

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
TELECONFERENCE

March 27, 2017

as approved June 7, 2017

❖ **Not enough board members to meet quorum.**

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

Roll Call & Introductions

President Nancy Kodousek called the meeting to order at 2:00 pm Eastern Time. Nancy completed the roll call and the record is attached as Annex 1 to these minutes. William Fernandes agreed to be Session Monitor.

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

Quorum not met therefore there will be no approval of Agenda or new items

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 – Old Board Meeting of October 25, 2015

Deferred to June 7th 2017 Board Meeting

3.2 – New Board Meeting of October 28, 2015

Deferred to June 7th 2017 Board Meeting

Item 4.0: Action Item List and E.D Activity Report

Robert reviewed the Action Items from the minutes the presented his Activity Report for 2017.

He updated the board members on the loss of a staff member Eric Ogouma. Robert has hired an external translator and is putting together a new job description in the hopes of hiring a Committee Coordinator.

- *Value of water work*: Robert has had National cooperation discussions with BCWWA and he mentioned he will attend their conference. They are both involved in the value of water coalition. As WEF and AWWA are getting ready for World Water Day, Robert is getting involved with the editing, providing documents, and providing data from the RBC survey and report cards.
- *Membership Survey*: it is completed and it is out in the magazine.
- *CWN*: discussion toward partnership and budget. No deep discussions yet.
- *Committee Strategy*: new chairs announced. Working on programs for the fall
- *Committee Liaisons named*: given to appropriate staff
- *Utility Member recruitment*: Robert noted that not much has been done here with the absence of Eric. Alberta working on recruitment where it was left off last year.
- *Member rate review*: Sent out renewal letter to all members. Discussed that Robert along with staff will be looking into a survey to help change the fee structure of Utility members and Private sector members.
- *Strategic Plan*: developing media strategies mainly the website. Board members suggested that we share our strategic plan, focus and committee activities on our new website to share with members.
- *Corporate Records*: new staff member to help with organization of this
- *Freedom of information*: Robert is working on this with help
- *Cost of Governance*: June meeting
- *Minute taking*: Board Minutes and Action Items: Robert announced that minutes will be done by Louisa Spina, transcribed and distributed within a month of the meeting
- *Honorary Membership*: June meeting
- *Member Recognition*: nothing developed yet.
- *Insurance*: Robert will send a copy of CWWA's coverage to Board Members
- *IWA-CNC reps appointed* – Carl Yates, Nancy Kodousek and William Fernandes

CWWA Activity Report

Robert and Board members agreed to read through the activity report provided and if they any questions they would ask.

Item 5.0 Finances – Year-End 2016

Robert presented the financial year end data. We ended 2016 in a very good position with a final surplus of \$108,000. This was better than our projection
The board expressed their thanks and appreciation.

Item 6.0 - Montreal/Reseau and the 2018 NWWC Other Recruitment Efforts

Robert reported that the City of Montreal, one of our founding members, cancelled their long time membership with CWWA. He is working with Diana to keep them as members. Diana is not in attendance for this meeting. If the city of Montreal does in fact decide to not renew, Robert is not comfortable awarding the 2018 conference to Montreal. If they do not renew, Robert is considering Ottawa for 2018.

At the same time, Réseau has asked to partner with us for the conference but Robert noted that the offer would not leave CWWA in a good financial position especially with the loss of Montreal. Their membership is conditional on accepting the offer to partner for the conference. Robert will try to negotiate a better deal with Réseau and keep them as members so that Diana can stay on as board member and next President. Robert suggested letting all Regional Associations have complimentary membership, perhaps through an MOU and in-kind agreement.

The Board expressed concern of going forward being a national association without any Quebec representation.

Item 7.0 Board Schedule at Window on Ottawa

The Board Schedule was sent to everyone by email.

Board would like a written update from Committee chairs to stay updated on what is happening with other committee meetings. A report for each committee will be available.

Item 8.0 Spring Board Agenda

Nancy asked for input from all for the Spring Board agenda.

- Strategic Planning and Priorities – continue dialogue from previous meetings
- How are Board priorities reflected in staff work plan
- Relationships with regional associations, CWN and others

Item 9.0: Governance Policy Reviews Assignments for Spring

Robert will follow up with this another time noting time is running over

Item 10.0 New Items(s)

On unanimous consent from Board Members

- Executive Directors review
 - Colwyn will be following up with an evaluation form to be sent to all board members

Item 11.0: Presidents Remarks

Nancy thanked everyone for participating. It was an interesting and challenging discussion about the City of Montreal and Réseau. She shared concern about losing the City of Montreal and supports Roberts's efforts to regain the relationship.

Federal infrastructure spending discussion has been ongoing and there is a lot of focus on this. We look forward to the Window on Ottawa.

Item 12.0 Session Monitor's Report

William reported that this was perfect timing as we are nearing the end of the meeting. The board minutes could not be approved and this needs to be put on the next agenda. Robert's update was to the point and a good discussion on the priorities of CWWA. Finances are very good.

Item 13.0: Motion to Adjourn

Noted no motion as quorum not met. 3:30

<i>CWWA Board of Directors</i>	<i>Minutes of March 27, 2017</i>
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**Annex 1 – Attendance at the Board Meeting
March 27, 2017**

From	Name	Attending
		Yes / No
BC	Ted Robbins	N
YT	David Albisser	N
AB	Clayton Tiedemann	N
NT	Chris Greencorn	N
SK	Jerry Cheshuk	N
MB	Greg Archibald	Y
NU	Vacant	N
ON	Bev Mollard	Y
ON	Nancy Kodousek	Y
QC	Vacant	-
QC	Vacant	-
NB	Kendall Mason	N
PE	Matt Duffy	N
NS	Andrew MacKinnon	Y
NL	Lynnnann Winsor	N
Director- at-Large		
BCWWA	Colwyn Sunderland	Y
WCW	Kevin Syrnick	N
OWWA	Michele Grenier	Y
WEAO	William Fernandes	Y
RÉSEAU	Diana Qing Tao	N
ACWWA	Mark Butler	Y
CWWA	Robert Haller	Y
Totals		9