

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
TELECONFERENCE

April 5, 2019

as approved June 5, 2019

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

Roll Call & Introductions

President William Fernandes called the meeting to order at 12:02 pm Eastern Time. William completed the roll call and the record is attached as Annex 1 to these minutes.

Greg Archibald agreed to be Session Monitor.

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

Moved by Rodney Bouchard and seconded by Vicki Campbell that the Agenda be approved as presented. .

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 November 4, 2018

Moved by Roland Richard and seconded by Greg Archibald that the minutes of the meeting of November 4, 2018 be accepted.

Carried

3.2 – New Board Meeting of November 7, 2018

A revision to delete item 4.4 of New Board Meeting minutes of November 7, 2018.

Moved by Roland Richard and seconded by Rodney Bouchard that the minutes of the meeting of November 8, 2017 be accepted with revisions.

Carried

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

Robert reviewed the Action Items from the November 7th Minutes highlighting the following:

- Robert explained that the website is being worked on in-house by staff. (Louisa and Kara) and there will be something to show the board in June but a launch will likely be in July
- Board orientation video will be sent to the BOD
- A member fee review survey will be done in 2019

CWWA Activity Report

Robert highlighted the work on the LEAD guidelines and development of Fact Sheets and Speaking Notes , similar is being created for Manganese, IWA Young professionals conference in June, IWA Asset Management in September and he reviewed his annual travel schedule.

Item 5.0 Finances – 2018-19 Comparison

Robert presented the financial year-end data. We ended 2018 with a final deficit of \$15,000.00

Robert noted that the anomalies that lead to this are:

- 1) Staff restructuring: Severance payment of former employee and the new contract with new Events company.
- 2) A Back Payment was made to Employee Health Tax of \$6000.00 that was missed in previous years
- 3) IWA investment payments for 2022 that will be recouped in 2022 of \$15,000.00
- 4) Renovation expenses over \$30,000 increased the value of the office. The office would now be worth approximately 250,000.00 with the option to sell in the future.

Robert predicts the 2019 revised forecast/budget of \$23,000 - a 2.3% increase instead of 5%.

Moved by Ryan Johnson and seconded by Greg Archibald that the revised budget be accepted.

Item 6.0 – Window on Ottawa Schedule

Robert reviewed the Board of Directors schedule for the Window on Ottawa in June along with the Spring Board meeting and the new location of the Window.

Item 7.0 CWWA Awards Report of Task Group

Diana led the discussion on many new ideas for the CWWA Awards and thanked everyone in involved. This will be discussed and decided at Spring Board meeting in June.

Item 8.0: Spring Board Agenda

Members were asked to consider items for the June meeting. The Board Executive Committee will discuss the agenda on their next teleconference.

Item 9.0: Governance Policy Reviews

As part of the regular review of governance policies, board members were asked to volunteer to review the following:

<i>Governance Policy</i>	<i>Board Volunteer Reviewer</i>
GP-4 Officers of the Board	Greg Archibald
GP-7 President	Clayton Tiedemann
GP-8 First Vice President	Rodney Bouchard
GP-9 Second Vice President	David Maine
BL-4 Monitoring Executive Director	Ryan Johnson with William Fernandes

Item 10.0 Technical Committee Liaisons

Committee Liaisons were assigned as follows:

- | | |
|--------------------------------------|-----------------|
| ○ Biosolids | Roland Richard |
| ○ Climate Change (& Energy) | Jesse Hulsman |
| ○ Drinking Water Quality: | Lynnnann Winsor |
| ○ Security and Emergency Management: | David Main |
| ○ Water Efficiency | Rodney Bouchard |
| ○ Wastewater and Stormwater: | Diana Qing Tao |
| ○ Utility Leadership: | Vicki Campbell |

Item 11.0: New Items No new items.

Item 12.0 Session Monitor's Report

Greg Archibald provided report. The agenda package out well in advance and all came prepared with good information. He noted the meeting started on time and ended early with good discussions on the financial review and awards. He noted there was a little bit of confusion with the order of the agenda but overall it closed out well.

Item 13.0: Presidents Remarks

William thanked everyone for attending the meeting. He asked the board members to help promote the NWWC and the WOO this year and get as many new attendees as possible.

Item 13.0: Motion to Adjourn

Moved by Diana that the meeting adjourn. (1:00 pm)

Carried

**Annex 1 – Attendance at the Board Meeting
April 5, 2019**

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

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status/Target
May 2014	Honorary membership – part of the Awards Review	Robert	June mtg
Jun 2017	Develop tracking and reporting on Governance Policy Reviews and recommendations	Robert	Awaiting new staff
Jun 2017	Committees – all committees to develop Terms of Reference for approval by the Board and posted to the website	Robert and Committees	ongoing
Jun 2017	Position Statements – priorities assigned to committees – Robert to work with chairs using GP-16 policy	Robert	ongoing
Nov 2017	Consideration of a risk management framework	Robert & Ted	deferred
Nov 2017	Website review and renewal	Robert & staff	July 2019
Mar 2018	Governance Policy reviews assigned	Board Members	June 2019
Mar 2018	Board Liaisons to Technical Committees assigned	Board Members	ongoing
Apr 2019	Awards Program – to be discussed and determined at June meeting	Board Members	June 2019