

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
TELECONFERENCE

March 11, 2020

(approved June 10, 2020)

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

Roll Call & Introductions

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

Michele Grenier agreed to be Session Monitor.

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

Moved by William Fernandes and seconded by Jesse Hulsman 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 3, 2019

Moved by Greg Archibald and seconded by Rodney Bouchard that the minutes of the meeting of November 3, 2019 be accepted.

Carried

3.2: New Board Meeting of November 6, 2019

Moved by William Fernandes and seconded by Alain Charron that the minutes of the meeting of November 6, 2019 be accepted.

Carried

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

Robert reviewed the Action Items from the November 3rd minutes.

CWWA Activity Report

Robert talked about the rail blockades and protests and how they may be affecting municipalities. CWWA wrote to the Minister of Transport identifying concerns for our sector. He spoke about municipalities preparing for COVID-19

Robert discussed COVID 19 and how it will could affect our Window on Ottawa and the NWWC - possibilities of cancellations and preparation for alternative planning.

Item 5.0 Finances – 2019 Year End

Robert presented the financial year-end data. We ended 2019 with a final deficit of \$42,700.00. Robert and his finance team have conducted deeper analysis. The shortfalls were primarily revenue driven.

Robert noted that the anomalies that lead to this are: - we fell far short of targets for exhibitors and sponsors, due to loss of our Event Manager to prolonged hospitalization

- we were short on memberships by \$13,000, again due to loss of exhibitors
- Board travel expenses were over by \$6,000
- CWWA paid \$15,000 to a joint project with CWN and PSD

Robert spoke to plans for 2020 to increase revenue stream:

- Putting additional workshop streams at the NWWC
- A Partnership Stream focused on academic and utility sector partnerships
- CWWA has applied for two potential federal grants for research/survey projects
- The Window on Ottawa should provide more profit than 2019
- A campaign to attract new private sector members

The board was pleased to see new revenue efforts.

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 executive meeting at the CWWA office.

Item 7.0 Spring Board Agenda

Robert reviewed the Board Schedule for the week and the Board Meeting Agenda. He noted that there would not be a strategic planning session, so the meeting would not start until noon and should be completed by 4:00 pm.

As this is a shorter meeting, Robert suggested that CWWA NOT cover the costs of Board travel and attendance for this meeting. He will provide a call-in system for remote participation.

Item 8.0: New Items

No new items.

Item 9.0: Presidents Remarks

Clayton thanked the Board members for their ongoing support. He noted that it is cost effective to have teleconferences. He spoke of COVID 19 and the impact and concerns for community, utility members and CWWA revenue. He thanked Robert for working so hard through challenging times and hopes to see everyone at the Window on Ottawa.

Item 10.0 Session Monitor's Report

Michelle Grenier provided meeting monitor report. The agenda package was out well in advance and objectives were clear. Good conversation on COVID-19 and plans to move forward. The June Board meeting discussion was clear. The meeting closed out on time.

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Item 11.0: Motion to Adjourn

Moved by Michele Grenier that the meeting adjourn. (1:55 pm)

Carried

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

From	Name	Attending
		Yes / No
BC	Ted Robbins	N
YT	Arcadio Rodriguez	N
AB	Clayton Tiedemann	Y
NT	Chris Greencorn	N
SK	Ryan Johnson	Y
MB	Greg Archibald	Y
NU	Megan Lusty	Y
ON	Terry Bender	Y
ON	Rodney Bouchard	Y
QC	Alain Charron	Y
QC	Vacant	
NB	Kendall Mason	Y
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	Daniel Leblanc	N
ACWWA	Todd Richard	Y
Total		16
CWWA	Robert Haller	
Guests		

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status
June 2015	Governance Policy Review – as per accepted schedule and assigned reviewers Need to update Policies with all amendments	Board Robert	Continuing Spring 2020
June 2019	Rates Survey of members to gather demographic stats. Potential to add operational questions	Robert David Richard	Winter 2020
Nov 2019	Window on Ottawa – to rethink this event and consider various formats to improve outreach, benefit and engagement	Robert	June 2020
Nov 2019	EL-7 amend wording	Robert	
June 2019	CWWA Pins – to develop CWWA pins plus a TOQUE Pin to recognize individuals	Robert	November 2019
Nov 2019	CWWA Awards – to develop ad hoc awards committee and set criteria	Diana, committee and Robert	November 2020
Nov 2019	November Meetings – Old Board on the Sunday and New Board on Tuesday morning	Robert	November 2020