes of February 20, 2003 and March 20, 2003 APPROVED

#### Treasurer's Report

Motion (David/Mike) - APPROVED

#### Committee Reports

- **Audit Committee**  
Audited statements to fiscal year end March 31
  
  - **Nominations Committee**  
Still looking for Vice President and Treasurer
  
  - **Governance**  
The committee presented 6 recommended bylaw changes. The board discussed the report. One change was deferred and the five remaining were renumbered.
    - CHG001 - use of bylaw and by-law
      - no changes
    - CHG002 - voting requirements
      - new text rejected
      - old text revised
      - vote of certified members changed to votes cast by certified members
    - CHG003 - removal of director
      - amended to include 30 days notice
    - CHG004 - gender
      - revised masculine and feminine terms changed to feminine/masculine
    - CHG005 - fiscal year end
      - nochanges
- Motion to accept the revised report (David/Margaret) APPROVED
- **AGM 2003**
    - Handouts will be published by Dalhousie University
    - **ACTION** -All - Draft reports
    - **ACTION** - Doug topost call for nominations on web
    - **ACTION** - Margaret to check with Brenda

## **Next Meeting**

May 22, 2003  
Qunara Board Room  
Suite 2000, Purdy's Wharf II

Meeting adjourned 1110 A.M.

## Canadian Information Processing Society of Nova Scotia

### Board Minutes

May 22, 2003  
Qunara Board Room  
Suite 2000, Purdy's Wharf II

#### Attendance

Andrew Morrissey (Chair), Mike Murray, Doug McCann, Margaret Havey, Lem Murphy, David Bruce, Brenda Morse, Susan Faulkner

**Regrets:** - Ian Ferguson

Call to order 9:20 A.M.

#### Minutes

Minutes of April 17, 2003 APPROVED

#### Treasurer's Report

Bank balance = \$3310.06. Motion (Lem/Mike) - APPROVED

#### Committee Reports

- **Audit Committee**  
Audited statement tabled.
- **Governance**
  - CHG004 - gender revised. Motion (Andrew/Mike) APPROVED  
**Action:** David to forward softcopy to Mike
  - Motion to accept the revised report (David/Margaret) APPROVED
- AGM 2003
  - Handouts edited
  - **ACTION** -All - Deadline for draft reports Monday Noon
  - **ACTION** - Doug to post call for nominations on web
  - **ACTION** - Margaret to check with Brenda
- Web site  
**Action:** Andrew to send note to National regarding disaster recovery  
**Action:** Doug and Mike to meet regarding the establishment of a mirror site at Dalhousie
- Membership  
Presentations of new ISP's at AGM 2003
- Bluenose Liason  
Mike will be meeting with Bluenose tomorrow regarding AGM, Women in IT.  
**Action:** Mike to meet with Donna regarding women in IT

- Informatics 2003 - Andrew's report - 'awesome' conference, singled out CIO panel.  
Next Informatics in Hamilton
- ACPS  
deferred to October  
no risk to CIPS (no committment)
- National AGM  
Financing of Informatics 2004

### **Next Meeting**

AGM May 28, 2003  
Prince George Hotel

Meeting adjourned 10:30 A.M.

## **Canadian Information Processing Society of Nova Scotia**

### **Minutes Annual General Meeting**

Wednesday May 28, 2003  
Prince George Hotel  
Halifax NS.

#### **Present**

Call to order at 5:30 P.M.

Past President Mike Murray verified, by requesting a show of hands, that a quorum was present. This being the case, the meeting proceeded.

#### **Minutes of previous meeting**

The Secretary (Doug McCann) presented the [minutes](#) of the last Annual General Meeting.

MOTION by Lem Murphy, seconded by Ian Ferguson, that the minutes be adopted as read. CARRIED.

#### **Treasurer's Report**

The Treasurer (Lem Murphy) presented the [Financial Report](#) for the period ending March 31, 2003.

MOTION by Mike Clare, seconded by Suzanne Foster that the report be accepted. CARRIED.

#### **Audit Committee**

Director Susan Faulkner present the committee report. Procedures had been established to audit financial records and other business practices.

#### **President's Report**

The President (Andrew Morrissey) presented the [Annual Report](#). In summary, CIPS NS legislation proclaimed October 10, 2002. The Bylaws were updated. Awareness workshops and presentations were carried out to attract new members. CIPS NS established a committee to formalize liaison with the Bluenose section.

#### **Notices of Motion**

Director David Bruce presented a package of [five notices of motion](#) regarding Bylaws amendments.

MOTION by David Bruce, seconded by Andrew Morrisey that the [amended bylaws](#) be accepted.  
CARRIED

## Nominations Report

Vice President Brenda Morse presented the [Nominations Committee Report](#) which included two nominees to the board - Bob Tabbiner, Treasurer and Ed Bottrell, Director.

## Election of Board and Officers

Past President Mike Murray asked for additional nominations from the floor. No new nominations were offered.

MOTION by xxxxxxx, seconded by xxxxx that the nominations be acclaimed. CARRIED

## New Board

The President (Brenda Morse) introduced the [new board and executive](#).

President	Brenda Morse
Past President	Andrew Morrisey
Treasurer	Bob Tabbiner
Secretary	Doug McCann
Directors	David Bruce
	Ed Bottrell
	Susan Faulkner
	Margaret Havey

## 2003/2004 Objectives

The President presented her [objectives](#) for the coming year.

1. Continue the effort of the ISP campaign to raise awareness of profession to employers and increase the society's membership.
2. Actively pursue corporate sponsorship of ISP activities
3. Investigate the potential opportunity for secondCIPS section in NS.

## Volunteers

Director Mike Murray called for volunteers to present themselves to serve on the Audit and other committees.

### **Other Business**

There was no new business.

MOTION by Les Oliver, seconded by Lem Murphy that the meeting be adjourned. CARRIED.

Adjourned at 5:25 P.M.



CANADIAN INFORMATION PROCESSING SOCIETY  
OF NOVA SCOTIA

# ISP SPONSORSHIP PROGRAM

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**TERMS OF REFERENCE FOR THE  
2002/03 I.S.P. Sponsorship Program**

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**PREPARED BY:**  
Andrew Morrissey, I.S.P.  
October 18, 2002

**VERSION:** DRAFT FOR DISCUSSION

# ISP Sponsorship Program

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## 2002/03 FINANCIAL GOALS

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The primary goal for this fundraising initiative is to raise \$\_\_\_\_\_ by December 31, 2002; to cover the costs of the 2002/03 proposed program. The financial obligation required to fulfill the complete CIPS NS mandate are as follows:

- a. \$\_\_\_\_ to cover the transportation, accommodation & living costs of the board member(s) to conduct I.S.P. Awareness meetings beyond HRM;
- b. \$\_\_\_\_ to cover the transportation, accommodation & living costs of the board member(s) to conduct I.S.P. Membership drive meetings beyond HRM;
- c. \$\_\_\_\_ to cover the printing, mailing and administration costs for the AGM mail out;
- d. \$\_\_\_\_ to cover the costs for development of website graphics for the portal page;

The following secondary goals will be achieved by this program:

- S-1. To increase the exposure of the I.S.P. through the many face to face interactions that will be conducted when approaching organizations for sponsorship;
- S-2. To increase the exposure of the I.S.P. at the Bluenose dinner meetings;
- S-3. To improve the co-operative working environment with the local section by funding some of their requirements and satisfying some of their logistical needs;
- S-4. To increase I.S.P. and CIPS membership;
- S-5. To increase CIPS Dinner Meeting attendance by 34 over the year.

The following sections detail information about the benefits, approach, sponsorship program details and the marketing plan.

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## SPONSORSHIP PROGRAM BENEFITS

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The benefits to CIPS Nova Scotia will be:

- a. To provide funding for the CIPS NS 2002/03 objectives and program;

The benefits to CIPS Bluenose will be:

- a. To provide some logistical and financial support to their program;
- b. To assist with increased dinner attendance;
- c. To assist with increasing the membership of CIPS.

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**SPONSORSHIP PROGRAM APPROACH**

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The program will have a tiered structure and be broken into four sponsorship packages such as **Platinum, Gold, Silver** and **Bronze**. A fifth sponsorship program would be to properly recognize the IT organizations that have provided their employees to serve as CIPS NS Board members. This package will be called the **Board Executive Sponsors**.

The maximum value from fully implementing the 2002/03 sponsorship program would yield \$19,560 plus contra with the value of approx \$600.

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**THE 2002/03 SPONSORSHIP PROGRAM**

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ISP Platinum	ISP Gold	ISP Silver	ISP Bronze	Board Sponsors
<b>\$5,000</b>	<b>\$1,000</b>	<b>\$500</b>	<b>\$250</b>	<b>Provide Director/Executive of the CIPS NS Board</b>
<b>1 available /year</b> \$4,300 net value	<b>7 available /year</b> \$6,510 net value	<b>15 available /year</b> \$7,500 net value	<b>5 available /year</b> \$1,250 net value	
Logo & Link on CIPSNS homepage	<input checked="" type="checkbox"/>			
Profiled at two (2) CIPS Bluenose dinner events.	Profiled at two (2) CIPS Bluenose dinner events.			
Logo on Bluenose dinner event tables	<input checked="" type="checkbox"/>	Only Name listed	Only Name listed	
Logo on CIPS NS presentation	<input checked="" type="checkbox"/>	Only Name listed	Only Name listed	
Logo on ISP Awareness slides presented to corporations	<input checked="" type="checkbox"/>	Only Name listed	Only Name listed	<input checked="" type="checkbox"/>
Logo on CIPSNS Sponsor's Page	<input checked="" type="checkbox"/>	Only Name listed	Only Name listed	Only Name Listed
Logo on CIPSNS Sponsor's page <b>linked</b> to their website	Logo on CIPSNS Sponsor's page <b>linked</b> to their website			
Bluenose Dinner tickets for 2 corporate	2 Bluenose Dinner tickets to be used for night profiled.			

tables/year pers)	(20	for night profiled.			
					Company Logo appears on Board Page

The majority of the sponsorship is Cash however there are some product/services donations that would count towards any of the sponsorship programs. The product and services are listed below:

<b>Contra</b>	<b>Sponsorship Value equivalent</b>	<b>Recipient</b>
Provide the goods and services required to do one mailout to all ISP holders.  1 required /year	\$125.00	CIPS NS Annual General Meeting notice.
Provide the PC Projector for 9 dinner meetings.  9 required / year	\$25 per event (\$225 total)	CIPS Bluenose dinner events.
Provide an event room large enough  3 required /year	\$50 per event (\$150 total)	ISP workshops, seminars etc.
Develop graphics & icons for CIPS NS website	\$100 value	CIPS NS Website

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## SALES/MARKETING PLAN

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This year's target focus on sponsorship from the HRM community as some of the main benefits the sponsors will yield have been linked into the CIPS Bluenose program. Next years sponsorship may broaden to cover more of the province. The approach to implement this program will be through a direct marketing strategy. This would include face to face meetings with key IT departmental heads within HRM. If the program is implemented properly and cleanly launched with several notable sponsorship packages sold to key and influential organizations the rest of the sales should come through a 'me-to' or 'catch-up' feeling from the rest of the IT industry leaders.

The sales of this sponsorship program should be co-ordinated and included with the ISP Awareness program being provided to key IT companies in HRM.

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## ACTION ITEMS TO ACHIEVE GOALS

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- Andrew** to prepare draft plan
- Board** to comment and approve plan
- Andrew** to liaise with CIPS Bluenose board for buy-in.
- Andrew** to form team to implement
- Implementation

# **ISP Awareness – Corporate Awareness Pilot**

## **Objectives:**

- To test our corporate awareness process and content
- To solicit the active public support of some key influential private sector corporations
- To provide a lever for recruitment to ISP Membership Committee

## **Action:**

- Pick five CIOs of corporations that we expect to be supportive to the ISP professionalism theme
- Contact them by phone to inform them of our program and request a meeting
- Follow up the phone call with the ISP backgrounder
- Hold the meeting – the meeting to involve two members of the ISP Awareness team plus a representative of the ISP Membership team
- Carry out follow up ISP Awareness activities within the corporation
- Carry out ISP Membership activities within the corporation
- Coordinate Corporate Recognition event – e.g. recognition at CIPS Bluenose meeting, full-page ad in newspaper, appropriate acknowledgement & linkage on CIPS NS web site.

## **Desired Outcome:**

- Understanding and support of the CIO to the ISP professionalism theme
- Agreement on a follow-up activity, e.g. meetings with Human Resources Director, to solidify initiatives in external recruitment and internal development
- Agreement on ISP Membership program for the corporation



# Information Systems Professional

*A professional designation for Canadian information systems practitioners.*

## *About CIPS & CIPS Nova Scotia*

CIPS Nova Scotia is associated with the Canadian Information Processing Society (CIPS) a national organization of more than 7000 information systems professionals.

Established in 1958, CIPS is the largest organization of information systems professionals in Canada. It is committed to professionalism, integrity, and communication among its members. The Information Systems Professional of Canada (I.S.P.) was established by CIPS in 1989.

CIPS Nova Scotia was formed in 1994 to establish registration of the designation under the Act in Nova Scotia.

## *Designation overview*

On October 10, 2002, the Canadian Information Processing Act of Nova Scotia was proclaimed. This concluded a lengthy and rigorous process carried out by the Canadian Information Processing Society of Nova Scotia (CIPS Nova Scotia) to establish in Nova Scotia a professional regulation for individuals involved in the design, implementation, and administration of computer information systems. With the proclamation of this Act, Nova Scotia has joined four other provinces, British Columbia, Alberta, Ontario and New Brunswick in establishing a regulated information systems professional designation.

This designation is the Information Systems Professional (I.S.P.). Practitioners who hold I.S.P. certification typically include managers and directors of information systems, information system designers, information system architects, software development analysts and programmers, and system operation and support managers.

Nova Scotia's communities are dependent upon computers to perform vital personal, public, and business functions.

It is imperative the individuals designing and administering these systems

- uphold ethical practices in all their dealings
- are masters of the body of knowledge of the profession
- ensure that access to computerized information maintains confidentiality and respects individual privacy
- provide open and complete communications to clients, customers, employers, and the public
- act to ensure that information technology serves the benefit of society at large.

The I.S.P. designation certifies the holder is committed to these principles.

## ***Benefits to information systems management***

Managers who direct the application of information systems technology can use the I.S.P. to improve the application of information systems in their organization.

### **Improve service**

A rigorous set of admission criteria including education and experience ensures that I.S.P. certified staff possess the background necessary to deliver and support effective systems.

When many of your staff hold their I.S.P. designation, your senior management and your customers recognize the value you place on high standards of professionalism in your organization.

### **Control costs**

National coordination of support services minimizes administrative costs for the designation. Common standards and administration processes allows I.S.P. holders from other provinces to easily register in Nova Scotia, providing a national source of I.S.P. certified candidates.

### **Maintain industry knowledge**

As members of CIPS, I.S.P. holders have access to educational opportunities and peer networking which come from being part of Canada's largest information technology professional association.

### **Streamline recruiting**

Specification of the I.S.P. designation as a hiring criterion will provide a valuable tool to help screen out recruiting for positions.

### **Enhance confidentiality**

Each I.S.P. holder is committed explicitly, and permanently, to "keep within the appropriate channels, all privileged or personal information acquired through the practice of information systems".

### **Develop staff**

Supporting your staff in acquiring and maintaining the I.S.P. designation reflects your valuation of individual performance and contribution to the organization, and enhances the organization's image as a quality work environment.

## ***Benefits to human resource professionals***

Human resource professionals who are involved with the recruitment or placement of information systems professionals can make extensive use of the I.S.P. designation.

### **Narrow candidate searches**

Specification of the I.S.P. designation as a hiring criterion will help to reduce the receipt and processing of non-qualifying applications when recruiting for senior level positions. The following wording is suggested when referring to the I.S.P. in advertisements or recruiting materials:

"Certification as an Information Systems Professional (I.S.P.) is a valued asset"

### **Simplify application screening**

Use of the I.S.P. certification as an initial screening criterion will quickly identify superior candidates for information technology related positions.

### **Control costs**

Common standards and administration processes allow I.S.P. holders from other provinces to easily register in Nova Scotia, providing a national source of pre-qualified candidates.

### **Enhance candidate marketability**

When proposing candidates for contract assignments or permanent positions the I.S.P. designation is a widely recognized indicator of professional candidates, enhancing the marketability of these candidates and the image of your organization.

### **Develop staff**

Encouraging information systems staff to become I.S.P. certified and participate in CIPS professional development activities furthers their technical knowledge and professional development.

## ***Benefits we wish to achieve for information systems practitioners***

An information system practitioner should expect to realize many benefits from the establishment of the I.S.P.

### **Improved employment opportunities**

Individuals who have achieved the I.S.P. designation will increasingly be recognized by potential employers and customers as superior candidates who are committed to professional practice.

### **Enhanced customer confidence**

I.S.P. holders can assure their customers and employers that, as an I.S.P. certified professional, they are committed to delivery of systems that meet professional standards and to continued confidentiality.

## **Broadened opportunities**

The I.S.P. has been recognized as an indicator of professional status by American immigration authorities for the purposes of working in the United States. Holders of the I.S.P. have an easier time obtaining work visas and other documentation for temporary and permanent assignments in the USA, and other foreign countries.

## **Enhanced professional profile**

Their authority when dealing with other professionals and senior management is enhanced by holding the I.S.P. designation.

# **Affiliations**

## **CIPS national organization**

CIPS Nova Scotia is associated with the Canadian Information Processing Society (CIPS) a national organization of more than 6500 information systems professionals. Established in 1958, CIPS is the largest organization of information systems professionals in Canada. It is committed to professionalism, integrity, and communication among its members.

The Information Systems Professional of Canada (I.S.P.) was established by CIPS in 1989. More than 3000 information systems practitioners have so far applied for the I.S.P. designation. At present more than 2000 CIPS members have been granted the I.S.P.

CIPS provides a number of services to CIPS Nova Scotia including:

### **Review and approval of applications**

All applications for I.S.P. certification are reviewed and approved or declined by the Certification Council, a body of CIPS National. This ensures qualifications of I.S.P. holders remain consistent across Canada.

### **Financial and administration services**

All billing and most registration operations are contracted to CIPS National by CIPS Nova Scotia. This provides significant cost efficiencies to CIPS Nova Scotia.

### **Accreditation Program**

On request, the CIPS Accredited Councils for University and Technical Schools review the programs, faculties and facilities provided by our public post-secondary institutions to ensure the programs deliver relevant and current education to students.

These reviews are conducted on the request of the institution and must be renewed on a regular basis.

The experience requirement for I.S.P. certification is reduced for students of an accredited institution.

## **Ten reasons to use I.S.P. certified professionals in your organization**

1. Rigorous certification criteria ensure I.S.P. certified professionals will be superior contributors to your organization.
2. Your customers are assured of high quality information systems being used to develop and support your products.
3. The perception of your organization is enhanced internationally through broad recognition of the I.S.P.
4. Three hundred hours of professional training completed every three years by each I.S.P. ensures your organization is applying the best of current practices.
5. Access to the educational resources and networking opportunities provided by CIPS keeps contractors and staff current and informed.
6. More than 60 I.S.P. holders in Nova Scotia, and 2000 plus I.S.P. holders across Canada provide a broad range of experienced candidates for any position.
7. National nature of the designation provides consistency of standards, easy transferability, and cost efficiencies.
8. As the government registered professional designation for information systems professionals in North America the I.S.P. provides a unique competitive advantage when bidding internationally.
9. Effective self-regulation of the profession provides confidence to customers and the general public while avoiding the burden of regulation.
10. Supporting staff to receive and maintain the I.S.P. reflects the organization's appreciation that its staff are professionals.

## CIPS SK Board of Directors Meeting Minutes

06 Dec 2002, 10:30am

1-888-345-2160 passcode 010-6393

Attending: Grant Kerr, Chris Osicki, Len Andres, Dorothy Josephson, Poyee Hung, Andrew Morrissey, Doug McCann.

CIPS SK board met with 2 members of the CIPS Nova Scotia board who were involved in obtaining I.S.P. legislation 2 months ago.

1. Andrew walked us through the project plan from the CIPS Nova Scotia legislation project.
  - CIPSNS decided that they would have a single objective last year – the legislation project.
  - The 8 board members were the project team, with 2 others – their lawyer and another volunteer.
  - The lawyer had experience writing legislation, and provided his services for free – spouse of a CIPS member.
  - Their costs for the project were a few hundred dollars.
  - 3 people on Communications team, 3 on Legislation team (including lawyer), 1 on bylaws team, and 2 on government process team, plus 1 project manager (changed during the project).
2. Success factors  
Andrew attributed their success to the following:
  - talked to other provincial bodies that had already been through the process to gather ideas about how to proceed.
  - included the entire board on the project team
  - followed project management practices – ran it like a project.
  - This was the sole objective and focus of the board last year. Andrew, as president, blocked National.
3. Communications messages
  - **KEY – RIGHT TO TITLE** is all that the legislation asks for – not exclusive right to practise – only want to prevent others from using the designation.
  - I.S.P. differentiates holders from other IT practitioners
  - Holders have standards and ethics
4. Communications plan
  - A major concern of Grant's is the communications with other organizations. Andrew said that they had no problems with this.
    - a. Started by visiting with government IT minister saying they wanted advice as to how to proceed – who should they work with, who should they meet with. Also met with 2 other ministers/directors (public works and economic development). Objective of this phase was to identify a strategy that would align with government objectives – make it easy to sell. Invitations were sent to ministers who then appointed someone to meet with CIPS – typically a deputy-minister or director.
    - b. Next went to the accounting associations (CA, CGA, CMA). Met with the president of the associations, explained what CIPS SK wanted (see slides and letters), showed them the draft legislation (which was written by this time). Purpose of the meetings was to educate the associations about what CIPS was doing, and solicit letters of support – of which they had a draft in hand, ready to sign (no one did on-the-spot). All three provided letters of support.

- c. Next met with professional engineers. Noted that CIPS has nothing to do with the titles organizations use for their staff (e.g. particularly software/support/system engineers). They were very helpful and gave CIPS a copy of their bylaws and legislation  
They provided a letter of support.
- d. Next met with engineering architects. They had a complaint about the term “architect” – but same argument as with engineers – CIPS has nothing to do with position titles.  
They provided a letter of support.
- e. Met with engineering technologists.  
They provided a letter of support.
- f. Met with Certified Management Consultants (CMC).  
They provided a letter of support.
- g. Met with PMI.  
They provided a letter of support.
- h. Met with the IT Alliance.  
They provided a letter of support.
- i. CIPS originally planned to, but eventually chose not to, meet with leaders of large IT shops – it would be distracting with not benefit, and possibly create conflict. The only large employer they spoke to was the government (public works).
- j. Met with other political parties to let them know that they were drafting legislation.
- k. Provided updates on the status of the project at all section meetings – to keep the membership informed and supportive.
- l. When they finally put the package together for the private members bill, it included the draft legislation, the 9 letters of endorsement, and sample by-laws. This allowed the member to answer any question that might come up.

#### 5. Schedule

- CIPS held the first meeting with the IT minister in April 2001. In May 2001 was the AGM and a change of board membership. By May 2002 the legislation had passed 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading and received royal assent. It was proclaimed 10Oct 2002.

# Audit Guide For CIPSNS Audit Committee

This guide is intended to assist the CIPS NS audit committee to perform a limited review of the organization's financial statements.

## Selecting the audit committee

The audit committee can play a critical role in maintaining the integrity of CIPSNS financial reporting. Volunteers should be selected from the board or general membership with the following qualities needed for serving on this committee:

- a familiarity with how the organization activities are reflected in the financial statements;
- some understanding of the auditing process; or
- lacking the above, at least a natural curiosity and an inquiring mind.

Consideration should be given to individuals with experience in business such as accountants, and internal auditors.

## The task of the audit committee

The audit committee should be concerned with the following things, at a minimum:

- the adequacy of internal control (a system in which the operating or recording function can be broken down into elements that are performed by different people, each checking the work of the others)
- the accuracy of the records and the reports to the board of directors
- the proper authorization of activities and expenditures
- the determination of the physical existence of assets

In developing the audit program, the adequacy of the internal accounting controls is an influencing factor. For example, if all disbursements are authorized separately by the board, recorded in the minutes by the secretary, supported with invoices approved by the president, and paid by checks signed by the treasurer and one other officer, the number of these transactions to be reviewed can be minimized.

However, the committee would be required to satisfy itself that the internal control procedures outlined above actually were being followed. In the absence of reliable internal controls, the committee would be required to perform substantive tests. Tests of bank reconciliations, reviews of minutes, comparisons of current and previous financial reports and of the period's transactions with the budget are examples of substantive procedures that can prove evidence of the completeness of financial statement account balances.

## Basic internal controls

Some reasons for a good system of internal control:

- to prevent loss through mistakes or fraudulent activities
- responsibility of the board to safeguard the assets of CIPSNS
- to assure that all transactions are properly authorized and recorded (See appendix for examples of internal control for cash receipts and cash disbursements. )

### Segregation of duties

One of the prime means of control is the separation of those responsibilities of duties which if combined would enable one person to record and process a complete transaction. If duties are segregated, this reduces significantly the scope for errors and oversights, as well as deliberate manipulation or abuse, and builds in additional checks. For example, if the person who records incoming cash is the same person who checks that cash paid in is recorded on the bank statements, it would not be easy to detect any dishonesty. Mistakes are more likely to go undetected if a person checks their own work.

### Budgetary controls

In order to achieve full control over the organization's finances, it is necessary to work within an agreed budget and to undertake full financial planning. Proper and realistic estimates of expected income and expenditure need to be made for each financial year.

Approval of the budgets and accounts can only be done after discussion at board meetings. The discussions need to be fully minuted.

### The proper authorization of activities and expenditures

The budget and the board of directors' minutes are the usual source of verification of CIPSNS activities in a broad sense. Additionally, the bylaws should be reviewed to determine that all activities comply and that the designated individuals are performing their proper functions. A review or test of specific transactions should be included in the audit program.

## Appendix

Some suggested controls for cash disbursements:

- Checks should be pre-numbered, used in sequence with adequate controls over supplies of blank checks.
- Checks should be prepared by persons other than those who approve invoices.
- Checks should be prepared from original vendor invoices with attached copies of purchase orders, invoices and receiving reports and presented for signature with these attached.
- Checks should be entered in the disbursement journal exactly as they have been prepared.
- Signing of blank checks should not be permitted.
- An officer or executive director should receive the unopened bank statement before turning it over to a person, other than one who handles the receipt and disbursement of cash, for reconciliation. This officer should review the bank reconciliation, then date and initial it.

Some suggested controls for cash receipts:

- Incoming mail should be opened and listed by persons other than those with access to cash receipts journals and accounts receivable records.
- A person with no access to cash should compare cash receipts records and authenticate deposit slips with mail listing.
- Checks should be stamped "For Deposit Only" by the person opening the mail.
- Pre-numbered receipts should be given for contributions, gifts, etc.
- Cash receipts should be entered in journals by persons other than those opening mail and listing receipts.
- Receipts of checks and cash should be deposited each day intact.
- Individuals handling cash should not make entries to the general ledger or subsidiary ledgers.
- The board should authorize bank accounts and the signers of checks annually.

<b>CIPS Nova Scotia Board Accountability and Responsibilities [Preliminary]</b>			
January 27, 2002			
<b>Committee</b>	<b>Accountable</b>	<b>Responsible</b>	<b>Consult</b>
<b>CIPSNS (From Bylaws)</b>			
Promote Professionalism - Awareness, Administration	Director of Awareness (Ian F.)	CIPSNS Board, National, Membership	CIPSNS Board, National, Membership
Membership (actions=build + administration +)	Director of Membership (Susan F.)	Membership Committee, National	CIPSNS Executive
Code of Ethics / Standards / CBOK	National	CIPSNS Board	All Provincial Boards
Discipline	Discipline Committee	Discipline Committee, National, NS Board	CIPS National
Registration	national	national	CIPSNS Board
Treasury	CIPSNS Treasurer	CIPSNS Board	CIPSNS Board
Secretary	CIPSNS Secretary	CIPSNS Board	CIPSNS Board
Audit	CIPSNS Treasurer	CIPSNS Board	CIPSNS Board
<b>Significant National Committees</b>			
Discipline	CIPS National President?	Appointed three-member hearing committee	CIPS National President
ISP review	Certification Council Chair(s)	Certification Council Members, CIPS National Board	?CIPSNS National Liason?, CIPS Manager - Professional Standards
Sociatal Transition	Sociatal Transition Chair(s)	Sociatal Transition Committee, CIPS National Board	CIPS National Board, Provincial Boards, Local Sections, Membership
Accreditation	Accreditation Council Chair(s)	Accreditation Council(s), CIPS National Board	?CIPSNS National Liason?, CIPS Manager - Professional Standards

Marketing	CIPS National Marketing Committee Chair	CIPS National Marketing Committee	?CIPSNS National Liason?, CIPSNS Marketing Director, CIPS National, CIPS Public Relations Coordinator
<b>CIPS Bluenose</b>			
Liason	CIPSNS Liason?	CIPSNS Board, CIPS-Bluenose Board	CIPSNS Board, CIPS Bluenose Board

<b>Inform</b>
Public
CIPSNS Board, Membership, Public
Membership
Membership, Public
NS Board
Membership
Membership, Public
Membership
CIPS National Board, Provincial Board(s), Membership, Public
CIPSNS Board, Membership
Public
CIPS National Board, Provincial Boards, Local Sections, Membership, Public

CIPS National Board,  
Provincial Boards, Local  
Sections, Membership,  
Public

CIPSNS Board, CIPS  
Bluenose Board