

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

**MINUTES**

MEETING OF THE BOARD OF DIRECTORS  
BY VIDEO CONFERENCE

**June 10<sup>th</sup>, 2020**

(approved November 6, 2020)

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

**Item 1.0: Call to Order, Roll Call & Introductions**

President Clayton Tiedemann called the meeting to order at 1:00pm Eastern Time.

**Item 1.1: Appointment of a session monitor**

Jesse Hulsman agreed to be 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 2.0: Approval of Agenda**

An edit to be made to item #14: change to item #12 and changing the name to Clayton Tiedemann

*Moved by William Fernandes and seconded by Daniel Leblanc that the Agenda be approved with changes.*

*Carried*

**Item 3.0: Approval of Meeting Minutes**

**3.1 – Minutes of March 11, 2020**

*Moved by Ryan Johnson and seconded by Vicki Campbell that the Minutes of the meeting of March 1, 2020 be accepted as presented.*

*Carried*

**Item 4.0: Financials**

Greg Archibald introduced Clare Pama, of Otus Group, and CWWA's contracted CFO to present the financial reports.

**Item 4.1: Auditors Draft Management Letter**

Clare Pama reviewed the letter of the Auditor noting it was a standard and straightforward. She noted they just required the approval signature of the draft statements from the Board to proceed.

Clare noted that this was the first audit that she was part of that was virtual and remote due to Covid-19. There were no difficulties and it was the easiest audit she has ever done.

*Moved by Jesse Hulsman and seconded by Michelle Grenier that the letter be accepted.*

Carried

**Item 4.2: Draft Audited Financial Statements 2019**

Clare reviewed the Statement of Operations and Balance Sheet:

- Statement of Operation: In 2019 there was a loss of \$42K compared to the previous year of 6K. Clare explained some variances:
- NWWC revenues were up in 2019 but expenses were greater than 2019.
- 2019 project expense of 15k for public sector digest compared to 2018 of a 25k Ryerson University grant
- The loss of our event company affected revenues
- Net Assets were the same
- Balance Sheet: nothing out of the ordinary. AR in 2018 were a little higher.
- Prepaid expenses are about 11k higher due to the conference hotel deposit.
- Accrued liabilities about an 80K difference due to payments to the IWA of 36k and an error in payment from city of Vancouver of 25k.

*Moved by Todd Richard and seconded by William Fernandes that the Financials Statements of 2019 be approved.*

Carried

**Item 4.3 Year to Date Financial Report to April 30<sup>th</sup> 2019/Revised 2019 Forecast and Item 4.4 Financial Forecast**

Clare Pama reported the following:

We are projecting a 54K loss in 2020 due to the Covid-19 shutdown. The NWWC will not be held in Niagara Falls this year therefore no conference revenues will be made. We were able to renegotiate our contract with no penalties. She also noted that there might be a possible decline in memberships due to the pandemic.

Webinars in place of the NWWC could bring in some possible revenues.

There will be funds saved as Robert will not be travelling this year due to Covid-19.

Robert noted that CWWA has applied for the Canada Business Emergency fund and if needed will apply for the wage subsidy.

We are projecting a 54K loss in 2020 due to the Covid-19 shutdown.

**Item 5.0: Executive Directors Activity Report**

Robert presented the CWWA Activity Report noting the work of the committees and his advocacy work with the Regional Associations. Robert noted that all events for 2020 are cancelled due to Covid-19. He spoke of the new website launched in January with a new look and the many resources on the Covid-19 link and the online Pandemic Plan developed with our security committee.

**Item 6.0 Committee Report**

Robert called upon each liaison to speak to the work of their committee. Each committee liaison quickly reported on the work of their committee in 2020 so far.

**Item 7.0: Webinars**

Robert spoke to the new webinars that CWWA will be hosting online in place of the Window on Ottawa and the NWWC. The first set of webinars will take place in a 4-part series in conjunction with Water Canada magazine starting in June. He is looking for recommendations for the November webinar.

2:10pm – 2:20pm Break

**Item 8.0 Board Recruitment**

As Past President, William Fernandes reviewed the vacancies coming up and what nominations needed to made. William noted as follows:

- 6 board members are completing their first term and have agreed to continue for a second
- Lynnann Winsor is completing her second term but we have found two possible candidates that would be interested
- we would have a full BOD to confirm in November.

**Item 9.0 AGM 2020**

With the NWWC cancelled due to Covid-19 the board discussed a possible new date, time and registration process for the AGM 2020. The Board agreed that the date of November 9<sup>th</sup> 2020. The date and time of the annual board meeting and the AGM to be sent out well in advance.

**Item 10.0 Other Business**

No other business

**Item 11.0 Meeting Monitor's Report**

Jesse Hulsman reported that the meeting was well prepared and focussed on objectives. The agenda was received well in advance. A good close out with questions answered and clearly stated decisions. We are learning a new platform and this is a great opportunity for future meetings.

**Item 12.0: Presidents Remarks**

Clayton thanked everyone for attending our first web board meeting. He thanked Robert and his team for addressing challenges so well and for the great leadership. Covid-19 presents unique challenges and we are all working through this together while becoming accustomed to new technology and new ways of meeting.

**Item 13.0: Motion to Adjourn**

*Moved by Greg Archibald that the meeting adjourn. (3:00 pm)*

*Carried*

**Annex 1 – Attendance at the Board Meeting  
June 10, 2020**

<b>Representing</b>	<b>Name</b>	<b>Attending?</b>
BC	Ted Robbins	Yes
YT	Arcadio Rodriguez	No
AB	Clayton Tiedemann	Yes
NT	Chris Greencorn	No
SK	Ryan Johnson	Yes
MB	Greg Archibald	Yes
NU	Megan Lusty	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	Lynnnann Winsor	Yes
BCWWA	David Main	Yes
WCW	Vicki Campbell	Yes
OWWA	Michele Grenier	Yes
WEAO	William Fernandes	Yes
RESEAU	Daniel Leblanc	Yes
ACWWA	Todd Richard	Yes
Total		18
CWWA	Robert Haller	Yes

**ANNEX 2 – Rolling Action Item List**

<b>Board Meeting</b>	<b>Action Item</b>	<b>Assigned to</b>	<b>Status</b>
<b>June 2015</b>	Governance Policy Review – as per accepted schedule and assigned reviewers Need to update Policies with all amendments	Board Robert	Continuing
<b>June 2019</b>	Rates Survey of members to gather demographic stats. Potential to add operational questions	Robert David Richard	Survey completed Analysis begun
<b>Nov 2019</b>	Window on Ottawa – to rethink this event and consider various formats to improve outreach, benefit and engagement	Robert	Window on Ottawa webinar series
<b>June 2019</b>	CWWA Pins – to develop CWWA pins plus a TOQUE Pin to recognize individuals	Robert	On hold
<b>Nov 2019</b>	CWWA Awards – to develop ad hoc awards committee and set criteria	Diana, committee and Robert	On hold
<b>Nov 2019</b>	November Meetings – Old Board on the Sunday and New Board on Tuesday morning	Robert	Shift to video conferencing
<b>Jun 2020</b>	Redesign of NWWC to an online format	Robert	New series designed with new platform Nov 2020-Feb 2021