

**BCOSSA - BOARD OF DIRECTORS**  
**Minutes of March 13, 2012 meeting**  
**Tsawwassen Inn 1665-56 Street, Delta BC**

**Present in person**

Steve Warren, Rob Feldhaus, Mike Rosang, Denis Francoeur, Greg Smith, Carla Ohmenzetter and Elliott Proctor

**Staff & Guests**

John Rowse, ED and Frank Hay, PP

**1. Meeting called to order** at 10:20am, introduction of new board members Elliott and Carla and housekeeping matters re: confidentiality and code of conduct.

**2. Correspondence**

a) APEGBC Guidelines-Professional Engineers, through Gilbert Larocque has requested feedback from membership and BOD on the recent guidelines. All responses to BCOSSA by Friday, March 23 to be compiled by J. Rowse and forwarded to APEGBC by March 20<sup>th</sup> deadline. Most comments to date suggest congratulations to APEGBC on collaboration with Ministry of Health and moving forward. Along with feedback following motion was made:

**Resolution #258**

Moved by G. Smith, Seconded by D. Francoeur that BCOSSA supports the principals and intent of the APEGBC draft Guidelines as currently presented and encourages its completion and implementation.

**Carried**

b) AGM- 90 delegates and 13 exhibitors, with approximately \$5000 surplus and good comments back. Trade show was well received, and BOD wants to build on these relationships. Suggestions included blending conference with other complementary industry sectors, such as irrigation and ground water, encouraging economies of scale and opportunities for participants in trade show: Possibly a mini water conference.

## **Action Items**

J. Rowse to thank trade show exhibitors and encourage ongoing relationship building and investigate possibility of partnering with other industry sectors. Board members to provide contact information where possible.

### **3. Minutes of Nov. 9<sup>th</sup>, 2011 meeting**

#### **Resolution #259**

G. Smith moved, Seconded by M. Rosang that the minutes of Nov. 9<sup>th</sup>, 2011 meeting be accepted as presented **Carried**

### **4. Business arising from minutes**

- a) J. Rowse advised the Board that pursuant to ASTTBC's offer that BCOSSA consider accepting potential Observer status at the OWP Registration Board, ASTTBC has not responded to BCOSSA's acceptance of the offer.
- b) J. Rowse reported that the backup procedure for website & storage of data and has been changed, working better, final reports not complete but costs reduced from \$400 to \$65/month.
- c) Relating to Annual General meeting and procedures for annual financial reporting; the review engagement process will continue, as per membership request. May go to the Notice to Reader format in the future if requested.

**5. Review** of board policy, governance model, organizational links and other aspects of organization and how it works for membership, develops strategic alliances and creates educational opportunities, awareness and long term viability. A position paper was received with agenda items outlining history of BCOSSA and terms of engagement as they have evolved from a management to policy governance board of directors.

#### **Action Item**

J. Rowse and BoD to consider developing a policy manual in digital form.

**6. Treasurer's report-** D. Francoeur presented financial statements in new format; F. Hay explained variances in the financial reports due to changes in the year end from Dec 31 to Oct 31 2011.

## **Resolution #260**

Moved by G. Smith, Seconded by R. Feldhaus that the financial report by accepted as presented.

**Carried**

### **Action Item**

**Staff** to have discussions with bookkeeper/accountant asking that future financial reports to BoD include comparatives with previous year/month to date and to the budget.

**7. Business Planning 2012** President S. Warren gave a brief outline of key current projects that the organization is working on or involved with. They include; SPM v3, APEGBC guidelines, draft CSA B65, involvement with COTRA and a brief history of Local Stakeholder Group activities. Staff explained the significant costs associated with working through LSG (approximately \$18000 to date) and that may be better to reach out to membership and others through social media channels instead.

### **Action Items**

**Staff** to continue lobbying and monitor progress with Ministry of Health on SPM v3 as they work through and collate the 500+ submissions received, report back on Tuesday's meeting with officials. Continue to monitor status of CSA B65 as goes through technical writer review.

## **8. WOWTC**

Outreach and education through the WOWTC is working well, 70 students through program in 2011. BCOSSA is currently the only BC education provider that is listed in ASTTBC policy. Discussion ensued regarding Accreditation through ASTTBC as the entrance requirements are stringent. ROWP certification processes at ASTTBC are a major problem for BC applicants with many now using the backdoor route through Alberta. Online courses working well especially in more remote areas of province and BCOSSA will continue on course improvements and working with COWI on national project development.

Education committee was disbanded; G. Smith thanked the chair F. Hay for his involvement and asked that a letter of recognition and thank you will be sent to members of behalf of BoD.

**Action Item** Staff to send letter of thanks

## **9. New Business**

a) Outreach to Manitoba/Ontario –F. Hay gave brief summary of email correspondence with interested parties from Ontario in developing alliances with BCOSSA through reciprocating agreements for free membership and attendance at conferences. Discussion resulted in the following motion;

### **Resolution #261**

Moved by G. Smith, Seconded by D. Francoeur that BCOSSA extend the invitation to associations that are active in the onsite wastewater treatment and dispersal industries to receive one (1) free membership in BCOSSA and to attend at no charge one (1) free entrance to BCOSSA's annual conference and trade show.

### **Carried**

b) Social media in onsite industry E. Proctor gave an in-depth insight into how social media is being used in many industry sectors as a means of reaching membership, clients and prospective customers. Other associations that cater to the onsite waste-water sectors have embraced the technologies and the number is growing. After significant discussion the following plan of action was developed:

### **Action Item**

**E. Proctor** to investigate social media options for next meeting and engage BoD.  
**C. Ohmenzetter** to develop RFP and list of possible contacts to do the data entry and management of system. **All BoD** must participate via email in discussions regarding social media opportunities.

## **10. Other business**

a) Possible sites for 2013 AGM Staff were instructed to hold list in abeyance until J. Rowse was able to investigate possibility of collaborating with similar industry sectors in hosting joint annual conference and trade shows.

### **Tabled to next meeting**

b) Budget and Business Plan review

### **Tabled to next meeting**

**11. Next board meeting** Tuesday, May 1, 2012, Tsawwassen Inn 10am

**12. Meeting adjourned at 3:25pm**