

British Columbia Onsite Sewage Association  
Board of Directors Meeting Minutes  
June 2nd, 2010  
Coast Tsawwassen Inn

**Present In Person**

Rob Feldhaus, Steve Warren, Tim Wilson,  
Mike Sheehan, Denis Francoeur, Liz Stewart-Jones

Absent: Braden Marshall, Frank Hay

Guest: John Rowse

**1. Quorum & Call to Order**

Five (5) Board Members out of 6 are present. Quorum declared and meeting called to order at 8:15 AM by Chairman, Steve Warren

**2. Adoption of Agenda**

Resolution No 206. Adoption of agenda with amendments

Motion : Mike Sheehan Second by Steve Warren

**Carried**

Two “standard items” will be added to the agenda

1. Correspondence

2. Action Forward

**3. Minutes of Last Meeting**

Resolution No 207

That the minutes of April 7<sup>th</sup> and May 17<sup>th</sup> Board meeting be adopted,

Motion by: Dennis Francoeur. Seconded by: Mike Sheehan.

**Carried**

Discussion ensued regarding the development of the minutes as recorded and adjusted. The Process was amended so two items will be added to both Agenda and minutes 1. correspondence 2. action forward draft minutes will be changed at the board meeting and not in advance as has occurred in the past.

#### **4. Correspondence**

Correspondence received from resigning member John Hayton was received and noted.

#### **5. Action Forward from Minutes**

Frank Hay to meet with Liz Stewart- Jones regarding accruals accounting

#### **6. Treasurers Report**

Discussion ensued regarding current bookkeeping practices and reports. The board requested reports as obtained.

Action: Tim to distribute bookkeeping reports with an explanation of the three column procedure currently used.

Resolution No 208

That the Board accept the treasurer's report.  
Motion: Rob Feldhaus Second Mike Sheehan  
**Carried**

#### **5. WOWTC Report**

Terms of reference of the Education and Training Committee as presented by Frank Hay were reviewed and discussed. Some modification was requested specifically around objectives, assignment of tasks reporting and management role.

Action: John Rowse to edit the TOR and redistribute for comment.

John and Liz outlined ongoing activities and forthcoming changes within the WOWTC program.

Report accepted by the Board.

#### **6. AGM and Conference**

Discussion ensued regarding the Lynx proposal. The Board determined that the current proposal added very little value to the development of the conference and tradeshow and that member consultation and increased advertising may be a way of enhancing interest and attendance.

Mike expressed interest in helping to change the conference two day format and develop a short term TOR and subcommittee for conference development.

Action: John Liz and Mike to develop report by June 30th

Resolution No 209 That the conference and AGM be held in Kelowna February 18<sup>th</sup> and 19<sup>th</sup>

Motion: Tim Wilson Second Rob Feldhaus

**Carried**

## **7. BC Filing**

Contracts required for the continuation of activities discussed, clarification is required for fees and expenses.

Resolution No 210. A MOU will be drafted for the consideration of the Board.

Motion: Mike Sheehan, Second Rob Feldhaus

**Carried**

Action: John to develop draft MOU

## **8. Local Services Groups**

Discussion ensued regarding the LSG related to budget and utilization. The Board would like to ask the Member Services and Communication Committee for clarification of LSG purpose and to provide an up to date list of chairs.

Resolution No 211. That the LSGs be funded for one meeting and for the development of the LSG communication website. Additional funding will be considered as necessary.

Motion: Mike Sheehan, Second Steve Warren

Action: Steve to contact MS&C for information requested.

## **9. Standing Committee Terms of Reference**

Discussion ensued regarding the TOR of the standing committees and review of the draft E&T TOR.

Resolution No 212 That all standing committee chairs be requested to submit Terms of Reference by July 01, 2010 prior to developing programs and/or lists of projects.

Motion: Denis Francoeur Second Mike Sheehan

**Carried**

## **10. Contract J. Rowse Strategic Consulting**

(John Rowse was excused)

Discussion ensued regarding contract needs strategic planning and financial consideration of the association related to staffing.

Resolution No 213: That J. Rowse Strategic Consulting be offered a 1 year standing contract to act as BCOSSA Executive Director. That the offer include a maximum remuneration of \$90,000.00 plus allowable expenses.

Motion: Mike Sheehan, Second Dennis Francoeur

**Carried**

(John Rowse invited to return)

Action: John Rowse and Steve Warren to draft acceptable contract language.

## **11. Adjournment**

Resolution 214 Adjourn Board June 2, 2010 Board meeting 3:15 PM

Motion: Tim Wilson Second Denis Francoeur

**Carried**