

Minutes of the November 2005 Board Meeting

Vancouver Island Chapter - PNWIS Section Air and Waste Management Association

**November 23rd, 2005
Ambrosia Catering & Event Centre
638 Fisgard Street, Victoria, BC**

CALL TO ORDER

The A/Chair, Andrea Mercer called the Board meeting to order at 1351 PM on Wednesday November 23rd 2005 with the following participants:

Officers and Directors (Quorum: 5 min.): Andrea Mercer (A/Chair; Director), Heather Sinnott (Director), Dianne Humphrey, (Director), Danielle Smith (Director), Elmer Berlie (Honorary Past Chair), Warren McCormick (Outgoing Chair)

Regrets: Michael Bodman (Secretary), Tim Stemp (Treasurer), Christine Bender (Director), Chris Robins (Chair), Melissa Styzbel (Director),

Item #1: Approval of Agenda

The agenda was approved with a request to add a PNWIS conference update and a discussion on how the Committee would like to deal with confirmed no-shows for the luncheon.

Item #2: Approval of Minutes

Motion by Elmer Berlie, seconded by Heather Sinnott, to approve the minutes from the October 26th, 2005 Board Meeting.

MOTION CARRIED

Item #3: Actions Pending from Previous Meetings:

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

Table 1. Review of Action Items from the October Meeting

ACTION	ACTION BY	STATUS
<i>Provide copy of letter sent to Ministry of Education to Michael Bodman</i>	Andrea Mercer & Chris Robins	Carry forward to January meeting
<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>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	To be submitted to Chair by Dec 15 th , 2005
<i>Explore costs of updating Board Display.</i>	PNWIS Committee	Delegated to PNWIS Committee
<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	Completed
<i>Add Committee ToR to Guidebook for Awards and Recognition Committee</i>	Chris Robins / Elmer Berlie	To be completed by January meeting
<i>Advertise Winter Social to membership and mailing list</i>	Christine Bender	Completed
<i>Send .pdf or A&WMA report to Michael Bodman for posting on VI Chapter website</i>	Warren McCormick	To be completed by January meeting
<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	To be completed by January meeting
<i>Add 'Selection of incoming Chair and MoE Rep to the Board as an agenda item for November</i>	Michael Bodman	Completed

Item #4: Chapter Post Office Box

Between the October and November meetings, the Chapter post office box came due for annual renewal. Andrea Mercer covered these costs and requires reimbursement of funds in the amount of \$123.50.

MOTION by Elmer Bertie, seconded by Diane Humphrey, that the Chapter reimburse the amount paid by Andrea.

MOTION CARRIED

Action: Accounting will reimburse Andrea Mercer \$123.50 for post office box renewal costs.

Item #5: Selection of Incoming Chair and Ministry of Environment Representative to the Board:

Chris Robins and Mike Williams to meet with Hu Wallis of MoE on December 1st, 2005 to discuss appointment of an MoE representative to the Board.

Chris Robins has offered to continue as the Chair for the Committee for the 2006-2007 year unless another committee member would like to be nominated for the position.

MOTION by Elmer Bertie, seconded by Heather Sinnott, that the Committee accept Chris Robinson's offer to continue as the Chair for 2006-2007

MOTION CARRIED

Item #6: Other Business

6A: PNWIS Update (Warren McCormick)

- Great turnout
- 200+ people present on Thursday and approximately 160 present on Wednesday and Friday
- All sessions were full
- The Chapter won the MOBY award
- Feedback indicates next year will be equally successful

6B: Billing of Confirmed No-Shows for Luncheons (Heather Sinnott)

Questions were raised with regard to procedures for addressing confirmed no-shows for Committee luncheons. It was decided that the present approach of sending two emails would continue. The contents of the email explain that, based

on the received confirmation, lunch was ordered for the member and the cost of lunch is still outstanding. It was also suggested that a "Red List" be kept in the float to identify those who have missed a luncheon after confirming their attendance in the event that they attend a future luncheon.

***Action:** Heather Sinnott will discuss luncheon confirmed no-show policy with Donna Grant.*

6C: (Added after agenda was approved) Conference Call Debrief for PNWIS Conference to occur December 2nd, 2005

***Action:** Andrea will remind Chris Robins about this item as he was not in attendance*

Item #7: Treasurer's Report

Carried forward to January meeting as Tim Stemp was absent

Item #8: Committee Terms of Reference

Carried forward to January meeting as Chris Robins was absent

Item 9: Adjournment

Meeting was adjourned at 1410.

MOTION by Elmer Bertie, 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	January meeting
<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	Dec 15th, 2005
<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	January meeting
<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	January meeting
<i>Reimburse Andrea Mercer \$123.50 for post office box renewal costs.</i>	Accounting	ASAP
<i>Remind Chris Robins about PNWIS conference telephone debrief</i>	Andrea	ASAP
<i>Discuss luncheon confirmed no-show policy with Donna Grant.</i>	Heather Sinnott	January meeting