

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
WHISTLER, BC

October 28, 2015

as approved February 19, 2016

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

Item 1.0: Roll Call & Introductions

President Colwyn Sunderland called the meeting to order at 2:05 pm Pacific Time. He provided regrets from board members David Albisser, Chris Greencorn, Ted Robbins, Diane Sacher, Richard Fontaine, Ray Miller, Kendall Mason, Matt Duffy and Edith Phillips.

Colwyn completed the roll call and the record is attached as Annex 1 to these minutes.

Item 1.1: Appointment of a Board Meeting Monitor

Mike Darbyshire, in his new role as Past President, agreed to serve as Session Monitor.

Item 1.2: Declarations of Interest

All board members are asked to declare any conflicts of interest with any of the items on the agenda. There were no declarations.

Item 2.0: Approval of Agenda and Addition of any New Items

As none of the newly appointed members were present, Item 3.0, Board Orientation, was deferred to the Spring Meeting. In its place, an in-camera session on personnel matters was added. Under New Business, the board added a discussion of this National Conference in Whistler and a discussion on Board expectations.

Moved by Diana Qing Tao and seconded by William Fernandes that the Agenda be adopted as amended.

Carried

Item 3.0: Personnel Matters (in-camera)

Moved by William Fernandes and seconded by Roland Richard that the Board meeting move 'in-camera' to discuss specific personnel matters. (3:10 pm)

Carried

Robert left the room for most of this discussion.

Moved by Mike Darbyshire and seconded by Nancy Kodousek that the Board meeting reconvene in 'open' session. (3:45)

Carried

The Board emphasized the need to revise the personnel policies to include an escalation process for staff concerns. They would like a formal process so staff feel they can discuss their concerns directly to the Board after first addressing with the executive director. This is to be presented at the February teleconference call.

Moved by Mike Darbyshire and seconded by Nancy Kodousek that the Executive Limitation EL-2.1 to now state that the executive director shall not:

*Operate without written personnel policies that clarify expectations, working conditions, personnel rules for staff, provide for effective handling of grievances **including an escalation process**, and protect against wrongful conditions.*

Carried

Item 4.0: Board Goals for 2016

The new board reiterated the priority on infrastructure funding given the federal governments new commitments.

The board also hopes to validate the priorities they are setting by surveying our members. Interest in hearing from members and non-members with a breakdown of results.

Membership recruitment is very important. They would like a review of the membership fee structure.

Committees revitalization is a key goal to engage members. They hope to see all committees working under revised Terms of Reference and addressing the Position Statements. The Board also identified the establishment of a new Utility Management Committee as a priority.

The Board suggested that Goal Setting might best be addressed annually at the June meeting as this coincides with the Executive Directors annual monitoring.

Item 5.0: 2016 Budget and Financial Forecast

Moved by Nancy Kodousek and seconded by William Fernandes that the Board approve a 2% increase in all membership fees for 2016.

Carried

Robert presented the financial forecast for 2016. He noted that the consolidated conference format had been well received with over 400 attending. He expected this to increase as the event moves to Toronto. The Window on Ottawa will also be reintroduced in the Spring. Hopefully, recruitment efforts will help bring new members. The report projected a surplus for 2016 of \$40,000.

Moved by Roland Richard and seconded by Bev Mollard that the Board approve the proposed budget and forecast for 2016 with a projected surplus of \$40,000.

Carried

Item 6.0: New Business

Item 6.1: National Conference Review

The Board discussed their impressions of the conference and shared comments they had received from delegates.

The comments were all extremely positive voicing great pleasure with the quality of the technical programs as well as with the hotel and food. The social events all worked very well.. All Board members shared positive comments they heard from attendees with some minor suggestions for improvements. The app worked great and the badges were well received by all. Whistler was also seen as a great choice. Delegates appreciated no speakers at lunch time allowing networking.

The Board noted seeing many more utility leaders and municipal delegates than usual and this was also noted by the exhibitors who were very pleased with the make-up of the delegates. They were also pleased with the format of the exhibitor areas and the access to delegates.

Some suggestions:

- 5 streams may be too many
- Cannot have workshops conflict with plenary
- More posters with the programs would be better
- Better screens and perhaps rules for font size by presenters
- Need to promote CEU's in advance
- Would like to hear some more French if possible

Overall, the Board was very pleased. They fully support the consolidated format on an annual basis. The choice of a destination location was well-received. There was a new sense of professionalism at this conference that was appreciated. The reception format of food stations and music was preferred to a banquet. Staff were to be congratulated for a job very well done.

Item 6.2: Board Expectations

The topic of director attendance at meetings was introduced but deferred to the Spring meeting for further discussion.

Item 7.0 Session Monitor's Remarks

Mike noted that there were no reports with this agenda. The budget should be distributed further in advance for all to review. He felt the Board stayed on topic and closed all items.

Item 8.0 President's Remarks

Colwyn looks forward to an active 2016 and will be scheduling a teleconference meeting for February.

Item 9.0 Motion to Adjourn

Moved by Nancy Kodousek that the meeting be adjourned. (5:00 pm)

Carried

Annex 1 – Attendance at the Board Meeting

From	Name	Attending
		Yes / No
BC	Ted Robbins	N
YT	David Albisser	N
AB	Mike Darbyshire	Y
NT	Chris Greencorn	N
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	Matt Duffy	N
NS	Andrew MacKinnon	Y
NL	Lynnann Winsor	Y
Director- at-Large		-
BCWWA	Colwyn Sunderland	Y
WCW	Edith Phillips	N
OWWA	Ray Miller	N
WEAO	William Fernandes	Y
RÉSEAU	Diana Qing Tao	Y
ACWWA	Roland Richard	Y
CWWA	Robert Haller	Y
Totals		11

Annex 2 – Rolling Actions Items

Board Meeting	Action Item	Assigned to	Target/Status
May 2014	Investment Policy to be developed by the Finance Committee	Robert and Committee	Jun 2016
May 2014	Honorary membership – need a policy for who and why and what benefits etc.	Robert	Jun 2016
May 2014	Position Statements Review referred to Committees including PPCP	Robert	Through 2016
Oct 2015	Committee Terms of Reference – all committee working under revised Terms of Reference	Robert	Spring 2016
Nov 2014	Governance Policy Review – as per accepted schedule – Robert to find volunteer reviewers amongst the Board	Robert	For each meeting
Oct 2015	Personnel Policies reviewed and changes recommended including escalation policy and bonus policy	Robert	Feb 2016
Oct 2015	Recruitment Campaign with Board follow-up	Robert All Board	Nov-Dec 2015
Oct 2015	Declaration of Interest – Board to complete and submit an Annual Declaration of potential conflicts of interest	Robert	Feb 2016
Oct 2015	Vision Statement and Priorities – to be reviewed every Spring	All Board	Jun 2016
Oct 2015	Membership Rate Review – staff to conduct a review of all rates and categories	Robert	Jun 2016
Oct 2015	Annual Board Goal Setting to be at Spring meeting	All Board	Jun 2016
Oct 2015	Survey of Members on Priorities	Robert	Jun 2016
Oct 2015	Board Attendance – discussion of reasonable expectations	All Board	Jun 2016