

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS

DELTA HOTEL, ST. JOHN'S, NL

November 8th, 2017

as approved March 27, 2018

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

Item 1.0: Roll Call & Introductions

President Diana Tao called the meeting to order at 1:30 pm Atlantic Time.
All the members introduced themselves.

Item 1.1: Appointment of a Session Monitor

Greg Archibald agreed to be the session monitor.

Item 1.2: Declarations of Interest for this Agenda

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 1.3: Annual Declaration of Interest

As per CWWA By-laws, each board member must complete and submit an annual declaration form indicating all potential conflicts in general. Robert distributed the forms for collection later.

Item 2.0: Approval of Agenda

Moved by Nancy Kodousek and seconded by William Fernandes that the Agenda be received as amended.

Carried

Item 3.0: Board Orientation & Policy Governance

Robert distributed the CWWA By-laws and Policies and led a brief overview of policy governance and how the board and staff interact. Robert will hold more in depth orientation with the new members and plan a larger program for the whole board at a future meeting.

Item 4.0: Board Goals 2018

The board discussed the use of a tagline for the association and agreed upon:

Moved by William Fernandes and seconded by Greg Archibald that the following be adopted as CWWA's tagline:

“THE national voice for water”

“LA voix Canadienne de l'eau”

Carried

The board agreed that the website renewal should be a high priority for 2018.

In discussing the assignment of liaisons to each technical committee, it was felt there was a need for further information including the terms of reference of each committee and a policy on the role of the board liaison.

Item 5.0: 2018 Budget Forecast

Robert presented the proposed budget for 2018 with a forecasted surplus of: \$ 46,000
This includes an increase in membership dues of 2%.

Moved by Greg Archibald and seconded by Nancy Kodousek that the board approve a 2% increase to all membership fees for 2018.

Carried

Moved by Clayton Tiedemann and seconded by William Fernandes that the board approve the 2018 budget with a forecasted surplus of \$46,000.

Carried

Robert explained that it will take several weeks to do the transition of signing authority at the bank so there is a need to maintain Andrew MacKinnon's authority until Greg Archibald can get set up.

Moved by Greg Archibald and seconded by Clayton Tiedemann that the board approve an extension of signing authority to Andrew Mackinnon for two additional months.

Carried

Item 6.0: NWWC2017 Review

Overall the board felt the conference was a great success. The social events were very well received. The quality of the sessions was very good. Additional comments:

- One session seemed to be a repeat from last year
- Concern that some sessions were clearly sale pitches
- Suggestion to review and critique all papers
- The last day was rather light
- Need to provide guidance for slide shows – provide a template
- Need to provide better instructions to the moderators
- Many A/V problems

The board discussed the format of AGM with a comment that it might be too casual and not respectful of a corporate meeting. Members discussed the history of AGM's and the difficulty of getting delegates to the meeting. Need to consider microphones.

Item 7.0: New Business

A discussion on the call for all Canadian utilities to have an Emergency Plan. This is mandatory in Ontario. It was suggested the Emergency Management Committee consider a revised position statement on this topic.

A discussion on asset management and the potential for a national registry. This item was referred to the Utility Leadership Committee for consideration in conjunction with the Canadian Benchmarking Initiative.

Item 8.0: Session Monitor's Report

The whole meeting was rushed and could use more time. The orientation can be expanded at a future meeting and include governance policies, the Carver system and Robert's Rules of Order. The budget discussion could be longer.

Item 9.0: President's Remarks

Diana thanked all for their support and commitment to the CWWA and stated she was excited to work with everyone in this coming year.

Item 10.0: Motion to Adjourn

Moved by David Main that the meeting be adjourned. (3:15)

Carried

**Annex 1 – Attendance at the Board Meeting
November 8, 2017**

From	Name	Attending
		Yes / No
BC	Ted Robbins	N
YT	vacant	N
AB	Clayton Tiedemann	Y
NT	Chris Greencorn	N
SK	Ryan Johnson	N
MB	Greg Archibald	Y
NU	Vacant	
ON	Terry Bender	Y
ON	Rodney Bouchard	N
QC	Christian Marcoux	Y
QC	Vacant	
NB	Kendall Mason	N
PE	Matt Duffy	N
NS	Jesse Hulsman	N
NL	Lynnann Winsor	Y
Director- at-Large	Nancy Kodousek	Y
BCWWA	David Main	Y
WCW	Vicki Campbell	Y
OWWA	Michele Grenier	Y
WEAO	William Fernandes	Y
RÉSEAU	Diana Qing Tao	Y
ACWWA	Mark Butler	N
CWWA	Robert Haller	Y
Totals		11
Guests		

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	deferred
Jun 2017	Develop tracking and reporting on Governance Policy Reviews and recommendations	Robert	
Jun 2017	Committees – all committees to develop Terms of Reference for approval by the Board and posted to the website	Robert and Committees	
Jun 2017	Position Statements – priorities assigned to committees – Robert to work with chairs using GP-16 policy	Robert	
Nov 2017	Consideration of a risk management framework	Robert & Ted	
Nov 2017	Sharing the Terms of Reference of the Finance Committee	Robert	
Nov 2017	Develop formal Terms of Reference for the remuneration of the Executive Director	Board Executive	
Nov 2017	Create an orientation on governance for each new board	Robert and Diana	
Nov 2017	Website review and renewal	Robert	
Nov 2017	Finance Committee to develop a Procurement Policy	Finance Committee	
Nov 2017	Preparing a SWOT exercise for the board	Clayton & Robert	
Nov 2017	Adoption of official taglines: “ THE national voice for water” “LA voix Canadienne de l’eau”	All	
Nov 2017	Policy on the role of the board liaison to committees	Robert	