

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

DRAFT MINUTES

MEETING OF THE BOARD OF DIRECTORS
BONAVENTURE HOTEL, MONTREAL, QUEBEC

November 7th, 2018

as approved April 5, 2019

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

Item 1.0: Roll Call & Introductions

President William Fernandes called the meeting to order at 2:05pm Atlantic Time and conducted the roll call (Appendix 1).

Item 1.1: Appointment of a Session Monitor

David Main 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 Greg Archibald and seconded by Roland Richard that the Agenda be received as amended.

Carried

Item 3.0: Old Board Carry Forward and Board Goals 2019

Robert reviewed the discussions and actions from the Old Board meeting of November 4th. He identified his priorities for staff being:

- Focus on the Lead Guidelines support for members
- A renewed website
- Continued work on Position Statements

Diana noted the need for the board to pursue discussions with CWN on this relationship. The President and Past President will follow up on the request to meet with CWN.

It was recommended to review the 4 Ends of the Association especially as part of identifying our role versus that of CWN and other associations. The 4 Ends should be noted at the start of each meeting moving forward.

Item 4.0: 2019 Budget Forecast

Robert presented the proposed budget for 2019 with a forecasted surplus of: \$ 20,00069. This includes an increase in membership dues of 2%. He noted the impact of investments into the IWA 2002 conference. These IWA costs will eventually be recouped in 2022 but do affect operating budget now. This forecast does not meet the board target of a 5% surplus on operating budget, but Robert hopes to revise this forecast early in 2019 when year-end numbers are available.

Moved by Greg Archibald and seconded by Diana Tao that the board approve a 2% increase to all membership fees for 2019.

Carried

Robert noted that he is commencing a survey of members to gather information on connections, staffing and revenues to support a review of membership fees.

Moved by Roland Richard and seconded by Christian Marcoux that the board approve the 2019 budget with a forecasted surplus of \$20,069.

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 5.0: NWWC2018 Review

The board felt the conference was a great success as they discussed the details and provide their input to staff.

Technical program: There were many positive comments about the quality of the technical program. Comments ranged from 'great' to the 'best ever' with complaints there to too many good sessions running concurrently. A good range of detailed sessions and higher level sessions that is attracting senior managers. Good mix of presentations and panels (if you have a good moderator.)

Program concerns: Moderators need to ensure sessions stay to schedule and they cannot shift speakers or times. There were errors in some moderator packages with the wrong bios. Question if there was enough on storm water, while others felt it was as long program on storm water.

App: The app was good overall, but there were inconsistencies between the app program room names with the printed program. Can we link the session speaker with their abstract? We only sent out two blasts during the conference – so this feature could be better used. Better use of the social features? Can we gamify any of this? (most tweets or internal messages etc.) Map to the social event was under 'Floor Plans' so not found by most.

Venue: The hotel venue was great despite the broken escalator. Great layout and flow. Good food, no complaints. Heating issues in the marketplace.

Exhibitor/Marketplace: Exhibitors seemed to be happy overall and liked traffic and all food in that room.

Social Event; This was a great event that will be remembered for many years. All involved were congratulated for coordinating such an event.

Technical Tour: Only 4 showed up for the tour. Need to have them pay something.

Other comments: Praise for April Taylor and Sean (getting poppy for Duckworth). Praise for the speaker gifts. A/V concerns need no further comments.

Item 6.0: Executive Director Monitoring

William spoke to efforts by the Board Executive Officers to review how we monitor the executive director and determine remuneration. Following discussions with Robert, they have revised the evaluation form to better align with the 4 Ends of the Association. This will be distributed to all in January for collection by May for a June review at the Window event.

Item 7.0: New Business - none

Item 8.0: Session Monitor's Report

David reported it was a well-run meeting that addressed all items and gave direction. He noted the agenda was out well in advance.

Item 9.0: President's Remarks

William stated he was honoured to be President and looked forward to 2019 and to Banff.

Item 12.0: Motion to Adjourn

Moved by Michele Grenier that the meeting be adjourned. (3:30)

Carried

**Annex 1 – Attendance at the Board Meeting
November 7, 2018**

From	Name	Attending
		Yes / No
BC	Ted Robbins	N
YT	Arcadio Rodriguez	Y
AB	Clayton Tiedemann	Y
NT	Chris Greencorn	N
SK	Ryan Johnson	N
MB	Greg Archibald	Y
NU	Usman Mirza	Y
ON	Terry Bender	Y
ON	Rodney Bouchard	Y
QC	Christian Marcoux	Y
QC	Vacant	
NB	Kendall Mason	N
PE	Richard MacEwen	Y
NS	Jesse Hulsman	Y
NL	Lynnann Winsor	Y
BCWWA	David Main	Y
WCW	Vicki Campbell	Y
OWWA	Michele Grenier	Y
WEAO	William Fernandes	Y
RÉSEAU	Diana Qing Tao	Y
ACWWA	Roland Richard	Y
CWWA	Robert Haller	Y
Totals		16
Guests		

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status/Target
Nov 2018	2019 Budget Forecast <ul style="list-style-type: none"> - Revise forecast in early 2019 - Revisit 5% surplus target 	Robert	Winter teleconference
Nov 2018	Governance Policy: Develop tracking and reporting on Governance Policy Reviews and recommendations Amend EL-5.3 Dissolution Reserve	Robert	Spring Meeting
Nov 2018	Reserve Funds <ul style="list-style-type: none"> - Personnel Fund \$20k - Dissolution Fund \$46k 	Robert	immediately
Nov 2018	Position Statements/Papers Approved: <ul style="list-style-type: none"> - Sustainable Operations - Lead - Food Grinders - Integrated Climate Change All of these are to be formatted, translated and prepared for distribution.	Robert	January/February
Nov 2018	Website: Renewed website – public and member only access	Robert	May/June
Nov 2018	Town Hall sessions <ul style="list-style-type: none"> - At the Window - At the NWWC Banff 	Robert & Board	Window
Nov 2018	Board Orientation To distribute the videotaped session to all	Robert	December
Nov 2018	4 Ends Add the 4 Ends to the start of each agenda	Robert	Ongoing
Nov 2018	CWN Relationship <ul style="list-style-type: none"> - Board to board discussions toward an MOU with staff present as advisors - Consider WEF/WERF model 	William and Diana	January/February
Nov 2018	Member Fee Review <ul style="list-style-type: none"> - Collect survey data - Review possible alternatives 	Robert	November
Nov 2018	Executive Director Monitoring <ul style="list-style-type: none"> - All to complete and submit evaluation form 	William and Board	May