

CANADIAN WATER AND WASTEWATER ASSOCIATION
Association canadienne des eaux potables et usées

MINUTES

(as approved October 25, 2015)

MEETING OF THE BOARD OF DIRECTORS
TELECONFERENCE
September 21, 2015

A summary of the discussions and decisions taken during this Board meeting follows.

Roll Call & Introductions

President Mike Darbyshire called the meeting to order at 11:04 am Eastern Time. Mike completed the roll call and the record is attached as Annex 1 to these minutes. Colwyn Sunderland agreed to be Session Monitor.

Item 1.0: Approval of Agenda and Addition of any New Items

Moved by Roland Richard and seconded by Bev Mollard that the Agenda be adopted as presented.

Carried

Item 2.0: Declarations of Conflict of Interest

As per direction of the Board, prior to discussion of agenda items, each meeting will start with a call for directors to declare any conflicts of interest. There were no declarations made.

Item 3.0: Approval of Meeting Minutes – Spring Board Meeting of June 14-15, 2015

A number of minor corrections were made and the 2014 surplus of \$41,000 was noted.

Moved by Roland Richard and seconded by William Fernandes that the Minutes of the meeting of June 14-15, 2015 be accepted as amended.

Carried

Item 4.0: CWWA Vision Session Report from June 15

The Board received this report but deferred it for further discussion at the Old Board Meeting in October.

Item 5.0: E.D. Activity Report and Review of Rolling Action Items

Robert presented his Activity Report for September 2015. He noted that the primary focus of staff has been the national conference as well as preparation of Retention and Recruitment packages.

Item 6.0 Year-To-Date Finances

Robert presented the Financial Information Dashboard with financial information to 31st August.

Item 7.0 Board Schedule at National Conference

Robert provided a schedule of board meetings and major events.

Item 8.0 Agendas for Old and New Board Meetings

Board members were encouraged to send any items they wished discussed to Mike, Colwyn and Robert as they will prepare the agenda. The issue of Membership Recruitment was added to the list of agenda items including how we track and measure success.

Board members volunteered for the following Policy Reviews:

Policy	Reviewer
GP-5 Board Job Description	Roland Richard
GP-13 Board Code of Conduct	Bev Mollard
GP-15 Cost of Governance	Nancy Kodousek
BL-2 Unity Control	Jeremy Crosby
E-2 Members' Knowledge	Robert Haller
EL-5 Asset Protection	Robert Haller

Item 9.0: New Business – no new business**Item 10.0: President's Remarks – no further remarks**

Item 11.0 Session Monitor's Report

Colwyn noted that this was mostly an informational meeting. The focus was on Board work, identifying items for further board discussion.

Item 12.0: Motion to Adjourn

Moved by Jeremy Crosby that the meeting be adjourned. (11:40 am)

Carried

Annex 1 – Attendance at the Board Meeting

From	Name	Attending
		Yes / No
BC	Dwayne Kalynchuk	N
YT	David Albisser	N
AB	Mike Darbyshire	Y
NT	Vacant	-
SK	Jerry Cheshuk	Y
MB	Diane Sacher	N
NU	Vacant	-
ON	Bev Mollard	Y
ON	Nancy Kodousek	Y
QC	Richard Fontaine	N
QC	Vacant	-
NB	Kendall Mason	N
PE	Jeremy Crosby	Y
NS	Andrew MacKinnon	N
NL	Lynnann Winsor	Y
Director- at-Large		-
BCWWA	Colwyn Sunderland	Y
WCW	Edith Phillips	N
OWWA	Ray Miller	N
WEAO	William Fernandes	Y
RESEAU	Diana Qing Tao	N
ACWWA	Roland Richard	Y
Total		9
CWWA	Robert Haller	Y

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status
May 2014	Personnel Policies reviewed and changes recommended	Robert	Underway with legal advice
May 2014	Honorary membership – need a policy for who and why and what benefits etc.	Robert	
June 2015	Committees – all committees to develop Terms of Reference for approval by the Board – staff to ensure regular meetings and follow-up	Robert and Committees	
June 2015	Position Statements – priorities assigned to committees – Robert to work with chairs using GP-16 policy	Robert	
June 2015	Membership recruitment – launch recruitment campaign with mailout and follow-up	Robert w all Board support	Summer 2015
June 2015	Governance Policy Review – as per accepted schedule and assigned reviewers		continuing
June 2015	Public Attitudes Report – prepare a 10-slide presentation for members to use	Robert	

