

2009 ANNUAL REPORT



International Association
for Public Participation



> *Mission*

The International Association for Public Participation, working through its members, helps organizations and communities around the world improve their decisions by involving people who are affected by those decisions.

Benefits of Being a Member | IAP2 is made up of a diverse and growing group of people who design, implement, use, and participate in public participation processes. Our members represent a broad spectrum of fields and specialties, and our members live and work around the world.

When you get involved with IAP2 you reap the rewards including:

- Annual international conference and local conferences and events.
- High quality and practical training programs including the IAP2 Certificate in Public Participation.
- Chapters – local networking, workshops and information.
- eNews – regular updates including job postings, chapter news, industry events.
- Online publications.
- Web site – including online Bulletin Board.
- Member's only section of web site featuring online publications, conference proceedings, and Public Participation Tool Box.
- Membership directory – networking and information about other members.
- Job Bank – posting of jobs in the field of public participation.

IAP2 Strategies | IAP2 carries out this mission by organizing and conducting activities to:

- Encourage and enhance the professional development of people working in the public participation field.
- Educate decision-makers about the value of public participation.
- Help the public play an effective role in public participation processes.
- Continue to define, review, and enhance best practices in the field of public participation.

The association has 16 chapters and 1 affiliate around the globe and approximately 1,100 members from 26 countries.

How to Get Involved | IAP2 delivers service to our members and others in several program areas. As a membership-based organization, meeting your (our members) needs is our fundamental goal. To do that, we aim to continue to improve our efforts of regularly seeking your thoughts and ideas and using that feedback as we develop programs to further the practice of public participation.

Have you thought about the opportunity to share and improve your leadership skills and contribute to the development of IAP2? Whether through your local chapter or on an international task force or committee, we have a place for your passion, skills, and voice.

Make this your organization by getting involved in setting and carrying out our mission.

2009 Board of Directors

Geoff Fagan (resigned February 2009)	President <i>Glasgow, Scotland, UK</i>
Anne Pattillo (resigned September 2009)	Vice President President commencing February 2009 <i>Wellington, New Zealand</i>
Desley Renton	President Elect <i>Melbourne, VIC, Australia</i>
Terry Koch	Treasurer <i>Calgary, AB, Canada</i>
Anne Carroll	Secretary <i>St. Paul, MN, USA</i>
Stephani Roy McCallum (resigned November 2009)	Past President <i>Ottawa, ON, Canada</i>
Mitch Bishop (resigned October 2009)	Director <i>Las Vegas, NV, USA</i>
Stephanie Boone-Shaw	Director <i>Belchamp, MD, USA</i>
Lyn Carson	Director <i>Sydney, NSW, Australia</i>
Leo Dillman	Director <i>Halifax, NS, Canada</i>
Deborah Eastlick (resigned September 2009)	Director <i>Calgary, AB, Canada</i>
John Godec	Director <i>Phoenix, AZ, USA</i>
Joana Janiw	Director <i>Paris, France</i>
Amelia Shaw	Director <i>Vancouver, BC, Canada</i>
Gale Simpson	Training Director <i>Calgary, AB, Canada</i>
Kimbra White	Director, Australasian Affiliate Representative <i>Melbourne, VIC, Australia</i>
Geoff Wilson	Director <i>Halifax, NS, Canada</i>
Nicky Leggatt (appointed September 2009)	Director <i>Reading, Berkshire, UK</i>
Lucy Cole-Edelstein (appointed September 2009)	Director <i>Haberfield, NSW, Australia</i>

> Messages from the President

FROM ANNE PATTILLO

2009 began with Dr. Geoff Fagan as President of IAP2 and due to health reasons he was not able to continue in this role and the Presidency fell to me in late February. A transition plan was put in place to enable President-Elect Desley Renton to commence her term from the AGM in September in San Diego. This year the President's Message comes from me and is followed by a message from Deslev.



Anne Pattillo
2009 IAP2 President

I described 2009 at the Annual General Meeting as experiencing both the best of times and the worst of times. Dealing with the global financial crisis hitting IAP2 in its traditionally biggest market of the USA was hard. We failed to meet expectations for training and conference registrations. We were buoyed by holding on in other parts of the world and indeed growing in Australasia. This inoculated IAP2 from the worst of it. We reclaimed our financial foundations throughout the year and you as members stood by us in these tough times and membership did not fall overall. And indeed again grew in some places – thank you for maintaining the vision and commitment to growing the practice and the Association.

During 2009 a number of achievements were made besides remaining solvent. These include:

- Creating and piloting a new training product – the first for the Association in over five years.
- Selecting and recruiting trainers to deliver this new product – Emotion, Outrage and Public Participation.
- Setting the foundations for a new governing structure to increase local participation and grow internationally.
- Holding a conference in San Diego on the key theme of sustainable decision-making.
- Published and launched the Executive Summary of Painting the Landscape funded by the Kettering Foundation, a study in international perspectives on public participation.
- Generated the foundations to enable the establishment of an Affiliate in Southern Africa.
- Initiated the first ever member wide member engagement process on the matter of a governing structure.

As usual it was a huge year for IAP2 and I was honoured to have the opportunity to serve the Association in this way.

In handing over the baton to Desley Renton the work continued and her report now follows.

Anne Pattillo

A handwritten signature in black ink that reads "Anne Pattillo". The signature is written in a cursive style and is positioned above a horizontal line.

President February – September 2009

> Messages from the President cont'd

FROM DESLEY RENTON

Thank you very much Anne. It has been an honour to serve the Association at a time in its life where the next stage of development will be all about growing our identity internationally.

The key achievements in the last quarter of 2009 have included:

- Involvement of members across the globe in the member engagement process from November until the end of February in 2010.
- Receipt of a report on Southern Africa in December to support and advance their intention to become an Affiliate.
- Commencement of a long term strategy to support the review of training materials, and train-the-trainer selection and recruitment for delivery of the Certificate in Public Participation.



Desley Renton
2010 IAP2 President

As the sun set on 2009, I was able to look back on what had been at times a very difficult year and want to thank Anne Pattillo for being there and keeping the Association in good shape for me to lead into the year ahead.

As I am writing after the end of 2009 I have the chance of looking through the crystal ball and know that the decision to become a Federation was made unanimously by the Board in March 2010. The leadership and support of all Board members enabled this to be made with confidence and from a position of strength.

My focus for 2010 is to support IAP2 to move to a federation of affiliates from the 1st of January 2011. In doing so this will foster unique, local vibrancy, autonomy and innovation in driving practice across the world. This next generation of IAP2 is a critical step that will keep us in pace with the world around us and focus on innovation and quality service and delivery. These changes allow IAP2 to be stronger and more effective as an organisation. During the transition I will be supporting all emerging Affiliates to determine the pace and shape of implementation that works best for them.

Like all Board members I am dedicated to ensuring that IAP2 remain an international organisation committed to both excellence in practice and to growing the practice.

I know that with the support of members everywhere, IAP2 will continue to be a relevant, member focused organisation, providing training, supporting improved and innovative practice, and fostering industry leaders.

Desley Renton

A handwritten signature in black ink, appearing to read 'Desley Renton'.

President October 2009 - current

> *Treasurer's Report*

2009 was a challenging year to say the least - the impact of the global financial crisis hit hard in IAP2's traditional largest financial base – the USA. This translated in lower revenue coming from training and registrations for the conference. Holding the conference in the USA was a decision made in better times and there were existing contractual obligations to be honoured. IAP2 keeps its promises.

Despite this, the support and strength of other regions especially Australasia got us through this period and a commitment to recovery monies owed to IAP2 from training was pursued which inoculated the Association from the worst of the situation. It is forecasted, however, that there is a long way to go before some markets recover from this deep downturn and IAP2 needs to make longer term plans to manage and be sustained for the future. We continue to move forward despite the 'valleys' that sometimes interfere with the 'peaks' in the operation of our association.

To this end, the Board has re-configured the Finance and Business Development Committee. From 2010 onwards, there will be two committees – a finance and audit committee that will focus on day to day operational and policy implications for the budget to meet the Association's strategic goals and a Business Development Committee to focus on investment for income generation.

This is the last financial report that will be founded on cash accounting and the Association moved to accrual accounting as of January 2010. This is another step in the maturity and professionalism of the Association's financial management. Our second audit has been held and I am pleased to report a 'clean bill of financial health'.

IAP2 has ended the year in the black and with a profit that can be invested into the long term resources and services that members are requesting. So despite what was at moments breath holding and breath taking worries about the immediate financial future, the worse case scenarios did not come to pass. We cannot rest on this and need to plan for the future to ensure that situation does not happen again. As I note, this situation is not new for IAP2 and was a significant portion of the Board's focus during 2009. Our financial health is a key feature of the outcomes from the member engagement process leading to the announcement at the 2009 AGM of the proposal to move to a Federation of Affiliates.

I would like to thank all of the Board for their support over the year – especially Finance and Business Development committee members – Kimbra White, Gale Simpson and Leo Dillman.

Best regards,

Terry Koch



TREASURER

> *Directors Declaration*

The directors have determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the generally accepted accounting principles and internationally recognized accounting principles and internationally recognized accounting standards.

The directors of the organization declare that:

1. the financial statement as set out on pages 9 and 10 presents fairly the association's financial position as at 31st December 2009 and its performance for the year ended on that date.
2. at the date of this declaration, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This declaration is made in accordance with a resolution of the Board of Directors.



Desley Renton, President, 20th May 2010



Terry Koch, Treasurer, 20th May 2010

INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION

To the members of the International Association for Public Participation

Scope

The preparation and fair presentation of the financial statements are the Board of Director's responsibility.

The financial report is a special purpose financial report and comprises the statement of revenues and expenses, statement of financial position and the Board's declaration for International Association for Public Participation (the association), for the year ended 31 December 2009 as set out on pages 1 to 3.

The elected Board of the association is responsible for preparing a financial report that presents fairly the financial position and performance of the association. This includes the responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report. The Board has determined that the accounting policies used are appropriate to meet the needs of the members. These policies do not require the application of generally accepted international Accounting Standards. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to the members for the purpose of satisfying the Board of Directors reporting requirements. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Audit approach

We conducted an independent audit of the financial report in order to express an opinion on it to the members of the International Association for Public Participation. Our audit has been conducted in accordance with the International Standards on Auditing in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with generally accepted accounting policies, a view that is consistent with our understanding of the association's financial position, and of its performance as represented by the results of its operations.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- assessing the appropriateness of the disclosures used and the reasonableness of significant accounting estimates made by the association.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

We performed procedures to assess whether the substance of business transactions was accurately reflected in the financial report. These and our other procedures did not include consideration or judgement of the appropriateness or reasonableness of the business plans or strategies adopted by the management of the association.

Independence

In conducting our audit, we have complied with the Independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report of the International Association for Public Participation presents fairly, in all material respects, the financial position of the International Association for Public Participation as at 31 December 2009 and of its financial performance as represented by the results of its operations for the year then ended in accordance with generally accepted accounting policies.

Emphasis of Matter

Without qualification to the opinion expressed above, we draw attention to the Statement of Financial Position. The International Association for Public Participation had a prior year correction as at 31 December 2008, to its equity position of \$5,938 which primarily resulted from an unexplained variance between the opening cheque account balance from the published 31 December 2007 Annual Report and the opening cheque account balance as at 1 January 2008, per the Association's financial package.

NOT-FOR-PROFIT ACCOUNTING SPECIALISTS

A PETERSEN
Principal

Dated: 24 May.....2010.

> *Statement of Revenues and Expenses*

Statement of Revenues and Expenses for the year ended 31 December 2009		
Revenues	2009	2008
Membership dues	87,861	139,410
Conference income	121,684	-
Training income	385,485	299,018
Other operating income	11,945	9,112
Total Income	\$606,975	\$447,540
Expenses		
Administrative and general	66,538	207,103
Annual conference	188,693	27,129
Board expenses	954	51,527
Communications	16,605	21,764
Core Values awards	647	522
Membership	613	6,440
Contractor Expenses	213,024	89,854
Research	-	-
Training	51,065	154,139
Total Expenses	\$538,139	\$558,478
Net Revenue / Deficit	\$68,836	\$(110,938)

> *Statement of Financial Position*

Statement of Financial Position as at 31 December 2009		
Assets	2009	2008
Current Asset		
Checking Account	74,928	26,016
Investment Accounts	131,874	108,295
Accounts Receivable	58,453	
Prepaid Expenses	3,317	
Restricted Funds		1,073
Total Assets	\$268,572	\$135,384
Liabilities		
Accounts Payable	6,810	-
Deferred Income	50,942	-
Other Current Liabilities	6,600	-
Total Liabilities	\$64,352	-
Net Assets	\$204,220	\$135,384
Equity		
Opening balance	135,384	252,260
Prior year adjustments	-	(5,938)
Net revenue / deficit current year	68,836	(110,938)
Total Equity	\$204,220	\$135,384

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