

## Minutes of the March 2005 Board Meeting

### Vancouver Island Chapter - PNWIS Section Air and Waste Management Association

March 22<sup>nd</sup>, 2005  
Harbour Towers Hotel  
Victoria, BC

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#### **CALL TO ORDER**

The Chair, Warren McCormick called the meeting to order at 1:35pm on Tuesday, March 22<sup>nd</sup>, 2005 with the following participants:

**Officers and Directors:** Warren McCormick (Chair), Andrea Mercer (Recorder), Michael Bodman (Director), Penny Harvey (Director), Paul West (Past Chair)

**Regrets:** Vivienne Wilson (Director), Duane Freeman (Director), Christine Bender (Director), Tim Stemp, (Treasurer)

#### **Item #1: Approval of Agenda**

The **agenda** was approved with a request to move the Nominations Committee report to item 7.

#### **Item #2: Approval of Meeting Minutes**

The minutes of January 25, 2005 were approved as circulated.

#### **Item #3: Treasurer's Report**

There was no treasurer's report given.

Elmer Berlie entered the meeting at 1:43pm

#### **Item #4: Review of Action Items**

January's action item list was reviewed. There was no Board meeting in February due to the 1-day technical conference. Current status is detailed in the table below. Items that have not been completed are also brought forward to March's action item list.

**Table 1. Review of Action Items from January's Meeting**

<b>ACTION</b>	<b>STATUS</b>	<b>FUTRHER ACTION</b>
<i>Post Ewan Moir's presentation to the website</i>	On-going. Large file size complicating matters	ASAP
<i>Re-examine proposed price structure</i>	Complete	Nil
<i>Chair sessions at Specialty Conference</i>	Complete	Nil
<i>Approach 2<sup>nd</sup> choice for Conference Chair</i>	Ongoing	Chris Robins to approach
<i>Ask for seed money for PNWIS 2006 Conference</i>	Complete	Nil
<i>Conduct Nominations and Elections in accordance with Chapter Bylaws</i>	Ongoing	Paul West to coordinate as per Bylaw
<i>Send Nominations letter to Paul West</i>	Complete	Nil
<i>Purchase Gift certificate for Donna Grant</i>	Complete – Donna very appreciative	Nil
<i>Find someone to fill Technical Chair vacancy</i>	On-going	Chair still required
<i>Give all Technical luncheon information / float to Michael Bodman for the interim</i>	Complete	Nil

**Item #5: 2005 Specialty Conference Summary (Paul West)**

The specialty conference was deemed to be a large success, with approximately 75 in attendance. The venue was spectacular, and many of the delegates approached the conference committee members with great feedback. Elmer Berlie requested that the conference planning committee be officially congratulated by the Board for a job well done.

**Item #6: 2005 Specialty Conference Accounting Report (Michael Bodman)**

We net approximately \$1K from the conference. Two invoices are still outstanding in the amount of \$250.00. The spreadsheet is attached.

**Item #7: 2006 PNWIS Conference Update (Warren McCormick)**

PNWIS has approved seed money in the amount of \$5K for the 2006 Conference. The committee is still pursuing a general conference chair. Venues being considered are the Victoria Conference Center and the Delta Ocean Pointe. Elmer Berlie suggested the new Marriott be looked into.

**Item #8: Committee Report – Nominations (Paul West)**

For the 2005/2006 Board the following is being proposed by the Nominations Committee

Chair – Andrea Mercer  
Incoming Chair – Vivienne Wilson  
Past Chair – Warren McCormick  
Treasurer – Tim Stemp  
Secretary – Michael Bodman

Directors  
Duane Freeman (2005/2006)  
Penny Harvey (2005/2006)  
Chris Robins (2005/2006) – to replace Shannon Watt  
Dianne Humphrey (2005/2007)  
Heather Anderson (2005/2007)  
Christine Bender (2005/2007)

*Paul West is to contact Dianne and Vivienne to confirm their willingness to be on the slate.*

Paul West left the meeting at 2:00pm

**Item #9: Purchase of Adobe Acrobat (Andrea Mercer)**

**Motion by Andrea Mercer, seconded by Michael Bodman to purchase a copy of Adobe Acrobat with cost not to exceed \$400.00.**

**MOTION CARRIED**

**Item #10 : Technical Luncheon Chair Vacancy (Warren McCormick)**

As no Board members have come forward to Chair this committee it was decided that the following Board members would organize the next three luncheons:

April – Andrea Mercer  
May – Warren McCormick (Nanaimo)  
June – Michael Bodman

Suggestions for lunch topics were made including a talk on low impact development at Bear Mountain and On-site sewage disposal

**Item #11: Committee Report – Education (Penny Harvey)**

The education grant from PNWIS for \$1K in matching funds was extended until the end of March. The Board discussed the best options for spending this grant money. It was decided that 2 full sets of the Educational Resource Guides (ERGs) should be purchased from A&WMA

**Motion by Andrea Mercer, seconded by Elmer Berlie that 2 sets of ERGs for all grades be purchased.**

**MOTION CARRIED**

**Motion by Andrea Mercer, seconded by Michael Bodman that one complete set of ERGs be sent to the province (Ministry of Education) to review and determine if these ERGs are suitable for use, if they could be approved in principal, if they would be approved for purchase and if they are willing to incorporate into the curriculum**

**MOTION CARRIED**

*Penny Harvey to draft a letter to the province to accompany the set of ERGs.*

**Item #12: Committee Report – Website (Andrea Mercer)**

The website continues to be updated at least monthly. Averaging approximately 75 hits each time we announce a luncheon. May need to examine other avenues for getting the word out about events.

**Item #13: Committee Report - Membership (Andrea Mercer)**

We gained 7 new members since the last report (5 of these were from the special conference plus membership offer).

Meeting adjourned at 2:50pm

**Carry Over of Action Items and Action Items from this Meeting**

<b>ACTION</b>	<b>ACTION BY</b>	<b>DATE</b>
<i>Post Ewan Moir's presentation to the website</i>	Andrea Mercer	ASAP
<i>Approach 2<sup>nd</sup> choice for Conference Chair</i>	Conference Planning Committee	ASAP
<i>Conduct Nominations and Elections in accordance with Chapter Bylaws</i>	Paul West	As per Bylaw
<i>Find someone to fill Technical Chair vacancy</i>	Warren McCormick	ASAP
<i>Approach Vivienne Wilson and Dianne Humphrey regarding nomination to Board</i>	Paul West	ASAP
<i>Purchase copy of Adobe Acrobat</i>	Andrea Mercer	ASAP
<i>Draft letter to the Ministry of Education regarding ERGs</i>	Penny Harvey	ASAP

## 2005 AWMA VI Chapter Technical Conference

Expenses	Estimated Cost (\$ CDN)	Actual Costs (\$ CDN)	Notes
Space Rental	\$0	\$0.00	
Catering (Lunch)	\$1,000	\$1,031.17	Based on \$10/head with 100 guests
Catering (Nutrition Breaks)	\$400	\$0.00	Based on \$4/head with 100 guests
Audio Visual Services	\$1,100	\$0.00	If required
Speaker Gifts	\$500	\$769.50	\$50-60/speaker
Advertising	\$250	\$71.54	Advertise on web-site and using electronic poster
Travel Costs for Speakers	\$600	\$0.00	To be negotiated with each speaker
Name Tags and other supplies	\$150	\$87.55	
<b>TOTAL EXPENSES</b>	<b>\$4,000</b>	<b>\$1,959.76</b>	

Revenues	Estimated Revenues (\$ CDN)	Actual Revenues (\$ CDN)	Notes
Paid Registrations	\$6,000	\$3,395.00	Outstanding Invoices not included (\$250)
New International Memberships		-\$500.00	Cheque for \$500 sent to AWMA Headquarters (5 New Members)
<b>TOTAL REVENUES</b>	<b>\$6,000</b>	<b>\$2,895.00</b>	

<b>NET</b>	<b>\$2,000</b>	<b>\$935.24</b>	
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Participant Break Down	Number of Participants
AWMA Membership Rate - Late (\$90)	1
AWMA Membership Rate - Early (\$65)	12
Non-Member-Early (\$100)	12
Non-Member-Late (\$125)	3

Student Rate (\$25)	14
Speakers (\$0)	12
No Shows	4
Participants Invoiced	2
<b>TOTAL REGISTRANTS</b>	<b>56</b>