

## Coastal Water Suppliers Association

### Minutes of July 23, 2012

#### Regular Board Meeting

Attendance: Leon Cake, Bob Timms, Ron Stepaniuk, Joe Woolls, Walter Spruyt, Vernon Rogers, Donna Monteith

Regrets: Pam Smyth, Heather Sarchuk

Call to order 11:20am

V. Rogers chaired the meeting until B. Timms arrived.

#### 1. Approval of Agenda

**Motion** by L. Cake to adopt the Agenda as presented. 2<sup>nd</sup> by R. Stepaniuk. Carried

#### 2. Minutes of June 25, 2012 Meeting

**Motion** by R. Stepaniuk to adopt the June 25, 2012 meeting minutes as presented. 2<sup>nd</sup> by J. Woolls. Carried

B. Timms arrived at the meeting.

#### 3. Business Arising

Rob Rounds – D. Monteith contacted Mr. Rounds for an update regarding the surveys. He responded that he will email later this week when he returns from vacation.

Bank Account – An appointment has been made to open the bank account at CIBC in Duncan on Thursday July 26, 2012.

Transition – A new email account has been set up, the website updated with current address and contact information, and a “We’ve Moved” letter sent to all members.

#### 4. Financial Report

Donna provided the Financial Statements to June 30, 2012. The Directors and Officers insurance package has not been completed. It was decided that Vernon will review the proposed policy to see if the carrier is still who the Society wants to go with.

Leon asks that some of the expenses be broken down with further detail.

**Motion** by W. Spruyt to accept the Financial Statements to June 30, 2012 as presented. 2<sup>nd</sup> by R. Stepaniuk. Carried

## **5. Fall Workshop**

Much discussion took place in regards to which Operator courses to offer under the CWSA umbrella. It was decided to run two classes on Monday Sept 10. They are UV Disinfection with Don Gare, Sechelt Water Services, and Water Distribution, Construction, Maintenance and Disinfection with Brian Thorburn. Tuesday Sept 11<sup>th</sup> will be Water Treatment and Chemical Addition with Brian Thorburn and an Administration Day. The EOCP Annual General Meeting is on Monday. It is hoped that the Operators will attend the AGM during their lunch break.

In the future we should strive to adopt a more formal follow up with instructors which would invite them to submit proposals but also outline what expectations there may be in terms of costs, course equipment and materials, advertising, lunches and so forth.

Although some rough break even costs were prepared there will be more accurate amounts for the next meeting. Confirmations still have to be made with instructors, venue and food. It was decided that the Administration Workshop registration will be \$125 per person including lunch and all the Operator Courses will be \$250 including HST for consistency sake.

V. Rogers retired from the meeting.

## **6. New Business**

Travel, meals and accommodations costs for the association were discussed. B. Timms reminded the Board that we have a policy of \$.50/km plus \$20 a meal in place. The nature of our organization is such that we all live in various regions and travel expenses should be budgeted for, including ferry costs if applicable.

## **7. Next Meeting**

Aug 20 at 9:30 am at the North Cedar ID office.

## **8. Adjourned**

Meeting was adjourned at 1:40pm.