

Minutes of the October 2005 Board Meeting

Vancouver Island Chapter - PNWIS Section Air and Waste Management Association

October 26th, 2005
Ambrosia Catering & Event Centre
638 Fisgard Street, Victoria, BC

CALL TO ORDER

The Chair, Chris Robins called the Board meeting to order at 1350 PM on Wednesday October 26th, 2005 with the following participants:

Officers and Directors (Quorum: 5 min.): Chris Robins (Chair), Warren McCormick (Outgoing Chair), Andrea Mercer (Director/Recorder), Melissa Styzbel (Director), Heather Sinnott (Director), Dianne Humphrey, (Director), Danielle Smith (Director), Elmer Berlie (Honourary Past Chair)

Regrets: Michael Bodman (Secretary), Tim Stemp (Treasurer), Christine Bender (Director),

Item #1: Approval of Agenda

The **agenda** was approved with a request to add Advertising and a PNWIS/A&MWA Update to the Agenda.

Item #2: Approval of Minutes

Motion by Warren McCormick, seconded by Heather Sinnott to approve the minutes from the September 27th, 2005 Board Meeting.

MOTION CARRIED

Item #3: Actions Pending from Previous Meetings:

September action item lists were reviewed. Current status is detailed in the table below. Items that have not been completed are also brought forward to October's action item list.

Table 1. Review of Action Items from the September Meeting

ACTION	ACTION BY	STATUS
<i>Provide copy of letter sent to Ministry of Education to Michael Bodman</i>	Andrea Mercer / Chris Robins	Tying to track down copy of letter
<i>Develop job descriptions for outstanding PNWIS 2006 positions</i>	Mike Williams	Ongoing
<i>Issue a cheque in the amount of \$250 to the Camosun College Fund for A&WMA Scholarship.</i>	Tim Stemp	Unknown
<i>Form a committee to review the by-laws.</i>	Andrea Mercer & Chris Robins	Committee formed
<i>Review, update terms of reference for their respective committee and send to Chris Robins.</i>	Committee Chairs	To be submitted to Chair prior to next Board mtg
<i>Summarize terms of reference and circulate to the Board.</i>	Chris Robins	Complete – Directors to ask Chris Robins if copy needed
<i>Draft letter to the Ministry of Education regarding ERGs</i>	Penny Harvey	Completed
<i>Explore costs of updating Board Display.</i>	Melissa Styzbel	Delegated to the PNWIS Committee
<i>Meet with the Ministry to discuss PNWIS 2006.</i>	Mike Williams, Andrea Mercer and Chris Robins	Completed
<i>Discuss Winter Social with Christine Bender</i>	Chris Robins	Completed
<i>Add a discussion around an Awards Committee to the next Board Meeting Agenda.</i>	Michael Bodman	Completed

Item #4: Nomination to the A&WMA Board of Directors

Laurie Bates-Frymel, currently with the BC & Yukon Chapter, has requested a letter of endorsement from the Vancouver Island Chapter in support of her being nominated to run for the A&WMA Board of Directors

MOTION by Andrea Mercer, seconded by Warren McCormick that a letter be drafted by the Chapter Chair on behalf of the Vancouver Island Chapter in support of Laurie Bates-Frymel nomination to run for the Board of Directors of the A&WMA

MOTION CARRIED

Action: *Chris Robins to draft letter*

Item #5: Awards & Recognition Committee:

Chris Robins and Elmer Berlie have agreed form this Chapter Committee.

Action: Chris Robins to add this committee including terms of reference to the Vancouver Island Chapter Guidebook

Item #6: Committee Terms of Reference

Action: Committee Chairs were reminded that they are to update the terms of reference contained in the Chapter Guidebook and submit to Chris Robins prior to the next Board meeting. See September minutes for listing of Committee Chairs

Item #7: Winter Social

Christine Bender has agreed to organize the Chapter's Winter Social. The date has been set for December 1st, 2005 at Christies Carriage House. A budget for this event was discussed.

MOTION by Andrea Mercer, seconded by Heather Sinnott that the Chapter provides each participant at the Winter Social (those who attend from our mailing list and a guest) one drink ticket per participant. The value of each ticket is not to exceed a \$7.00.

Action: Christine Bender to promote this event to membership

CARRIED

Item #8: Other Business

8A PNWIS & A&WMA Update

Registration for the PNWIS 2005 Conference to be held this November at Semihamoo in Blaine is doing well (150 – 200 delegates per day expected).

The A&WMA financial report was discussed. A&WMA is still seeing a decrease in membership and an increase in expenses, and it is anticipated that the organization will continue to operate at a deficit through 2007.

Action: Chris Robins to make the A&WMA and PNWIS reports available to Board Members.

Action: Warren McCormick to send Michael Bodman a .pdf of the A&WMA report for posting on the Chapter's website

8B: Advertising

Advertising ideas for promoting Chapter luncheons and events were discussed including developing posters (static and event posters) for use at colleges, universities, government offices, consulting firms, and community bulletin boards, using community event listing, and newspapers to help get the word out.

Action: Communications Committee & Technical Luncheon Committee to work on developing an advertising strategy including a budget for the November meeting

8C: Future Luncheon Topics

Upcoming speakers for luncheons for 05/06 include:

November – Brian Emmett, Green Shores Certificate Program (Confirmed)

December – Winter Social in lieu of luncheon

January – Derek Di Biasio or Laurie Bates-Frymel (yet to be contacted)

February – Jody Watson, Harbours Atlas (to be confirmed)

March – Joe van Belleghem, Dockside Green (confirmed)

Additional ideas:

Britania Mines, Sea to Sky Highway, and the sewage treatment options being explored by MoE.

There was also some discussion about preparing a 'hip-pocket' presentation that can be given at a moments notice in the event of a sudden speaker cancellation.

Item 9: Adjournment

MOTION by Andrea Mercer, Seconded by Dianne Humphrey to adjourn this board meeting.

Carry Over of Action Items and Action Items from this Meeting

ACTION	ACTION BY	DATE
<i>Provide copy of letter sent to Ministry of Education to Michael Bodman</i>	Andrea Mercer & Chris Robins	Nov 23, 2005
<i>Develop job descriptions for outstanding PNWIS 2006 positions</i>	Mike Williams	Ongoing
<i>Issue a cheque in the amount of \$250 to the Camosun College Fund for A&WMA Scholarship.</i>	Tim Stemp	ASAP
<i>Review Chapter Bylaws</i>	Andrea Mercer & Chris Robins	Ongoing
<i>Review, update terms of reference for their respective committee and send to Chris Robins.</i>	Committee Chairs	Nov 15 th , 2005
<i>Explore costs of updating Board Display.</i>	PNWIS Committee	March 2006
<i>Send letter on behalf of the Chapter in support of Laurie Bates-Frymel nomination to run for the Board of Directors of the A&WMA</i>	Chris Robins	ASAP
<i>Add Committee ToR to Guidebook for Awards and Recognition Committee</i>	Chris Robins / Elmer Berlie	Nov 15 th , 2005
<i>Advertise Winter Social to membership and mailing list</i>	Christine Bender	November 2005
<i>Send .pdf or A&WMA report to Michael Bodman for posting on VI Chapter website</i>	Warren McCormick	ASAP
<i>Send A&WMA and PNWIS reports/information to Board Members</i>	Chris Robins	Ongoing
<i>Develop and advertising strategy & budget for promoting Chapter events</i>	Communication Committee / Technical Luncheon Committee	Nov 23, 2005
<i>Add 'Selection of incoming Chair and MoE Rep to the Board as an agenda item for November</i>	Michael Bodman	November agenda