

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
TELECONFERENCE

October 09, 2018

as approved November 4, 2018

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

Roll Call & Introductions

President Diana Qing Tao called the meeting to order at 12:05 pm Eastern Time. Diana completed the roll call and the record is attached as Annex 1 to these minutes.

David Maine agreed to be Session Monitor.

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

Moved by Ted Robbins and seconded by William Fernandez that the Agenda be adopted as presented.

Carried

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 2.0: Approval of Meeting Minutes

Minutes of the Meeting of June 9, 2018 were reviewed. No comments or corrections.

Moved by William Fernandez and seconded by Christian Marcoux that the minutes of the board meeting of June 9, 2018 be accepted as presented.

Carried

Item 3.0: Action Item List and E.D Activity Report

Robert reviewed the Action Items and his Activity Report. Committees are working on their position statements which will be presented to the board in Montreal. Robert noted insurance coverage /dissolution policy and how board members are protected by this will be discussed in Montreal.

Robert also announced CWWA sponsorship of the BlueW program. It is a campaign to promote drinking tap water. Robert stated that the item for Honorary memberships is there so it is not forgotten about but has not yet been worked on. Robert spoke about the Governance Policy reviews that will be updated in spring of 2019 with all the updates and amendments based on all the recommendations made over the past few years. We will be bringing on a PT or FT employee to help with these GP amendments.

Diana asked that Robert provide an updated report to the board in Montreal of his priorities for 2019 as a fuller Action Items List.

Robert clarified the dates of the 2019 events as Window on Ottawa on June 3 and 4 with Board meeting June 5; and the National Conference in Banff, November 3 to 6 with Board meetings on the 3rd and the 6th.

Item 5.0 Financial Report to August 31, 2018

Robert presented a quick overview of the financial report. Memberships revenues were close to target but we did lose a couple of medium sized members that we are working on bringing back in 2019 (City of Greater Sudbury and the City of Kelowna). Robert is still working with a solicitor on collecting overdue revenue from the condo corporation (DeerPark Management) and is hoping to settle on an amount before the new year.

The NWWC 2019: Registrations are looking very positive and we are confident that our target will be made.

Item 6.0 Board Schedule at NWWC Montreal

Robert reviewed the tentative schedule for the National Water & Wastewater Conference for board meetings, dinners, AGM and other obligations. A schedule has been emailed to all board members.

Item 7.0 Old Board Agenda Prep

Robert reviewed the schedule for the Sunday Old Board meeting. Breakfast will be served followed by the Financial report, GP reviews and any rolling action items that need to be dealt with and officially electing the new board. The afternoon orientation for the new and old board will be presented by Colwyn Sunderland and will lead into a goal-setting exercise led by Colwyn and Diana. A request was made to include Robert's Rules of Order in the orientation.

Item 8.0 Governance Policy Review Assignments for November

The following five policies up for review were assigned to the following volunteers:

- GP-15 Greg
- GP-13 David
- GP-1 Diana
- GP-5 Jesse
- BL-2 Diana

Item 9.0 New Items

Rodney Bouchard asked about the funding opportunities for the Efficiency Committee. Robert explained that this group did have some reserve funds unspent from earlier projects and could always fundraise for more. He suggested the committee chairs approach him directly to discuss.

Item 10.0 President's Remarks

Diana stated that she is looking forward to seeing everyone at the NWWC 2019 in Montreal.

Item 11.0 Session Monitor's Report

David noted the agenda items and materials were distributed on Thursday which was adequate but due to the long Thanksgiving weekend it didn't give him enough time to prepare. The meeting objectives were made and focus was good.

Item 12.0: Motion to Adjourn

Moved by Diana and Greg that the meeting be adjourned. (12:40 pm)

Carried

Annex 1 – Attendance at the Board Meeting

From	Name	Attending
		Yes / No
BC	Ted Robbins	Y
YT	vacant	
AB	Clayton Tiedemann	
NT	vacant	
SK	Ryan Johnson	
MB	Greg Archibald	Y
NU	Vacant	
ON	Terry Bender	
ON	Rodney Bouchard	Y
QC	Christian Marcoux	Y
QC	Vacant	
NB	Kendall Mason	Y
PE	Matt Duffy	
NS	Jesse Hulsman	Y
NL	Lynnann Winsor	
Director- at-Large	Nancy Kodousek	
BCWWA	David Main	Y
WCW	Vicki Campbell	
OWWA	Michele Grenier	
WEAO	William Fernandes	Y
RÉSEAU	Diana Qing Tao	Y
ACWWA	Roland Richard	
CWWA	Robert Haller	Y
Totals		10
Guests	Richard MacEwen (PEI)	

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status
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	Spring 2019
June 2015	Position Statements – priorities assigned to committees – Robert to work with chairs using GP-16 policy	Robert	continuing
June 2015	Governance Policy Review – as per accepted schedule and assigned reviewers Need to update Policies with all amendments	Board Robert	Continuing Spring 2019
June 2018	Insurance – Robert to share details of Directors and Operators Insurance with the Board	Robert	Fall 2018
June 2018	Dissolution Policy - Board would like a dissolution policy for the board's basic liability's and legal obligations.	Finance Committee	Fall 2018
June 2018	Board Recruitment – to recruit candidates to fill vacancies or renew for 2 nd term	Nancy & Robert	Fall 2018
June 2018	Board Orientation – plan orientation program on policy governance and board roles for national conference including Robert's Rules of Order	Robert	Fall 2018
June 2018	Canadian Water Network relationship – Board to reach out to CWN for discussion	Diana	Fall 2018