

British Columbia Onsite Sewage Association
Board of Directors Meeting Minutes
Best Western – Dorchester Hotel - Nanaimo
June 16, 2011

Present in Person:

Steve Warren, Mike Sheehan, Denis Francouer, Greg Smith

Absent

Rob Feldhause, Mike Rosang, Braden Marshall

Staff & Guests

John Rowse, Executive-Director
Liz Stewart-Jones
Frank Hay

1. Quorum & Call to Order

Four (4) Board Members present. Quorum declared and meeting called to order by Chairman, Steve Warren.

2. Action Items

The 3 action items from the April 14, 2011 Board Meeting minutes are completed.

Resolution #241

Motion by: G. Smith, Seconded by: M. Sheehan

That the Action Items of April 14, 2011 be recorded as being completed and are to be deleted from the Action Items List.

Carried

3. Minutes of Previous Meetings

Resolution #242

Motion by: G. Smith, Seconded by: M. Sheehan

That the minutes of the April 14, 2011 Board of Directors meeting be adopted.

Carried

Resolution #243

Motion by: G. Smith, Seconded by: M. Sheehan

That the minutes of the Dec 2, 2010 Board of Directors meeting be adopted.

Carried

Action Items from the Dec 2, 2010 reviewed. 2 items not completed and carried forward into the Action Items List.

4. Treasurer's Report

Resolution #244

Motion by: M. Sheehan, Seconded by: G. Smith

That the Treasurer's Report, including the submitted in-house prepared Management's Financial Statements from Jan 1, 2011 to June 1, 2011 be accepted.

Carried

ACTION ITEM

The expense account that records the credit cards companies' charges for when BCOSSA receives payments from others is to be reviewed and reported to the Board as soon as possible.

5. Current Projects

CSA B65

J. Rowse is in attendance as a voting member of the CSA B65 committee. Tabled for the Directors consideration, but not for distribution is a copy of the draft standard. This draft is going to the final vote by the CSA B65 committee on June 22, 2011. If passed, the draft goes to the CSA technical writers stage for completion and onto the CSA Council and Standards Council of Canada for approval and release.

Education & Training Committee

The Board of Directors reviewed the Education & Training Committee's Progress Chart and noted that 3 tasks are completed, 2 are yet to proceed but within the completion dated and 1 is in progress and within schedule.

The public education target is being conducted within the committee by Lori Frame, CIPHI, and Rosa Telegas, P. Eng.

Funding options were discussed for the on-line remote training opportunities for the course delivery as well as for the CEU short courses.

ACTION ITEM

To advise L. Frame and R. Telegas of the Capital Regional District's Septic Savvy program.

J. Rowse to follow-up with BC Safety Authority the opportunity, if any, of limited electrical endorsement for ROWP installers and maintenance providers.

OS Course Development

Maintenance and Inspector course upgrades are being conducted by staff.

The BCWWA/Vanier report appears to shelved for the moment by the Ministry of Health.

Conference / Trade Show / AGM

Venue options between Kamloops and Penticton were discussed.

Resolution #245

Motion by: G. Smith, Seconded by: M. Sheehan

That the conference/trade show/AGM be held Feb 10 and 11, 2012 at the Kamloops Convention Centre.

Carried

The consensus of the Board was not to engage professional conference planners or promotion/marketing agency to assist the staff in the conference/trade show.

ACTION ITEMS

Each Board member is offer to staff suggestions for themes, speakers, presentation topics and short course delivery.

Staff to consider flexible attendance options

Each Board member is offer to staff suggestions for exhibitors

2 Member Conference Committee to consist of M. Sheehan, F. Hay to assist the staff in conference planning matters, and are to meet in early July 2011.

6. Nominating Committee

Each Board member is to source potential candidates for nomination to the Board of Directors.

For each potential candidate to consider accepting nomination, the following information is to be provided :

- Code of Conduct
- Confidentiality Agreement
- Governance model that the Association uses.

ACTION ITEM

F. Hay to provide a nominee's package to include the above listed plus a form to be completed by the nominee.

7. TILMA/AIT

Staff is in the process of arranging a meeting with the Minister responsible for TILMA/AIT to discuss improvements in implementation of the agreements

8. On-Line Course Delivery

J. Rowse presented an example of the on-line course delivery program that is near completion in order to delivery course materials, exams and CEU short courses.

NOTE: Braden Marshall joins the Board meeting by telephone.

9. Ad-Hoc Committee for Future Planning

The Ad-Hoc committee reported its activity and discussions to the Board of Directors.

Resolution #246

Motion by: G. Smith, Seconded by: D. Francouer

That BCOSSA develop and deliver CEU short courses, either in-class or in-field.

Carried

Resolution #247

Motion by: G. Smith, Seconded by: D. Francouer

That BCOSSA become the record keeper of CEUs for ROWPs.

Carried

Resolution #248

Motion by: M. Sheehan, Seconded by: D, Francouer

That the Local Stakeholders Groups (LSG) program be terminated.

Carried

Resolution #249

Motion by: M. Sheehan, Seconded by: D, Francouer

That the BCOSSA continue to develop programs that meet the industry needs as set down in the Sewerage System Regulation and ASTTBC's policies.

Carried

Resolution #250

Motion by: M. Sheehan, Seconded by: D, Francouer

That BCOSSA develop and implement a product registration program, and that a draft of such a program be brought forward to the Board at the next Board meeting

Carried

ACTION ITEMS - INNOVATOR

M. Sheehan to contact Peter Robson to assist in a feature article or articles for the INNOVATOR and forward contact info to staff.

Staff to consider for the INNOVATOR a "Recently Asked" section

Staff to explore an online moderated/regulated internet "chat" site.

Feature section for member profile

10. Next Board Meeting

Next Board meeting to be held in Nanaimo on Sept. 13, 2011

11. Adjournment

Meeting adjourned at 3:05 PM

Action Items:

Person	Action to be Taken
Liz Stewart-Jones	Dec 2 2010 Minutes – To post to BCOSSA website the 2010 WOWTC report
John Rowse	Dec 2 2010 Minutes – JR to explore feasibility of implementing the CEU short course suggestions from the Education & Training Committee
Liz Stewart-Jones	June 16 2011 Minutes – credit company charges expense account details.
Frank Hay	June 16 2011 Minutes – CRD Septic Savvy info to L. Frame & R. Telegas
John Rowse	June 16 2011 Minutes – electrical endorsement from BC Safety Authority for installers and maintenance providers
Each Board Member	June 16, 2011 Minutes – 2012 Conference – to offer to staff suggestions for themes, speakers, presentation topics and short course delivery
J Rowse	June 16, 2011 Minutes – 2012 Conference - to consider flexible attendance options
Each Board Member	June 16, 2011 Minutes – 2012 Conference – to offer to staff suggestions for exhibitors
Frank Hay	June 16, 2011 Minutes – to prepare nomination forms and documents
Mike Sheehan	June 16, 2011 Minutes – INNOVATOR – to contact Peter Robson for feature articles
INNOVATOR Editor	June 16, 2011 Minutes – develop section for “Recently Asked”
NNOVATOR Editor	June 16, 2011 Minutes – develop section for member profile
J Rowse	June 16, 2011 Minutes – explore online moderated/regulated site

NOTE: Subsequent to this meetings, on June 17, 2011 the Board was advised of the details of the credit card charges account correction. Action Item above related to this is completed.