

Coastal Water Suppliers Association

Minutes of June 25, 2012

Regular Board Meeting

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

Regrets: Pam Smyth

Call to order 11:16am

Election of Chair

Motion by R. Stepaniuk to elect Bob Timms as Chairperson for the 2012 year. 2nd W. Spruyt.
Motion carried.

1. Approval of Agenda

Motion by R. Stepaniuk to adopt the Agenda as presented. 2nd by J. Woolls. Carried

2. Minutes of April 16, 2012 Meeting

Motion by R. Stepaniuk to adopt the April 16, 2012 meeting minutes with the following addition. "The Board agreed to gift P. Berkmann \$250 as a retirement present." 2nd by J. Woolls.
Carried

3. Signing Authority and Bank

The bank currently is in Union Bay and unfortunately is not connected with other branches on the island. Therefore the accounts need to be moved to a different bank, preferably one that is in several locations. As well, D. Monteith, the new Administrator needs to be added as a signing authority and P. Berkmann removed.

Motion by V. Rogers to move the accounts for CWSA to CIBC in Duncan. 2nd by H. Sarchuk.
Carried

Motion by H. Sarchuk to appoint D. Monteith, R. Stepaniuk, and J. Woolls as signing authorities, and remove P. Berkmann and W. Spruyt from the CWSA bank accounts.

It was noted that all checks must be signed by two persons.

4. Conference Recap

There are a few suppliers, operators and delegates registrations still owing. L. Cake will follow up with the suppliers and D. Monteith will send invoices to the rest. D. Monteith is also find out which Ministry sent us the \$2000 for the conference and thank them, as well as send thank you letters to all suppliers who attended the trade show. She suggests having next year's conference during BC Drinking Water Week which is usually in May.

There were a few that cancelled their registrations prior to the conference. We do not have a policy regarding cancellations so it was decided to go ahead and refund them. We will now have a policy that cancellations must be received by a certain time so we can get accurate numbers to the hotel.

5. Finances/Transition

It was noted that W. Spruyt gave the Administrator blank checks, banking documents, 2012 disbursements and deposit books at this meeting. She will have the finances caught up for the next meeting.

6. Fall Workshop

EOCP is holding their AGM in Parksville Sept 10, 2012. They have asked that CWSA put on some Operator workshops. Ron and Joe will call Bill Hyslop, Executive Director EOCP, to discuss further and report back via email within the next two weeks. There was discussion regarding having an Administrative workshop as well. Donna will call some of the Districts to see if there are any specific topics Administrators would like to see covered.

7. Rob Rounds

Mr. Rounds has some work to complete with the surveys that were sent out. Donna will contact him to see where he as it in regards to this project.

8. RDN Workshop

On Wednesday the RDN is putting on a water treatment and quality workshop for small water systems. Vernon would like CWSA to provide a \$100 sponsorship for the event.

Motion by R. Stepaniuk to provide a \$100 sponsorship to RDN's water treatment and quality workshop Wednesday, June 27, 2012. 2nd by L. Cake. Carried

9. Sustainable Infrastructure Society is considering doing a newsletter and would like CWSA to contribute articles towards it. There would be no cost associated with this. SIS's database is approximately 300. Vernon, as President of SIS, will be the editor of the newsletter.

Motion by L. Cake to have CWSA contribute articles to the Sustainable Infrastructure Society's newsletter. 2nd by R. Stepaniuk.

It was noted that any articles on CWSA's behalf must be sent to Donna prior to printing.

10. Social Media

Website – The Board had anticipated the Administrator be able to perform simple tasks on CWSA's website. However the site is an ftp site with no editing package on it. Changes basically have to go to Comox Valley Computers. It was decided Donna will enquire about the cost of converting the website into Wordpress in order to allow some flexibility of use.

Email Account – Pauline was unable to provide CWSA's email password so Donna is unable to retrieve any emails. Donna will call Shaw Cable to see if anything can be done or set up a new email address for the society.

Facebook – It was agreed that CWSA should have a facebook page.

11. Next Meeting

July 23 at 11:00 am at the North Cedar ID office.

12. Adjourned

Meeting was adjourned at 1:40pm.

