

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
TELECONFERENCE

September 30, 2016

as approved November 13, 2016

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

Roll Call & Introductions

President Colwyn Sunderland called the meeting to order at 1:05 pm Eastern Time. Colwyn completed the roll call and the record is attached as Annex 1 to these minutes.

Edith Phillips agreed to be Session Monitor.

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

Moved by Ray Miller and seconded by Ted Robbins 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

3.1 – Spring Board Meeting of June 7 & 10, 2016 - *deferred*

Item 4.0: E.D. Activity Report and Review of Rolling Action Items

Robert reviewed the Rolling Action Items and his Activity Report. Board members have received a draft of the Report “Our Impact, Our Opportunity, Our Position” and asked to comment before it is distributed to members.

Item 5.0 Finances – Year-End 2015

Robert presented the Financial Information Dashboard with financial information to August 31, 2016. The conference planning is coming along well and we should meet our projected budget. The only concern might be receiving the project funds from Public safety Canada in 2016 or 2017.

Item 6.0 Board Schedule at NWWC

Robert reviewed the tentative schedule for the National Water & Wastewater Conference for board meetings, dinners, AGM and other obligations. This will be sent to all board members.

Item 7.0 Fall Board Agendas

Colwyn asked for board input on the agenda items for our fall meetings. The board members hoped to continue discussions on advocacy, priorities and the value of membership. Robert expects to have rough data from the membership survey.

Item 8.0 Governance Policy Review Assignments

The following policies were assigned to the following members:

GP-1 Edith
GP-10 Andrew
GP-11 Mike
GP-13 Ted
GP-15 Bev
BL-3 Colwyn

Item 9.0: Board Recruitment

Robert reported on recruitment efforts so far. WCW and ACWWA have named their new members. WEAO and OWWA will advise soon. We have nominees for Alberta and Manitoba. We have not had a response from Montreal to name a new Quebec member.

Item 10.0 New Items – none**Item 11.0: President's Remarks**

Colwyn encouraged all board members to attend the November meetings and conference.

Item 12.0 Session Monitor's Report

Edith noted the agenda items and materials were good, but received late. The board wrapped up all items and ran a good meeting, ending on time.

Item 13.0: Motion to Adjourn

Moved by Mike Darbyshire that the meeting be adjourned. (2:00 rpm)

Carried

Annex 1 – Attendance at the Board Meeting

From	Name	Attending
		Yes / No
BC	Ted Robbins	Y
YT	David Albisser	N
AB	Mike Darbyshire	Y
NT	Chris Greencorn	N
SK	Jerry Cheshuk	N
MB	Vacant	-
NU	Vacant	-
ON	Bev Mollard	Y
ON	Nancy Kodousek	Y
QC	Richard Fontaine	Y
QC	Vacant	-
NB	Kendall Mason	Y
PE	Matt Duffy	Y
NS	Andrew MacKinnon	N
NL	Lynnann Winsor	N
Director- at-Large		-
BCWWA	Colwyn Sunderland	Y
WCW	Edith Phillips	Y
OWWA	Ray Miller	Y
WEAO	William Fernandes	N
RÉSEAU	Diana Qing Tao	Y
ACWWA	Roland Richard	N
Total		11
CWWA	Robert Haller	Y

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status/Target
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	Utility Committee – to provide advice on national conference	Robert	Call ad hoc committee meeting
June 2016	Membership Survey on ranking priorities and gaging satisfaction	Robert	Summer 2016
June 2016	Advocacy – to continue advocacy input on federal budget	Robert	Ongoing
June 2016	CWWA Promotion – better promotion of what CWWA is doing, share our efforts with members	Robert	Ongoing
June 2016	Window on Ottawa – post event promotional blast	Robert	June 2016
June 2016	Redesign of rate structure table to appear less dramatic in jumps	Robert	Dec 2016
June 2016	Renewal Letter with one-pager for municipal councils on the benefits of CWWA membership	Robert	Dec 2016
June 2016	Ad hoc Committee on Rates and Value of Membership	Colwyn, Edith, William, Nancy	Fall 2016
June 2016	Social Media – time to develop a social media strategy for better outreach	Robert	ongoing
June 2016	5% Surplus – policy approved to plan for 5% surplus over operating costs	Robert	ongoing
June 2016	E.D Spending limit – to increase limit from \$50k to \$100k for event commitments	Finance Cttee	Deferred
Sept 2016	Governance Policy Reviews – assigned to board	Edith, Andrew, Colwyn, Mike, Ted, Bev	Fall 2016