

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

**MINUTES**

MEETING OF THE BOARD OF DIRECTORS  
VIDEO CONFERENCE

**November 6<sup>th</sup>, 2020**  
(approved April 30, 2021)

**Item 1.0: Roll Call & Introductions**

President Clayton Tiedemann called the meeting to order at 12:00 pm Eastern Time.

**Item 1.1: Appointment of a Session Monitor**

David Main 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**

*Moved by Jesse Hulsman and seconded by Daniel Leblanc that the Agenda be approved as received.*

*Carried*

**Item 3.0: Approval of Meeting Minutes**

**3.1 – Minutes of June 10, 2020**

*Moved by Ryan Johnson and seconded by Ted Robbins that the Minutes of the meetings of June 10, 2020 be accepted as presented.*

*Carried*

**3.2 – Rolling Actions Items**

Robert briefly highlighted some items from the rolling actions items:

- GP Policy Reviews being assigned at the next meeting.
- The survey rate review has been conducted with great response and will be analyzed and brought before the board in the New Year before any decisions are made.
- The awards will be put on hold for now due to Covid-19 and the online meetings.

**Item 4.0: Executive Director Reports****Item 4.1: CWWA Activity Report & Committee Updates**

Robert highlighted the following in his activity report:

- Staff has successfully transitioned to working from home on a daily basis.
- Membership target for 2020 has been reached
- New website was created in house due to budget restrictions
- New Member's only part of the website to be budgeted in 2021
- New Covid-19 updates on website
- Advocacy has been well received
- WOO webinars were very successful
- NWWC has been brought online through our new webinars and will be held from December 2020 – February 2021.

Highlighted committee work. It was noted that the lack of travel seems to have created more focus on committees and advocacy.

**Item 4.2: 2019 Activity Report and 2020 Goals/Projects & Events**

Robert presented his *2020 Year End Summary and 2021 Work Plan* with a focus on member retention, advocacy and moving our events online.

**Item 4.3: Membership Report**

Robert reviewed the membership reports indicating new members and lost members in 2020 with a 5-year revenue comparison. He noted we are very close to reaching our 2020 target. He spoke of a retention program to roll out in January, as there is worry that next year we will lose members due to Covid-19.

**Item 5.0: Financial Reports****Item 5.1: Year to date financial report to SEP 30<sup>th</sup>, 2020  
Revised 2021 Forecast**

Greg Archibald introduced Clare Pama of Otus Group who presented the financial statements to the end of September. Covid-19 has not affected our revenues as we deeply as first projected. Memberships were collected prior to the pandemic. We had projected a 50k loss due to no conferences this year, but that was countered by savings on the following expenses such as Robert's travel, office expenses, and conference expenses. CWWA also made a profit of \$5,000 on the virtual Window on Ottawa of 5K, which is greater than the in-person conference we have held in the past.

We have also received significant subsidy payments from the federal government and it appears we could end the year with a projected surplus of \$35,000.

### **Item 5.2: Preview of 2021 Budget**

Robert noted that a more formal 2021 budget will be presented in the first part of the new year as Covid-19 has created so many uncertainties around membership renewal and event revenues.

Robert did present a 2021 budget scenario document to show best and worst case scenarios for our memberships and events suggesting an expected loss between \$70-\$100,000.

*Moved by Greg Archibald and seconded by Ryan Johnson that CWWA membership rates be increased by 2% for the year 2021.*

*Carried*

### **Item 6.0: AGM Prep and Agenda Review (separate cover)**

Robert reviewed the agenda and reports for the Annual General Meeting set for November 9<sup>th</sup> via video conference.

### **Item 7.0: 2019/2020 Executive Slate**

Clayton Tiedemann announced that Vicki Campbell responded to the request for interest calling for nominees for 2<sup>nd</sup> Vice President sent out in October. He asked if there was any other interest, but there was none.

The board agreed upon the offices for the association executive to be acclaimed.

*Rodney Bouchard - President  
David Main - 1<sup>st</sup> Vice President  
Vicki Campbell - 2<sup>nd</sup> Vice President  
Greg Archibald - Secretary-Treasurer  
Clayton Tiedemann - Past President*

### **Item 8.0: Board Liaisons**

Clayton reviewed the list of Committee Liaisons for 2021 with the following volunteers:

*Drinking Water: Michelle Grenier  
Wastewater: Megan Lusty  
Water Efficiency: Terry Bender  
Energy: Rodney Bouchard  
Biosolids: Richard MacEwen  
Security & Emergency Mgt: Ryan Johnson  
Climate Change: Jesse Hulsman  
Utility Leadership: Vicky Campbell*

**Item 9.0: New Business**

There was no new business.

**Item 10: Session Monitor's Report**

David Maine presented his notes on the meeting mentioning that, being a videoconference, it was not as dynamic as previous meetings with fewer questions and conversations. He encouraged the Board members to try and become more comfortable with the format of video meetings as we could be doing this well through 2021. The agenda and materials were all distributed well in advance and the discussions all closed out.

**Item 11.0: President's Remarks**

Clayton spoke to how much she has enjoyed being active in CWWA and serving on the board. He thanked all for their support and stated how pleased he was to see so many members attending the new virtual meetings.

**Item 12.0: Adjourn**

*Moved by William Fernandes that the meeting be adjourned*

*Carried*

**Annex 1 – Attendance at the Board Meeting  
November 6, 2020**

From	Name	Attending
		Yes / No
BC	Ted Robbins	Yes
YT	Arcadio Rodriguez	Yes
AB	Clayton Tiedemann	Yes
NT	Chris Greencorn	Yes
SK	Ryan Johnson	Yes
MB	Greg Archibald	Yes
NU	Megan Lusty	No
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	No
OWWA	Michele Grenier	Yes
WEAO	William Fernandes	Yes
RÉSEAU	Daniel Leblanc	Yes
ACWWA	Todd Richard	No
Total		16
CWWA	Robert Haller	Yes
Guests	Tom Mihajlovic (new NL Rep)	Yes
	John Lam (new ACWWA Rep)	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.	Robert	Survey completed Analysis to begin
<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 2020</b>	CWWA Board Meetings to be virtual until further notice	Robert	Shift to video conferencing
<b>Nov 2020</b>	Assigned committee liaisons	all members	
<b>Nov 2020</b>	Revised 2021 budget to be brought to the Board in early 2021	Robert	for March/April