

## Minutes of the September 2004 Board Meeting

### Vancouver Island Chapter PNWIS Section Air and Waste Management Association

September 28, 2004  
Harbour Towers Hotel  
Victoria

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**Attendees:** Warren McCormick (Chair), Andrea Mercer (recorder), Duane Freeman, Michael Bodman, Shannon Watt, Elmer Berlie, Christine Bender, Chris Robins (ex-officio)

The meeting was called to order at 1.40 p.m.

1. The **agenda** was approved.
2. **Minutes of May 25, 2004** were approved as circulated.
3. **TREASURER'S REPORT**

The Treasurer Report for 05/01/03 to 04/30/04 was distributed. Several transactions applicable to this period were actually processed after April 2004, therefore do not appear on this report. An update of the 2003 Spring Specialty conference report as of April 30, 2004 was also distributed and discussed.

**MOTION:** To accept the Treasurer's report as received  
Made by: Duane Freeman  
Seconded: Vivienne Wilson

**CARRIED**

#### 4. **Review of Action Items**

ACTION	STATUS	FURTHER ACTION
Complete conference accounting	Pending	
Book venue for fall specialty conference. Vivienne to check with Paul about Chief and Petty Officers Mess venue.	Complete	

Brainstorm on conference topic	Complete	
Paul West to email slide of Ariel Garret to Andrea Mercer and Chris Robins	Complete	
Find June 2004 Lunch speaker	Complete	
Update Jan, Feb and March lunch accounts	Complete	
Find contact information for Bob Caton Memorial Fund	Complete	
Go live with website and inform Board. Email to Dan Mahar if glitches can't be solved	Complete	
Vivienne Wilson to check with Albert and Chris about plaques and cheques for the Camosun Student Paper Competition	Complete	
Names of judges for the Royal Roads University Student Paper Competition	Complete	

## 5. CHAPTER POST OFFICE BOX RENEWAL

**MOTION:** Renew Post Office Box with Canada Post for one year at a cost of \$104.86

Made by: Andrea Mercer  
 Seconded: Vivienne Wilson

**CARRIED**

## 6. CHEQUE SIGNING AUTHORITY

**MOTION:** Grant cheque signing authority for Chapter bank account to Tim Stemp, Andrea Mercer and Michael Bodman and rescind cheque signing authority from Chris Robins.

Made by: Duane Freeman  
 Seconded: Elmer Berlie

**CARRIED**

## **7. PAYMENT OF MONIES OWED TO DIRECTORS**

Cheques for monies owed have been signed. No further monies are owed to Directors at this time.

## **8. RRU STUDENT PAPER COMPETITION**

Shannon Watt provided an overview of the SPC. Two teams competed, and the judges ended up declaring the competition a tie. A decision was made to provide paper certificates signed by the Chair in lieu of individual plaques. Vivienne will ensure the certificates are presented at the RRU convocation.

### **8a. Camosun Bursary Award**

Clarification is required on the issue of our Chapter's contribution to this bursary award. Duane offered to look into this issue. Vivienne will send Duane emails regarding this.

## **9. OCTOBER LUNCHEON SPEAKER / VENUE**

Both RRU and the Holiday Inn have tentatively been booked for October 26<sup>th</sup>. It was decided that RRU would be a better option. The Holiday Inn booking will need to be cancelled. Vivienne offered to look into meal options. Duane will look into getting a speaker to discuss a recent restoration project. There was discussion about lowering the price for RRU students for this luncheon to increase participation.

**MOTION:** Offer RRU students a special rate of \$10.00 for the October Luncheon.

Made by: Christine Bender

Seconded: Michael Bodman

**CARRIED**

## **10. TECHNICAL LUNCHEON CHAIR - VACANCY**

Shannon Watt graciously offered to Chair the technical luncheon committee.

## **11. CHAPTER WEBSITE LAUNCH**

The Chapter website is now live. Directors are asked to check site especially for contact information prior to official launch (which will occur with the October luncheon notice. Andrea is looking into posting luncheon presentations on the site.

## 12. SPECIALTY CONFERENCE

Topic: Sustainable Practices in the Marine Environment  
Date: February 17<sup>th</sup>, 2005  
Venue: CFB Esquimalt, C&POs Mess

Paul West will be the conference Chair, Vivienne will Co-Chair., Michael Bodman, Duane Freeman and Andrea Mercer have volunteered to assist. Vivienne will ask Paul to convene a meeting regarding this conference.

Duane Freeman suggested posting a notice of this conference on Environment Canada's Upcoming conferences webpage.

## 13. PNWIS 2006 CONFERENCE

Our Chapter will host the PNWIS Conference in 2006. Chris Robins has offered to be involved, and has agreed to contact the Conference Center to determine availability for November 2006. Andrea will email all Directors the PNWIS document on hosting conferences. Directors were asked to review this document in preparation for discussion at the October meeting.

## 14. COMMITTEE REPORTS

No committee reports were given at this meeting.

Meeting adjourned at 2.40pm

### Carry Over of Action Items and Action Items from the Meeting

<b>ACTION</b>	<b>ACTION BY</b>	<b>DATE</b>
Complete conference accounting	Chris Robins, Tim Stemp	ASAP
Renew Post Office Box	Andrea Mercer	Before end Sept
Transfer Cheque Signing Authority	Tim Stemp, Chris Robins, Andrea Mercer, Michael Bodman	ASAP
Get cheques to Directors	Andrea Mercer	ASAP
Provide receipts for PNWIS travel to Tim Stemp	Warren McCormick	ASAP
Present Certificates at RRU Convocation	Vivienne Wison	At convocation

<b>ACTION</b>	<b>ACTION BY</b>	<b>DATE</b>
Determine if Chapter owes money to Camosun for Bursury	Duane Freeman / Vivienne Wison	ASAP
Explore lunch options for October luncheon at RRU	Vivienne Wilson / Shannon Watt	ASAP
Arrange for Speaker on Remediation project at RRU	Duane Freeman / Shannon Watt	ASAP
Cancel booking at Holiday Inn for Oct luncheon	Shannon Watt	ASAP
Develop a 'release; form for posting luncheon presentations to the website	Andrea Mercer	ASAP
Discuss possibility of posting September luncheon presentation on website with Ewan Moir	Michael Bodman	After release form is ready
Convene meeting of Specialty Conference Committee	Paul West	ASAP
Send URL of EC Conference webpage to Andrea	Duane Freeman	ASAP
Post Specialty conference info on EC website	Andrea Mercer	ASAP
Send PNWIS 'Hosing a conference' document to members	Andrea Mercer	ASAP
Enquire about availability of VCC for November 2006	Chris Robins	ASAP