

Minutes of the August 2005 *Special* Board Meeting

Vancouver Island Chapter - PNWIS Section Air and Waste Management Association

August 24th, 2005
625 Fisgard Street
Victoria, BC

CALL TO ORDER

The Chair, Chris Robins called the *special* meeting to order at 12:00 PM on Wednesday August 24th, 2005 with the following participants:

Officers and Directors (Quorum: 5 min.): Chris Robins (Chair), Warren McCormick (Outgoing Chair), Andrea Mercer (Director), Michael Bodman (Secretary), Melissa Styzbel (Director), Heather Sinnott (Director), Elmer Berlie (Honorary Past Chair)

Guest(s): Mike Williams (PNWIS 2006 Conference Chair)

Regrets: Christine Bender (Director), Tim Stemp, (Treasurer), Dianne Humphrey (Director), Danielle Smith (Director)

Item #1: Approval of Agenda

The **agenda** was approved with a request to add an introduction to A&WMA-Vancouver Island Chapter for the new Directors as Item #2.

Item #2: Introduction to AWMA-Vancouver Island Chapter

Chris Robins provided a brief overview of the local chapter's history and purpose.

Item #3: PNWIS 2006 Update

The Empress and Victoria Conference Centre (VCC) have been booked for the November 2006 Conference. This booking includes rooms in the Empress for the various functions, all of Level 1 of the VCC. Deposits of \$933 and \$1000 have been paid to the VCC and Empress respectively. The Museum has been reserved for the Banquet (if required).

Chris Robbins circulated a tentative schedule for PNWIS 2006 Conference (see Appendix A).

It was suggested that the Sessions begin later in the morning (e.g. run sessions from 10:00 AM to 5:30PM). This may provide better continuity with functions in the evening.

PNWIS may be able to provide some money to hire an accountant to provide advice on GST implications associated with the Conference.

ACTION: Michael Bodman to explore GST requirements for the PNWIS 2006 Conference.

ACTION: Chris Robins to contact Hu Wallace re: technical theme of Conference.

Item #4: Call for Volunteers

The PNWIS 2006 Conference Committee tentatively includes:

General Conference Chair:	Mike Williams
Technical Chair:	Chris Robins
Local Arrangements:	Andrea Mercer
Exhibits:	Bert Zethoff
Treasurer:	Michael Bodman
Awards:	Angela Hansen
Registration:	Warren McCormick
Sponsorship:	Paul West ???
Hosting Protocol/Spouses Program:	Elmer Berlie
Publications:	Melissa Styzbel & Heather Sinnott
Entertainment:	Heather Sinnott
Fun Run:	Bert Zethoff???
Marketing:	???
Web-site:	???
Student Liaison:	Dianne Humphrey???

ACTION: Mike Williams to develop job descriptions for outstanding positions.

ACTION: Andrea Mercer to contact Paul West and Dianne Humphrey re: outstanding positions.

ACTION: Chris Robins to contact Bert Zethoff & Rob D. re: outstanding positions.

ACTION: Mike Williams to contact Christine Bender as a possible back-up for Andrea Mercer's position.

ACTION: Michael Bodman to contact Danielle Smith re: outstanding positions.

ACTION: Mike Williams to provide an update to Warren McCormick re: PNWIS 2006 Conference progress to-date in time for next PNWIS meeting (September 16 in Bellingham, Wash.).

ACTION: Andrea Mercer to send contact details for Steve Sakiama to Mike Williams and Chris Robins.

Item #5: A&WMA VI Chapter Roles and Activities 2005/2006

Executive:

Chair - Chris Robins, CRD
Incoming Chair - **Vacant**
Outgoing Chair - Warren McCormick, MWLAP
Treasurer - Tim Stemp, Quantum
Secretary - Michael Bodman, BC Ferries

Directors (Six Directors max.):

Danielle Smith, DND (for Duane Freeman)
Andrea Mercer, CRD
Dianne Humphrey, Camosun College
Melissa Szybel, PWGSC
Heather Sinnott, CRD
Christine Bender, VIHA

Committees:

Membership Committee: Andrea Mercer
Arrangements Committee: **Vacant**
Program Committee: Grace Stubblefield, Melissa Szybel, Heather Sinnott
Public Relations Committee: **Vacant**
Nominating Committee: **Vacant**
Audit Committee: **Vacant**
Education Committee: **Vacant**
Student Liaison: **Vacant**

ACTION: Chris Robins to circulate a list of roles and responsibilities

ACTION: Chris Robbins to advertise vacant positions at September Luncheon.

NOTE: The question was raised if Board Members need to be members of the AWMA?

Section 5 of the Chapter By-laws states: "All Officers, Directors and Special Directors shall be members of the Association."

Item #6: Luncheon Locations

Ambrosia (638 Fisgard Street) has been selected as the future location for Technical Luncheons until further notice. Space, amenities and pricing were all favorable at this location.

Item #7: September Luncheon Topic

Warren McCormick has secured some representatives from the MOE to discuss the roll-out of the Waste Discharge Regulation under EMA.

Item #8: Other Business

None

Item #9: Adjournment

The meeting was adjourned at 13:30.

APPENDIX A: Tentative Schedule PNWIS 2006

TENTATIVE SCHEDULE PNWIS 2006

Date	Time	Rooms Needed	Event/Activity	Meals	Estimated Numbers
Tuesday November 7	all Day	1	course	lunch and breaks	30
Tuesday November 7	evening	1	Board meeting	water	25
Wednesday November 8	morning	1	AGM	water	40
Wednesday November 8	morning	exhibits area	set-up	none	30 exhibits
Wednesday November 8	noon	1	VIP lunch	lunch	30
Wednesday November 8	1 p.m.	1	conference opening	none	200
Wednesday November 8	2 p.m. to 5 p.m.	1 to 3	sessions	break	200
Wednesday November 8	5 p.m.	1	ECF student problem presentation	none	40
Wednesday November 8	6 p.m. to 9 p.m.	exhibits area	social mixer	wine and cheese and appetizers	150
Thursday November 9	7 a.m.	none	fun run	water	25
Thursday November 9	9 a.m. to noon	3	sessions	break	200
Thursday November 9	noon	1	formal Presidents lunch	formal meal	200
Thursday November 9	1:30 p.m. to 5 p.m.	3	sessions	break	200
Thursday November 9	5 to 7 p.m.	1	ECF student problem solution	none	40
Thursday November 9	7 p.m.	possibly the Museum	social	meal and drinks	175
Friday November 10	7:30 a.m.	1	ECF student problem judging	none	5
Friday November 10	9 a.m.	3	sessions	break	150
Friday November 10	11 a.m.	1	conference closure	none	150
Friday November 10	noon	1	awards luncheon	formal meal	125
Friday November 10	2 p.m.	exhibits area	exhibitors takedown	none	30