

## 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

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#### **CALL TO ORDER**

The Chair, Warren McCormick called the meeting to order at 1:30pm on Tuesday, November 23<sup>rd</sup>, 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.

<b>ACTION</b>	<b>STATUS</b>	<b>FUTRHER ACTION</b>
Complete conference accounting	Pending	<i>TS and CR to complete &amp; 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 &amp; CR, MB, &amp; AM</i>

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>

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 5<sup>th</sup> Street Bar and Woodfire Grill on Thursday December 9<sup>th</sup>, 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**

<b>ACTION</b>	<b>ACTION BY</b>	<b>DATE</b>
<i>Complete conference accounting</i>	Chris Robins, Tim Stemp	ASAP
<i>Set up appt with Bank &amp; 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