



# ANNUAL REPORT 2010

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:

- International Core Values Awards recognising excellence in public participation
- International, national and regional conferences and events.
- High quality and practical training programs including the IAP2 Certificate in Public Participation and Emotion, Outrage and Public Participation
- local networking, workshops and information with your peers
- eNews – regular updates including job postings, latest research and industry events.
- Online publications and connections through social media \
- International journal and links with research centres

**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 almost 2,000 members around the world.

**How to Get Involved** | IAP2 is building its membership at the national and regional levels and in 2010 Affiliates in France, UK & Ireland, USA and Southern Africa were formed with Canada marked for formation in early 2011. The formation of these Affiliates along with the existing Australasian Affiliate completes the transition to a new governance model that will commence on January 1 2011. IAP2 International activities will continue and together with the growth and support for local and national presence of IAP2 will increase its reach. Get involved with the work of IAP2 in your own region as the old adage says – act local, think global!

## 2010 Board of Directors

Desley Renton	President <i>Melbourne, VIC, Australia</i>
Anne Carroll	President-Elect <i>St. Paul, MN, USA</i>
Geoff Wilson	Vice President <i>Halifax, NS, Canada</i>
Terry Koch	Treasurer <i>Calgary, AB, Canada</i>
Lucy Cole-Edelstein	Secretary <i>Haberfield, NSW, Australia</i>
Stephanie Boone-Shaw	Director <i>Belchamp, MD, USA</i>
Lyn Carson	Director <i>Sydney, NSW, Australia</i>
Leo Dillman (January – March 2010)	Director <i>Halifax, NS, Canada</i>
John Godec	Director <i>Phoenix, AZ, USA</i>
Joana Janiw	Director <i>Paris, France</i>
Nicky Leggatt	Director <i>Reading, Berkshire, UK</i>
Amelia Shaw (January – March 2010)	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>

## > *Message from the President*

Hello everyone

What a momentous year 2010 was. Twelve months ago at a meeting in Melbourne, Australia, the Board made a consensus decision to move the Association to a Federation. This decision was made after a long conversation with members and friends who strongly supported the shift in organisational structure.

What an empowering decision that was. In the time between then and now we have seriously begun the internationalisation process and welcomed six Affiliates, including the combined countries of Southern Africa, France, and the UK and Ireland. IAP2 Australasia, Canada and the USA bring history and a large membership base to the new model. I am confident that we will soon be welcoming IAP2 Indonesia, Western Africa, Italy and Portugal into the Federation as the capacity in these regions continues to grow and be nurtured. This is indeed the beginning of a new era.

These Affiliates benefit from belonging to an international organisation with common purpose, but they are encouraged to grow the practice within the cultural norms and identity that is unique to them and their place. Affiliates can now retain all of the membership and event revenue that they generate and allocate these resources in the manner that most supports their local goals and aspirations.

The 2011 Board is made up of representatives who are elected by their Affiliate membership ensuring a voice at the table for even the smaller groups in the Federation. The new Board will greatly benefit from the documentation of Association history as part of the 2010 Legacy Project. The legacy project also looked to the future and provides guidance on governance, cultural and strategic planning issues.

The future also looks very bright from a training perspective. The decision to fund a Professional Development Manager position in 2010 demonstrates the commitment to this aspect of the business. The Professional Development Manager will work with the Board and trainers to ensure the ongoing viability and attractiveness of the training product. The IAP2 certificate training program will undergo a rigorous assessment and refresh so that it can be promoted as best practice. New trainers will be recruited and supported so that they, with the existing pool of trainers will deliver a first rate IAP2 experience.

The decision not to hold an international conference in 2010 was made to minimise financial risk to the Association during a period of global uncertainty. Many thanks to all who worked so hard to bring the Association through this difficult time and ensure a hand over to Federation that members can be proud of. The conference agenda of the future will be led by Affiliates and supported by the Board and members at large.

No doubt 2010 will long be remembered as a year of growth and much change. Not all of it was smooth, but all of it was worthwhile. We are now in a stronger position than ever before in our history. We are poised for growth in more countries with more people wanting and needing the services that only IAP2 can provide.

I would like to extend a sincere thank you to the 2010 Board and to our staff, especially our Executive Director Moira Deslandes, who worked tirelessly to bring us through this transition period. Thank you also to the membership, including past Board members who worked with us to help us resolve the problems facing the Association so that we are now well positioned for a long and prosperous future.

Best,

Desley Renton



President October 2009 – December 2010



Desley Renton  
2010 President

## > *Treasurer's Report*

It is with great pleasure that I present the 2010 IAP2 financial report to members. In this, my final year as an IAP2 Board Member, I am pleased that my agenda for action in financial management has been put into place. This year IAP2 took the important step to move to accrual accounting, bringing IAP2 into line with modern not-for-profit organizational practices. This initiative builds on our 2009 decision to have an annual professional external audit by an accounting firm.

During 2010, the Finance and Audit Committee sought advice from a range of sources including:

- our auditor;
- the Training Committee;
- and our Executive Director.

The Committee made recommendations to the Board for decision on license fees to be paid by trainers, financial modeling for long term planning and contracting arrangements with contractors serving IAP2.

The financial platform on which IAP2 is based was subject to considerable challenges in 2010 with extenuating financial circumstances in some regions notably the USA and the UK & Ireland. However, the very positive financial and program success in Australasia protected IAP2 and enabled IAP2 to meet most of its strategic objectives during the year. Thank you so much to IAP2 Australasia for your ongoing support and leadership to IAP2 International. Good on you!

The transition to a Federation sees membership fees leaving the IAP2 balance sheet and being retained locally by Affiliates. This brings a new challenge for the Federation to look at a financial model that can be sustained into the future and the need for diversification in its income streams.

Strategic investments important for the long term viability of IAP2 were approved in this period, namely to renew and revise the teaching and learning materials of the Certificate in Public Participation program and to invest in the appointment of a Professional Development Manager on a part-time basis with the aspiration of this becoming full time in the future.

I would like to thank the other members of the committee, Kimbra White (Australasia) and Nomi Muthulai (Southern Africa) and Gale Simpson (Canada) for their participation in the committee, advice and support during the year. Kimbra kindly agreed to be acting Treasurer when the Federation commenced with a view to step down once the Federation Board had an opportunity to elect its own Treasurer. Thank you to Kim for stepping up to this role during that interim period and welcome and all the best to Theresa Gunn (USA) who is Treasurer for 2011.

Warm regards,

Terry Koch



TREASURER

> *Directors Declaration*

**DIRECTORS DECLARATION**

**INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION**

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 recognised accounting standards.

The directors of the organisation declare that:

1. the financial statement, as set out on pages 2 and 3 presents fairly the association's financial position as at 31st December 2010 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.

Director



Director



Dated this

30th

day of

March

2011

## > Auditor's Letter/REPORT

### 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 2010 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 2010 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.

**NOT-FOR-PROFIT ACCOUNTING SPECIALISTS**



**A PETERSEN**  
Principal

Dated: ..... 4 APRIL .....2011.

> *Statement of Revenues and Expenses*

Statement of Revenues and Expenses for the year ended 31 December 2010		
Revenues	2010	2009
Membership dues	120,179	87,861
Conference income		121,684
Training income	319,317	385,485
Other operating income	6,928	11,945
<b>Total Income</b>	<b>\$446,424</b>	<b>\$606,975</b>
Expenses		
Administrative and general	50,780	66,538
Annual conference	-	188,693
Board expenses	2,617	954
Communications	7,058	16,605
Core Values awards	1,096	647
Membership	15,638	613
Contractor Expenses	227,248	213,024
Research	-	-
Training	33,400	51,065
<b>Total Expenses</b>	<b>\$337,837</b>	<b>\$538,139</b>
<b>Net Revenue / Deficit</b>	<b>\$108,587</b>	<b>\$68,836</b>

> *Statement of Financial Position*

Statement of Financial Position as at 31 December 2010		
Assets	2010	2009
Current Asset		
Checking Account	121,541	74,928
Investment Accounts	176,339	131,874
Accounts Receivable	32,989	58,453
Prepaid Expenses	14,596	3,317
Restricted Funds	-	-
<b>Total Assets</b>	<b>\$345,465</b>	<b>\$268,572</b>
Liabilities		
Accounts Payable	20	6,810
Accrued Expenses	19,203	
Deferred Income	35,373	50,942
Other Current Liabilities	-	6,600
<b>Total Liabilities</b>	<b>\$54,596</b>	<b>\$64,352</b>
<b>Net Assets</b>	<b>\$290,869</b>	<b>\$204,220</b>
Equity		
Opening balance	204,220	135,384
Prior year adjustments	(21,938)	-
Net revenue / deficit current year	108,587	68,836
<b>Total Equity</b>	<b>\$290,869</b>	<b>\$204,220</b>

## 2011 Board of Directors

Geoff Wilson	Canada <i>Halifax, NS, Canada</i>
Kimbra White	Australasia <i>Melbourne, VIC, Australia</i>
Lucy Cole-Edelstein	Australasia <i>Haberfield, NSW, Australia</i>
Desley Renton	Member At Large, Australasia <i>Melbourne, VIC, Australia</i>
Joana Janiw	France <i>Paris, France</i>
Nicky Leggatt	UK & Ireland <i>Reading, Berkshire, UK</i>
Stephanie Boone-Shaw	Member At Large, USA <i>Belchamp, MD, USA</i>
Nomi Muthialu	Southern Africa
Noreen Rude	Canada
Theresa Gunn	USA
David Hovde	USA



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