

Minutes of the January 2006 Board Meeting

Vancouver Island Chapter - PNWIS Section Air and Waste Management Association

**January 24th, 2006
Ambrosia Catering & Event Centre
638 Fisgard Street, Victoria, BC**

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

Regrets: Tim Stemp (Treasurer), Christine Bender (Director), Andrea Mercer (Director), Danielle Smith (Director)

Item #1: Approval of Agenda

The agenda was approved with a request to add the following items:

- Business Procurement #
- Annual Report
- Congratulations to Andrea Mercer
- Board Meeting Frequency during 2006

Item #2: Approval of Minutes

Motion by Warren McCormick, seconded by Melissa Sztybel, to approve the minutes from the November 23rd, 2005 Board Meeting.

MOTION CARRIED

Item #3: Actions Pending from Previous Meetings:

November 2005 action item lists were reviewed. Current status is detailed in the table below. Items that have not been completed are also brought forward to February's action item list.

Table 1. Review of Action Items from the October Meeting

ACTION	ACTION BY	DATE
<i>Provide copy of letter sent to Ministry of Education to Michael Bodman</i>	Michael Bodman to contact the Ministry of Education to determine status.	March Meeting
<i>Develop job descriptions for outstanding PNWIS 2006 positions</i>	Mike Williams	Completed
<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	Ongoing
<i>Explore costs of updating Board Display.</i>	PNWIS Committee	March 2006
<i>Add Committee ToR to Guidebook for Awards and Recognition Committee</i>	Chris Robins / Elmer Berlie	Ongoing
<i>Send .pdf or A&WMA report to Michael Bodman for posting on VI Chapter website</i>	Chris Robins	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	Completed
<i>Reimburse Andrea Mercer \$123.50 for post office box renewal costs.</i>	Accounting	Completed
<i>Remind Chris Robins about PNWIS conference telephone debrief</i>	Andrea	Completed
<i>Discuss luncheon confirmed no-show policy with Donna Grant.</i>	Heather Sinnott	Completed

Item #4: Selection of Ministry of Environment Representative to the Board

Action: Chris Robins to follow-up with Hu Wallace.

Item #5: Setting up committee plans for the balance of the year and 2007

*Action: Committee chairs to submit **brief** committees plans/Terms of Reference to Chris Robins by February 16, 2006.*

Item #6: Wrap up of Christmas Social

Item carried over to February meeting. Winter social cost \$161.36

Action: Chris Robins to discuss cheque signing authority with Tim STemp

Action: Tim Stemp to reimburse Christine Bender for Winter Social Costs (\$161.36)

Item #7a: Nominations

The timing of nominations was discussed as current timing poses some challenges. Nominations must be completed by the end of February

Action: Chris Robins and Warren McCormick to complete Nominations List by the end of February.

Item #7b: PNWIS 2006

The PNWIS 2006 Committee has held several meetings and are making progress. The committee is set to meet again on February 17th, 2006.

Action: Michael Bodman to include PNWIS 2006 Updates as a regular Board Agenda Item

Item 8: Committee Reports

No committee reports presented.

Item 9: Treasurer's Report

No report presented. Treasurer was not in attendance.

Item 10: Business Procurement Number

To aid in the timely payment of luncheon fees it would be helpful if the Chapter had a business procurement number with the Federal Government. The Business Procurement number is based on the Chapter having a Business Number with Revenue Canada. The Chapter currently has no Business Number.

***Action:** Michael Bodman to include the Business Procurement Number in his investigation into GST and Registering the Chapter with Revenue Canada.*

Item 11: Annual Report

The annual report needs to be completed in time for the Annual General Meeting.

***Action:** Chris Robins to send last years report and templates to Michael Bodman.*

***Action:** Michael Bodman to distribute template to Tim Stemp, Melissa Szybel and Heather Sinnott to complete their respective sections.*

Item 12: Congratulations to Andrea Mercer

Andrea Mercer gave birth to a baby boy (9lb 6 oz) on Christmas.

Motion by Elmer Berlie, seconded by Heather Sinnott, to send Andrea Mercer a congratulatory gift certificate in the amount of no more than \$50

MOTION CARRIED

***Action:** Heather Sinnott to purchase gift certificate and send to Andrea Mercer.*

Item 13: Board Meeting Frequency During 2006

With the Chapter hosting the PNWIS 2006 Conference, significant chapter resources will be diverted to the conference. As such the following meeting Board meeting schedule is proposed for the remainder of 2006:

- February 28th, 2006
- April 25th, 2006
- May 23rd, 2006 ** ANNUAL GENERAL MEETING
- June 27th, 2006

Item 14: Adjournment

MOTION by Elmer Berlie, Seconded by Dianne Humphrey to adjourn this board meeting.

***Action:** Michael Bodman to add "Incentives to Stay at AGM" to February's Agenda*

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>	Michael Bodman to contact the Ministry of Education to determine status.	March Meeting
<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	Ongoing
<i>Explore costs of updating Board Display.</i>	PNWIS Committee	March 2006
<i>Add Committee ToR to Guidebook for Awards and Recognition Committee</i>	Chris Robins / Elmer Berlie	Ongoing
<i>Send .pdf or A&WMA report to Michael Bodman for posting on VI Chapter website</i>	Chris Robins	ASAP
<i>Send A&WMA and PNWIS reports/information to Board Members</i>	Chris Robins	Ongoing
<i>Follow-up with Hu Wallace re: MoE representative on Chapter Board</i>	Chris Robins	ASAP
<i>Submit brief committees plans/Terms of Reference to Chris Robins</i>	Committee Chairs	February 16, 2006
<i>Reimburse Christine Bender for Winter Social Costs (\$161.36)</i>	Tim Stemp	ASAP
<i>Complete Nominations List by the end of February.</i>	Chris Robins and Warren McCormick	February 28, 2006
<i>Include PNWIS 2006 Updates as a regular Board Agenda Item</i>	Michael Bodman	Ongoing
<i>Include the Business Procurement Number into investigation into GST and Registering the Chapter with Revenue Canada.</i>	Michael Bodman	Ongoing

<i>Send last years annual report and templates to Michael Bodman.</i>	Chris Robins	ASAP
<i>Distribute annual report template to Tim Stemp, Melissa Sztybel and Heather Sinnott to complete their respective sections.</i>	Michael Bodman	ASAP
<i>Purchase gift certificate and send to Andrea Mercer.</i>	Heather Sinnott	ASAP
<i>Add "Incentives to Stay at AGM" to February's Board Agenda</i>	Michael Bodman	February 28, 2006