

Minutes of the September 2005 Board Meeting

Vancouver Island Chapter - PNWIS Section Air and Waste Management Association

**September 27th, 2005
Ambrosia Catering & Event Centre
638 Fisgard Street, Victoria, BC**

CALL TO ORDER

The Chair, Chris Robins called the Board meeting to order at 13:30 PM on Tuesday September 27th, 2005 with the following participants:

Officers and Directors (Quorum: 5 min.): Chris Robins (Chair), Warren McCormick (Outgoing Chair), Andrea Mercer (Director), Michael Bodman (Secretary), Melissa Styzbel (Director), Heather Sinnott (Director), Tim Stemp (Treasurer), Humphrey, Dianne (Director)

Regrets: Christine Bender (Director), Danielle Smith (Director)

Item #1: Approval of Agenda

The **agenda** was approved with a request to add the 2005 Xmas Social to the Agenda.

Item #2: Approval of Minutes

Motion by Andrea Mercer, seconded by Michael Bodman to approve the minutes from the March 22nd, 2005 Board Meeting.

MOTION CARRIED

Motion by Andrea Mercer, seconded by Melissa Styzbel to approve the minutes (with corrections) from the Special Board Meeting on August 24th, 2005.

MOTION CARRIED

Item #3: Actions Pending from Previous Meetings:

March 2005 and August 2005 action item lists were reviewed. Current status is detailed in the tables below. Items that have not been completed are also brought forward to October's action item list.

Table 1. Review of Action Items from the March 2005 Meeting

ACTION	ACTION BY	STATUS
<i>Post Ewan Moir's presentation to the website</i>	Andrea Mercer	File Size is to Large.
<i>Approach 2nd choice for Conference Chair</i>	Conference Planning Committee	Done
<i>Conduct Nominations and Elections in accordance with Chapter Bylaws</i>	Paul West	Done
<i>Find someone to fill Technical Chair vacancy</i>	Warren McCormick	Done
<i>Approach Vivienne Wilson and Dianne Humphrey regarding nomination to Board</i>	Paul West	Done
<i>Purchase copy of Adobe Acrobat</i>	Andrea Mercer	On Hold
<i>Draft letter to the Ministry of Education regarding ERGs</i>	Penny Harvey	Andrea Mercer to Provide Copy of Letter to Michael Bodman

Table 2. Review of Action Items from the August 2005 *Special* Board Meeting

ACTION	STATUS	FURTHER ACTION
<i>Mike Williams to develop job descriptions for outstanding PNWIS 2006 positions</i>	Ongoing	Ongoing
<i>Andrea Mercer to contact Paul West and Dianne Humphrey re: outstanding positions.</i>	Complete	Nil
<i>Chris Robins to contact Bert Zethoff & Rob D. re: outstanding positions</i>	Complete	Nil
<i>Mike Williams to contact Christine Bender as a possible back-up for Andrea Mercer's position</i>	Complete	Nil
<i>Michael Bodman to contact Danielle Smith re: outstanding positions.</i>	Complete	Nil
<i>Mike Williams to provide an update to Warren McCormick re: PNWIS 2006 Conference progress to-date in time for next PNWIS meeting (September 16 in Bellingham, Wash.).</i>	Complete	Nil
<i>Andrea Mercer to send contact details for Steve Sakiama to Mike Williams and Chris Robins.</i>	Complete	Nil
<i>Chris Robins to circulate a list of roles and responsibilities</i>	Complete	Nil
<i>Chris Robins to advertise vacant positions at September Luncheon.</i>	Complete	Nil

Item #4: Outstanding Motions

MOTION: Mike Williams be appointed as Chair of the PNWIS 2006 Victoria Conference Committee

Made: May 9th, 2005 @ 0840 (Electronically) by A. Mercer Seconded by P. Harvey.

MOTION CARRIED

MOTION: Our Chapter Continues to support the Student Paper Competition at Royal Roads University and Camosun College by Awarding a 1st Place prize of \$250.00/Team in addition to a 1-Year Student Membership to the Air & Waste Management Association for each member of the 1st place team (a value of \$40.00 CDN per student membership). Made Electronically by A. Mercer on June 6th, 2005 Seconded by P. Harvey

MOTION CARRIED

**MOTION: To approve \$250.00 Scholarship to Camosun for 2005
Made Electronically by M. Bodman
Seconded by A. Mercer**

MOTION CARRIED

NOTE: Thank-you to Dianne Humphrey for presenting this award on behalf of the Chapter.

Item #5: Treasurer's Report:

Tim Stemp provided the following Treasurer's Reports:

- 1) 2005 Spring Specialty Conference (Revised)
- 2) 2003 Spring Specialty Conference
- 3) Final Report from 05/01/04 to 04/30/05

See Appendix 1 for copies of these reports.

Motion by Dianne Humphery, Seconded by Heather Sinnott to adopt the Treasurer's Reports as presented.

Motion Carried

Item #6: Camosun College Award 2006

Motion by Andreas Mercer, Seconded by Michael Bodman to have the Vancouver Island A&WMA Chapter to support a Camosun College Scholarship in the Amount of \$250 for the 2006 Academic Year.

Motion Carried

ACTION: Tim Stemp to issue a cheque in the amount of \$250 to the Camosun College Fund.

Item #7: Committee Roles & Responsibilities

ACTION: Andreas Mercer & Chris Robins to form a committee to review the by-laws by December 9th, 2005.

The Vancouver Island A&WMA Committees will be populated as follows:

Professional Development Committee: Warren McCormick (Chair)

Student Liaison Committee: Dianne Humphery (Chair)

Nominating Committee: Warren McCormick (Chair) and Chris Robins

Membership Committee: Andrea Mercer (Chair) and Chris Robins

Education Committee: Michael Bodman (Chair)

Technical Luncheon Committee: Heather Sinnott (Chair), Melissa Styzbel, Grace Stubblefield, and Nigel Fraser

Communications Committee: Melissa Styzbel (Chair) and Michael Bodman

Audit Committee: Chris Robins (Chair) and Warren McCormick

ACTION: Committee Chairs to review, update terms of reference for their respective committee and send to Chris Robins.

ACTION: Chris Robins to summarize terms of reference and circulate to the Board.

Item #8: Feedback on Luncheon Location

The Board was quite satisfied with the new location for Technical Luncheons. For the next luncheon ensure the sign at the facility is correct. Luncheon Committee is functioning well.

Future Luncheon Ideas include:

- Tsunami Detection System (Denny)

- Dockside Development (Joe Van Bellhegm)
- Tim Stemp's works
- Trevor Smythe
- West Nile or On-site Sewage Treatment (Christine Bender)
- IOS (Ken Picard)
- Air Branch (Tony W.)
- VEHEAP (Jody Watson)
- Environmental Law Update
- Provincial Riparian Regulations
- Sea to Sky Highway

Item #9: PNWIS Board Meeting Report

Warren McCormick gave a brief summary of the last PNWIS Board Meeting.

Consideration giving to having a booth at next month's conference. Display may need updating.

ACTION: Melissa Styzbel to explore costs of updating Board Display.

Item #10: PNWIS 2006 Conference Update

Mike Williams has generated a draft budget. A PNWIS 2006 Committee Meeting will be called soon.

ACTION: Mike Williams, Andrea Mercer and Chris Robins to meet with the Ministry to discuss PNWIS 2006.

Item #11: Xmas Social

ACTION: Chris Robins to discuss Winter Social with Christine Bender

Item #12: Other Business

ACTION: Michael Bodman to add a discussion around an Awards Committee to the next Board Meeting Agenda.

Item #13: Adjournment

MOTION by Andrea Mercer, Seconded by Heather Sinnott to adjourn this board meeting.

Motion Carried

Carry Over of Action Items and Action Items from this Meeting

ACTION	ACTION BY	DATE
<i>Draft letter to the Ministry of Education regarding ERGs</i>	Penny Harvey	Andrea Mercer to Provide Copy of Letter to Michael Bodman
<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>Form a committee to review the by-laws.</i>	Andrea Mercer & Chris Robins	December 9th, 2005.
<i>Review, update terms of reference for their respective committee and send to Chris Robins.</i>	Committee Chairs	ASAP
<i>Summarize terms of reference and circulate to the Board.</i>	Chris Robins	ASAP
<i>Draft letter to the Ministry of Education regarding ERGs</i>	Penny Harvey	ASAP
<i>Explore costs of updating Board Display.</i>	Melissa Styzbel	ASAP
<i>Meet with the Ministry to discuss PNWIS 2006.</i>	Mike Williams, Andrea Mercer and Chris Robins	ASAP
<i>Discuss Winter Social with Christine Bender</i>	Chris Robins	ASAP
<i>Add a discussion around an Awards Committee to the next Board Meeting Agenda.</i>	Michael Bodman	For next Board Meeting

APPENDIX 1: Treasurer's Repots

2005 Spring Specialty conference Report as of April 30, 2005

RECEIPTS

• Net (04/05) Proceeds 2005 spring conference	\$	3,693.00
Cash & Checks Received (Feb 25/05 deposit)		3,130.00
Checks received (March 4/05 deposit)		265.00
Checks received (Sept 21/05 deposit)		298.00

\$ 3,693.00

DISBURSEMENTS

• Spring Specialty Conference	2,667.21
- Cheque 159 M. Bodman conference float	200.00
- Cheque 164 M. Bodman, speakers gifts	764.50
- Cheque 165 Officers Mess, food and facility	1,031.17
- Cheque 160 CRD, conference adds	71.54
Check 161 AWMA Headquarters (Memberships)	500.00
Check 162 Golder Associates refund/overpayment	100.00

\$ 2,667.21

Net Receipts (disbursements) May 04-April 2005

\$ 1,025.79

Opening Balance

\$ 0.00

Closing Balance (04/30/05)

\$ 1,025.79

2003 Spring Specialty conference Report as of Sept 28, 2004

RECEIPTS

• Net (04/05) Proceeds spring conference	\$	9,100.19
sponsorship cheque		9,100.19

\$ 9,100.19

DISBURSEMENTS

• Spring Specialty Conference	5,842.20
- Cheque 141 Geospatial for proceedings	5,778.00
- Cheque 142 C-Fax conference advertising	64.20
- Cheque	

	\$	<u>5,842.20</u>
Net Receipts (disbursements)May 04-Sept 2004	\$	3,257.99
Opening Balance (2002 & 2003)	\$	<u>-1,744.18</u>
Closing Balance (09/28/04)	\$	<u><u>1,513.81</u></u>

AWMA Treasurer Report 05/01/04 to 04/30/05

RECEIPTS

Net Chapter Proceeds from PNWIS Dues Sharing

Repayment of Loan to AWMA Headquarters

Net Proceeds May 04-April 05 Spring Conference (2005) 1,025.79

Net (May04-Sept04)proceeds Spring Conference (2003) 3,257.99

• Net Proceeds Technical Luncheons \$ -700.54

Jan - April 04 Lunch cheques (deposited June 04) 165.00

May Short Fall Cheque 146, Warrant McCormick -70.17

June Short Fall Cheque 153, Albert Macleod -88.41

Sept Lunch float top up Cheque 152, Andrea Mercer -200.00

October Luncheon RRU Check 158 -706.96

Luncheon Checks received Feb 25/05 90.00

Luncheon Checks received Feb 25/05 70.00

Luncheon Checks received March (deposit Sept 21/05) 40.00

• Bank Interest 0.00

- May/June 0.00

- June/July 0.00

- July/Aug 0.00

- Aug/Sept 0.00

- Sept/Oct 0.00

- Oct/Nov

- Nov/Dec

- Dec/Jan

- Jan/Feb

- Feb/March 0.00

- March/Apr 0.00

\$ 3,583.24

AWMA Treasurer Report 05/01/04 to 04/30/05

DISBURSEMENTS

• June Student Paper Competition	\$ 496.73
Cheque 143 Award	400.00
Cheque 145 Class act gifts	77.82
Cheque 147 CRD (courier Plaques to students)	18.91
• August Student Paper Competition	400.00
Cheque 149 Paul West (prize)	400.00
• Operating Expenses	295.14
Cheque 148 Albert Macleod (receipt book)	16.00
Cheque 150 Canada Post (PO Box)	104.86
Cheque 151 Andrea Mercer (Frames)	30.71
- Cheque 157 Shannon Watt (copies)	6.02
- Cheque 163 Donna's gift & stationary	137.55
- Cheque	
• Robert Caton Scholarship (check 144)	500.00
• Chair Travel to PNWIS Board Meeting	500.00
• Science Fair Award	
Christmas Social	<u>159.72</u>
Check 155, Christine Bender (prizes)	39.72
Check 156 Warren McCormick venue/drinks	120.00
• Bank Charges	<u>137.71</u>
- May	12.82
- May/Jun	8.50
- Jun/Jul	15.54
- Jul/Aug	10.10
- Aug/Sep	9.30
- Sep/Oct	8.50
- Oct/Nov	14.10

AWMA Treasurer Report 05/01/04 to 04/30/05

- Nov/Dec	8.50
- Dec/Jan	8.50
- Jan/Feb	8.50
- Feb/Mar	14.10
- Mar/Apr	19.25
	<u>\$ 2,489.30</u>
Net Receipts (disbursements)	\$ 1,093.94
Opening Balance (05/01/04)	<u>\$ 6,421.90</u>
Closing Balance (04/30/05)	<u><u>\$ 7,515.84</u></u>

MONEY MARKET FUND

Opening balance (04/01/04)	\$ 12,419.36
Interest	<u>\$ 174.84</u>
- May	13.01
- Jun	12.61
- Jul	12.66
- Aug	12.71
- Sep	13.09
- Oct	14.31
- Nov	15.21
- Dec	17.27
- Jan	17.21
- Feb	15.68
- Mar	17.39
- Apr (2004)	13.69
Closing Balance (03/31/05)	<u><u>\$ 12,594.20</u></u>
TOTAL CHAPTER LIQUID ASSETS (01/05/05)	<u><u>\$ 20,110.04</u></u>