

Minutes of the October 2004 Board Meeting

Vancouver Island Chapter - PNWIS Section Air and Waste Management Association

October 26, 2004
Royal Roads University
Victoria

CALL TO ORDER

The Chair, Warren McCormick called the meeting to order at 1:50pm on Tuesday, October 26th, 2004 with the following participants:

Officers and Directors: Warren McCormick (Chair), Andrea Mercer (Recorder), Paul West (Past Chair), Duane Freeman (Director), Shannon Watt (Director) Elmer Berlie (Honorary Past Chair)

Regrets: Vivienne Wilson (Incoming Chair), Penny Harvey (Director)

Absent: Tim Stemp (Treasurer), Michael Bodman (Director), Christine Bender (Director)

Item #1: Approval of Agenda

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

Item #2: Approval of Meeting Minutes

The minutes of September 28, 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

September'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 October's action item list.

ACTION	STATUS	FURTHER ACTION
Complete conference accounting	Pending	<i>TS & CR to complete & report to Board in November</i>
Renew Post Office Box	Complete	Nil
Transfer Cheque Signing Authority	Pending	<i>TS to set up appointment with bank & CR, MB & AM</i>

Get cheques to Directors	Complete	Nil
Provide receipts for PNWIS travel to Tim Stemp	Complete	Nil
Present Certificates at RRU Convocation	Complete	Nil
Determine if Chapter owes money to Camosun for Bursary	Camosun is looking into this and will get back to Andrea	<i>AM to follow up with Diane at Camosun & get name/contact info for student</i>
Explore lunch options for October luncheon at RRU	Complete	Nil
Arrange for Speaker on Remediation project at RRU	Complete	Nil
Cancel booking at Holiday Inn for Oct luncheon	Complete	Nil
Develop a 'release' form for posting luncheon presentations to the website	Form is complete but requires review by Board	<i>AM to amend form. Board to review. AM to get PH to review from legal perspective</i>
Discuss possibility of posting September luncheon presentation on website with Ewan Moir	Mike has electronic copy from Ewan	<i>MB to burn presentation onto CD-Rom and provide to AM</i>
Convene meeting of Specialty Conference Committee	Complete	Nil
Send URL of EC Conference webpage to Andrea	Complete	<i>AM to email URL to Board Members</i>
Post Specialty conference info on EC website	Pending	<i>Conference committee to create 1-page poster</i>
Send PNWIS 'Hosting a conference' document to members	Complete	Nil
Enquire about availability of VCC for November 2006	Nov 15-17 or Nov 8-10 penciled in	<i>CR to check back with VCC in November to confirm</i>

Item #5: Progress Report 2005 Specialty Conference

Paul West (Specialty Conference Chair) gave a progress report from the committees first meeting held on October 12th, and circulated meeting notes to the Board. Duane Freeman expressed concern regarding being named as Co-chair technical committee. Andrea Mercer volunteered to Chair this sub-committee provided there is continued support from the Board. The next meeting has been scheduled for November 4th at 5:00pm at the University Club.

Planning Committee to work on draft budget and Technical Program to present to the Board in November.

Vivienne Wilson to confirm the maximum seating capacity at the C&POs mess.

Duane Freeman to ensure that the Base Commander is aware that the Chapter will be requesting that he be the keynote speaker for the Conference.

Shannon Watt to cancel the booking with Harbour Towers for February.

Item #6: Committee Structure for the 2006 PNWIS Conference

Although there were some issues with holding the 2003 Specialty conference at the Victoria Conference Center (VCC), it is the only venue that would be able to accommodate a conference of this size. It is therefore imperative that this venue be booked now.

Chris Robins to continue to work with the VCC to secure this venue for November, 2006

Motion by Andrea Mercer, seconded by Duane Freeman to add Agenda Item #6 to November's agenda as a priority item for discussion. Motion carried

Item #7: Xmas Social Brainstorm

The past 2 Xmas Socials were not well attended. It was suggested that we have the social at a pub or other low key event in December, in lieu of booking a venue and providing appetizers at a significant cost to the Chapter.

Warren McCormick to canvass Directors for a volunteer to organize a Xmas social for the Chapter

Item #7a November Luncheon (additional agenda item)

Shannon Watt is making arrangements for Charles Porter from the MWLAP to speak at the November Luncheon. Steve Hart has agreed to give a 15min presentation on the benefits of joining AWMA during the actual lunch portion.

Shannon to work on getting Charles Porter's bio / speaker summary to Andrea for posting on the website.

Paul West to contact Steve Hart to coordinate Steve's portion of the luncheon program.

Shannon Watt to ensure the room at Harbour Towers is large enough to accommodate what is expected to be a large audience.

Item #8: Nominations for 2005 Board of Directors

Paul West conveyed Vivienne Wilson's sincere regrets that due to personal health concerns that she feels that she will be unable to fulfill the position of Chapter Chair for the 2005/2006 term.

Motion by Elmer Berlie and seconded by Duane Freeman that Andrea Mercer be nominated as Incoming Chair (to be Chapter Chair for 2005/2006 term), and the Vivienne Wilson's term as Chair be postponed by one year (will be the Incoming Chair for the 2005/2006 term). Andrea accepted the nomination. Motion carried.

The Board extends their best wishes to Vivienne.

Warren McCormick to provide Paul West with a list of current contact information and terms for the existing Board of Directors for nomination purposes

Item #9: Annual Report to AWMA

An annual report from the Chapter is due in December, 2004.

Andrea to get the required information from Tim Stemp (financial statement) and Shannon Watt (luncheon summary) to complete this report for December 2004.

Item #10: Committee Reports

There were no committee reports given at this meeting.

Meeting adjourned at 3:15pm

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>Determine if Chapter owes money to Camosun for Bursary & get name of recipient</i>	Duane Freeman/ Andrea Mercer	ASAP
<i>Amend draft website release form to include speaker bio / summary. Board to review form</i>	Andrea to amend form All to review Penny to review from legal perspective	ASAP

<i>Burn Ewan Moir's presentation onto CD-Rom and give to Andrea</i>	Michael Bodman	ASAP
<i>Email URL for EC Conference website to directors</i>	Andrea Mercer	ASAP
<i>Develop a 1-page poster for Feb'05 conference</i>	Conference Committee	ASAP
<i>Confirm VCC availability for November '06</i>	Chris Robins	End November
<i>Contact Tim Stemp regarding ability to attend mtgs</i>	Warren McCormick	ASAP
<i>Draft budget and technical program for Feb'05 conference</i>	Conference Planning Committee	At Novembers mtg.
<i>Determine capacity of C&POs Mess</i>	Vivienne Wilson	ASAP
<i>Make BComd aware of Chapter approaching for keynote address</i>	Duane Freeman	ASAP
<i>Cancel the booking with HT for February</i>	Shannon Watt	ASAP
<i>Canvass Directors for a volunteer to organize a Xmas social for the Chapter</i>	Warren McCormick	ASAP
<i>Post Charles Porter's bio / speaker summary to website & send out notice</i>	Shannon Watt / Andrea Mercer	By Nov 5 th , 2004
<i>Contact Steve Hart to make arrangements for Nov</i>	Paul West	ASAP
<i>Confirm room at HT is large enough for Nov lunch</i>	Shannon Watt	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 December '04