

Minutes of the November 2004 Board Meeting

Vancouver Island Chapter - PNWIS Section Air and Waste Management Association

November 23, 2004
Harbour Towers Hotel
Victoria, BC

CALL TO ORDER

The Chair, Warren McCormick called the meeting to order at 1:30pm on Tuesday, November 23rd, 2004 with the following participants:

Officers and Directors: Warren McCormick (Chair), Andrea Mercer (Recorder), Shannon Watt (Director), Christine Bender (Director), Michael Bodman (Director) Elmer Berlie (Honorary Past Chair)

Regrets: Vivienne Wilson (Director), Penny Harvey (Director), Paul West (Past Chair), Duane Freeman (Director)

Absent: Tim Stemp (Treasurer)

ExOfficio: Chris Robins, Steve Hart, Grace Stubblefield

Item #1: Approval of Agenda

The **agenda** was approved with no additions / revisions.

Item #2: Approval of Meeting Minutes

The minutes of October 26, 2004 were approved as circulated.

Item #3: Treasurer's Report

There was no **Treasurer's report** presented, as Tim Stemp was absent.

Warren McCormick to contact Tim regarding availability for Board Meetings.

Item #4: Review of Action Items

October's action item list was 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.

| ACTION | STATUS | FUTRHER ACTION |
|---|---------------|--|
| Complete conference accounting | Pending | <i>TS and CR to complete & report to Board in January</i> |
| Set up appt with Bank & CR,AM,MB to transfer cheque signing authority | Pending | <i>TS to set up appointment with bank & CR, MB, & AM</i> |

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|--|--|--|
| Determine if Chapter owes money to Camosun for Bursary & get name of recipient | Complete – no money owing. Will need to put money in account before Sept 2005. | Nil |
| Amend draft website release form to include speaker bio / summary. Board to review form | Complete | <i>Nil</i> |
| Burn Ewan Moir's presentation onto CD-Rom and give to Andrea | Complete | <i>AM to post to website and let Ewan know</i> |
| Email URL for EC Conference website to directors | Complete | Nil |
| Develop a 1-page poster for Feb'05 conference | Complete | Nil |
| Confirm VCC availability for November '06 | Complete Nov 8-10 '06 OR Nov 15-17 '06 | Nil |
| Contact Tim Stemp regarding ability to attend mtgs | Pending | <i>Warren McCormick to contact Tim</i> |
| Draft budget and technical program for Feb'05 conference | Complete | Nil |
| Determine capacity of C&POs Mess | Complete | Nil |
| Make BComd aware of Chapter approaching for keynote address | Complete | Nil |
| Cancel the booking with HT for February | Complete | Nil |
| Canvass Directors for a volunteer to organize a Xmas social for the Chapter | Complete – Christine Bender to organize | Nil |
| Post Charles Porter's bio / speaker summary to website & send out notice | Complete | Nil |
| Contact Steve Hart to make arrangements for Nov | Complete | Nil |
| Confirm room at HT is large enough for Nov lunch | Complete | Nil |
| Provide Paul West with a list of current contact information and terms for the existing Board of Directors | Pending | <i>Warren to provide list to Paul West</i> |

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|--|---------|---------------------|
| Compile Annual Chapter Report for submission to AWMA | Pending | <i>By March '05</i> |
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Item #5: Progress Report 2005 Specialty Conference-Update

Andrea Mercer gave a progress report regarding the Conference in February. The draft program was circulated to directors as was a draft promotional poster and registration form. There was some discussion regarding registration fees. Mike Bodman spoke to the proposed budget. The intent is to turn a profit of 1-2K for this event.

Motion by Andrea Mercer, seconded by Elmer Berlie to approve the draft conference budget with expenditures not to exceed \$4,000.00.

MOTION CARRIED

Planning Committee to continue confirming speakers and advertising this event.

Planning Committee to re-examine pricing structure for conference.

Item #6: Committee Structure for the 2006 PNWIS Conference

Chris Robins stressed the importance of moving forward with the planning of this large-scale conference. The Victoria Conference Center (VCC) will be available to AWMA for either November 8-10, 2006 OR November 15-17, 2006. These dates will be confirmed by the VCC end of November. It was determined that the best way to move forward with conference planning was to strike a committee to oversee the initial planning of this conference. Chris Robins, Andrea Mercer, Warren McCormick and Christine Bender volunteered to be on this committee

Motion by Mike Bodman, seconded by Elmer Berlie that a committee consisting of Chris Robins, Andrea Mercer, Warren McCormick and Christine Bender be given the authority to begin planning this conference, including securing a conference chair.

MOTION CARRIED

Item #7: Committee Report - Technical Luncheons

Shannon Watt provided an update on our Technical Luncheon Program. The new price structure may not be sustainable, as we need 10 non-members to offset the cost of the luncheon for 1 member. Will need to re-examine in the new year. We have been losing a great deal of \$\$\$ at each luncheon. The luncheon at RRR was a significant expense as there was an extra \$3.00pp for drinks and coffee. Shannon also expressed concern regarding the cancellation policy. It seems unfair to charge someone \$25.00 for not showing up if they came down sick the day of the luncheon, and did call to let us know.

Motion by Andrea Mercer, seconded by Shannon Watt to amend the cancellation policy so that persons who make every attempt to contact AWMA regarding a change in availability are not penalized.

MOTION CARRIED

There was also discussion about the January speaker. Ideas for potential speakers include: BC Ferries, and Off Shore Oil and Gas.

Item #8: Committee Report - Membership

There are currently 31 International AWMA Members within the VI Chapter. This is up from 12 this time last year.

Item #9: Committee Report – X-Mas Social

Christine Bender is organizing the X-Mas Social. It is to be held at the 5th Street Bar and Woodfire Grill on Thursday December 9th, 2004 at 6:00pm. Ideas for increasing participation were discussed.

Motion by Andrea Mercer, seconded by Christine Bender that the Chapter purchases the first beverage (up to a \$6.00 max), for those who attend (and a guest).

MOTION CARRIED

Item #10: Committee Report - Website

Email addresses of directors have been removed from the website and information on the Winter Social has been added. There have been 330 Hits to the site.

Item #11: Committee Report - Nominations

Paul West is still waiting on a list of the directors and their terms from Warren McCormick.

Warren to get the required information to Paul West.

Item #12: Other Business

Steve Hart has requested that our Chapter support the Calgary Chapter's bid for hosting the A&WMA Conference in Calgary in 2009.

Warren to draft letter to Dick Scherr supporting their bid

Steve Hart has also requested to be on the distribution list for minutes

Andrea to include Steve Hart on distribution.

Meeting adjourned at 2:30pm

Carry Over of Action Items and Action Items from this Meeting

| ACTION | ACTION BY | DATE |
|---|-------------------------------|-----------------------------|
| <i>Complete conference accounting</i> | Chris Robins, Tim Stemp | ASAP |
| <i>Set up appt with Bank & CR,AM,MB to transfer cheque signing authority</i> | Tim Stemp | ASAP |
| <i>Post Ewan Moir's presentation to the website</i> | Andrea Mercer | ASAP |
| <i>Contact Tim Stemp regarding ability to attend mtgs</i> | Warren McCormick | ASAP |
| <i>Provide Paul West with a list of current contact information and terms for the existing Board of Directors</i> | Warren McCormick | ASAP |
| <i>Compile Annual Chapter Report for submission to AWMA</i> | Andrea Mercer | By March '05 (confirm date) |
| <i>Re-examine proposed price structure for conference</i> | Conference Planning Committee | ASAP |
| <i>Confirm speakers and advertise conference</i> | Conference Planning Committee | ASAP |
| <i>Provide current list of Directors and Terms to Paul West</i> | Warren McCormick | ASAP |
| <i>Draft letter to Dick Scherr in support of Calgary's bid to host AWMA conference in 2009</i> | Warren McCormick | ASAP |
| <i>Include Steve Hart on distribution of meeting minutes</i> | Andrea Mercer | ASAP |