



Coastal Water Suppliers Association

Minutes of December 10, 2012

Regular Board Meeting

Attendance: Leon Cake, Bob Timms, Ron Stepaniuk, Heather Sarchuk, Donna Monteith, Joe Woolls

Regrets: Vernon Rogers

Call to order 11:30am

1. Approval of Agenda

Motion by R. Stepaniuk to adopt the December 10, 2012 Meeting Agenda as presented.

2nd by H. Sarchuk.

Carried

2. Minutes of August 20, 2012 Meeting

Motion by H. Sarchuk to adopt the August 20, 2012 meeting minutes as presented.

2nd by R. Stepaniuk.

Carried

3. Business Arising

Website – We have a quote from Comox Computers for \$300 to change the website from an ftp site to Wordpress which will enable CWSA to perform edits in house as well as using the website designer for more complicated updates. We want to enhance our website advertising, have the ability to view analytics, and develop a brand that will coincide with all social networking, business cards, signage, letterhead and so forth.

Motion by H. Sarchuk to have Comox Computers change CWSA's website from ftp to

Wordpress for \$300. 2nd by R. Stepaniuk.

Carried

Further to branding we discussed a logo and a newsletter. Ron will have a company he is familiar with create three examples of logos and circulate to the Board with prices for approval.

A newsletter will be created by Donna which will include our membership information, and an initial announcement regarding the Conference and AGM. Both the logo and newsletter drafts are due January 15, 2013.

4. Financial Report

Donna provided the Financial Statements to Dec 5, 2012. Discussion regarding making a contribution to North Cedar ID towards the use of their meeting room and coffee tabled for now.

Motion by L. Cake to accept the Financial Statements to Dec 5, 2012 as presented.

2nd by R. Stepaniuk.

Carried

5. Fall Workshop Review

The fall workshop was a success. CWSA profited approximately \$3300 which has helped cover some of our costs for the year. The food from Spice of Life catering was very good, and the venue and instructor costs were kept lower than our annual AGM and Conference. It is felt that our spring AGM and Conference still need to be held somewhere such as the Tigh na Mara so everyone can stay on site and have the whole conference “experience”. Having said that, we need to ensure any workshops or conferences do not lose money. Next year’s fall workshop will likely be held on the Sunshine Coast.

6. Spring Conference and AGM Planning

The conference will coincide with Drinking Water Week May 20-26, 2013. Therefore we will book May 23-25th as our official dates. Operator courses Thursday and Friday. Admin seminars Friday and half of Saturday, with the AGM following on Saturday. Ideas for the Admin day include the Mayor of Parksville and Mike Squire of Arrowsmith Water Service. Both presented on the mainland at the Aquifer Recharge Conference. We are hoping the Mayor will agree to discuss a partnership for Drinking Water Week. Ideas for Operations include Rainwater Catchment. We will have a look at other courses to ensure we keep it fresh from year to year. Donna, Ron and Joe will meet in January to put together the draft program and the Board will target the February meeting as final approval of the schedule for publication.

The \$2000 for last years conference came from the Province of BC. We will send a letter to the Parksville MLA so he is aware of it, as well as the Province.

7. Report from Rob Rounds

Mr. Rounds report on Information and Training Session Planning was received and reviewed. Many thanks for his work on the project. It's good to know the work the Board has done recently coincides with his suggestions.

Motion by L. Cake, 2nd J. Woolls to accept the report as given.

8. New Business

a) 2013 Membership Fees – No change recommended.

Motion by R. Stepaniuk, 2nd by J. Woolls not to increase membership rates for 2013.

b) Pam Smyth is unable to come to meetings during the week and asks that we meet on weekends occasionally. The majority of the Board is unable to come on weekends. Unfortunately we will need to email her back and let her know if she is unable to attend meetings she will need to step down at the AGM.

9. Next Meeting

February 25, 2013 at 11:30am

10. Adjourned

Meeting was adjourned at 1:30 pm