

British Columbia Onsite Sewage Association
Board of Directors Meeting Minutes
September 1st, 2010
Coast Tsawwassen Inn

Present In Person

Rob Feldhaus, Steve Warren, Tim Wilson, Braden Marshall, Frank Hay
Mike Sheehan,

Absent: Denis Francoeur,

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 10:15AM by Chairman, Steve Warren

2. Adoption of Agenda

Resolution No. 216 Adoption of agenda with amendments

Motion : Mike Sheehan Second by Steve Warren

Carried

Action Forward

Frank will discuss accrual accounting with Liz.

3. Minutes of Last Meeting

Resolution No 217

That the minutes of June 2nd 2010 Board meeting be adopted,

Motion by: Rob Feldhaus . Seconded by: Mike Sheehan.

Carried

4. Correspondence

Correspondence received from resigning Technical Review Committee Chair Ian Ralston was received and noted.

5. Treasurers Report

Discussion ensued regarding current bookkeeping practices and reports. Tim identified that on average the organization is spending \$14,000.00 per month on administration and activities. It was determined that current practice is due for review.

Resolution No. 218

That all invoices be reviewed by ED prior to approval and payment.

Motion: Rob Feldhaus Second Mike Sheehan

Carried

Resolution No. 219

That an adhoc committee be struck to develop a financial report that outlines the monthly revenues and expenses for the period of September 1st 2010 through to March 31st 2010 and to make recommendation for future business operations

Motion” Mike Sheehan Seconded Tim Wilson

Carried

The Adhoc Committee will include Tim Wilson, Steve Warren, Frank Hay

Terms of Reference will include:

6. WOWTC Report

In Camera

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

Report accepted by the Board.

7. BCWWA Vanier Report

Steve and John outlined the BCWWA project to define learning objectives of onsite training as organized by Dick Vanier through BCWWA. The report was commissioned by the Ministry of Healthy Living and Sport.

There has been some participation by BCOSSA in the report development; however we have let others take the lead to ensure an inclusive process.

The recent draft report has been circulated to the Education and Training Committee for comment.

Action: John to circulate the report to the board.

8. AGM and Conference

Discussion ensued regarding the 2011 conference location. As a result of negotiation break down with Okanagan Resort the venue has been moved from Kelowna to Kamloops for February 18-19, 2011.

Braden informed the board that WCOWMA will be having their conference in the same venue two weeks before and that this may cause conflict with suppliers.

Resolution of this issue was tabled for discussion through e-mail over the next few weeks.

9. BC Filing

BCFiling .ca has been successfully launched within the lower portion of Vancouver Island Health Authority. Next steps include expansion of the program within VIHA and facilitate uptake in other health authorities.

Action: John to ensure extension of MOU

10. Local Services Groups

Development of fall meeting schedule ongoing

11. Standing Committee Terms of Reference

Steve announced the resignation of Ian Ralston as chair of the Technical Review Committee.

Resolution No. 220 That Ian receive the Boards thanks for work performed and a certificate of recognition

Motion: Rob Feldhaus Second Mike Sheehan
Carried

Discussion ensued with respect to the TOR for standing committees

Action : John to circulate E&T Draft for review and comment

Other Business:
In camera

12. Adjournment

Resolution No. 221 Adjourn Board September 1, 2010 Board meeting 3:30 PM, next meeting to be held in Nanaimo

Motion: Tim Wilson Second Denis Francoeur
Carried