

**Executive Meeting Minutes
January 25 & 26, 2018
Alberta Water & Wastewater Operators Association
Chateau Louis, Edmonton, Alberta**

ATTENDANCE:

Present

Ryan Ropcean, Chair

Bert Miller, Past Chair

Andy Bebbington

Mike Bureaud

Paresh Dhariya

Don Erechuk

John Greathead

Dave Harrison

Joseph Rahn

Jarvis Singer

Doug Thorson

Darrin Wenzel

Dan Rites, Executive Director

Cathie Monson, Recorder

Absent

Ryan Moray

Ed Spohr

Guests:

Darren Demchuk

Tanya Hunter

Luc Heath, KBH Chartered Accountants

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| | | Motion # |
| 1.0 | The Chair, Ryan Ropcean, called the meeting to order at 8:30 a.m. | |
| 2.0 | AGENDA APPROVAL
THORSON/DHARIYA - MOVED THAT the agenda be adopted as distributed.
Vote on Motion | Carried (unan.) 18-885 |
| 3.0 | MINUTES APPROVAL
HARRISON/BUREAUD - MOVED THAT the October 26 & 27, 2017 minutes be approved as distributed.
Vote on Motion | Carried (unan.) 18-886 |
| 4.0 | EXECUTIVE DIRECTOR'S REPORT
RITES: Read his report (see Appendix A). | |
| 4.1 | Membership
RITES: As of December 31, 2017 there were 2062 AWWOA members (see Appendix B). | |
| 5.0 | COMMITTEE REPORTS | |
| 5.1 | Nominations
HARRISON: Reported that the Nomination Ballots and Bios have been mailed to all members, who should be receiving them this week. | |

- 5.2 **Training Committee**
 BUREAUD: Read through his report (see Appendix C). Explained the format of the Annual Training Report being changed to show an abbreviated overview of the courses and workshops that have been held in the previous year. Reported that there are no changes to the Course Re-development Plan.
- Discussion ensued on the Instructor Compensation Policy (see Appendix D).
- WENZEL/MILLER – MOVED THAT the AWWOA Instructor Compensation Policy be approved as amended.
 Vote on Motion Carried (unan.) 18-887
- 5.3 **WCW**
 BEBBINGTON: Read through his report (see Appendix E).
- 5.4 **YP Event**
 RAHN: Advised that the YP Event will be held at the Elk and Oarsman, in the Fire Room on Tuesday March 13th. WCW is hosting this event, with Joesph sitting on the YP, WCW, Planning Committee. .
- 5.5 **Awards**
 RITES: Reported as Ryan Moray, the Chair of this Committee, was unable to attend. Advised that all the Bursaries for training have been spoken for this year.
- THORSON/DHARIYA – MOVED THAT the Entrance Training Bursaries, effective August 1, 2018 be increased from five (5) bursaries to ten (10) bursaries AND THAT each of these bursaries be in the amount of Two Hundred Fifty (\$250.00) Dollars.
 Vote on Motion Carried (unan.) 18-888
- 5.6 **Budget**
 RITES: Reviewed the AWWAO Budget and the Allocation of Assets (see Appendix F).
- 6.0 **Finance**
 Luc Heath from KBH Chartered Accountants attended and presented the Audit Management Letter (see Appendix G), Audit Findings Letter (see Appendix H) and August 1, 2016 to July 31, 2017 AWWOA Financial Statements (Appendix I). Presented and explained each of these reports.
- Discussion ensued on the AWWOA Budget.
- THORSON/BUREAUD - MOVED THAT the AWWOA Financial Statements for August 1, 2016 to July 31, 2017 be accepted as presented.
 Vote on Motion Carried (unan.) 18-890

7.0 COMMITTEE BREAK OUT SESSION

Banff Seminar

DHARIYA: Read his report (see Appendix J) and give the following updates.

YP Event: Currently there is \$500 in the AWWOA Budget and \$1,000. For sponsorship has been received. This event will be done jointly with WCW.

Trade Show: Food will be: Burgers, Chicken Fingers, Vegetable Trays & Potatoe Chips which will be offered at four different locations in the hotel.

Silent Auction: Asked for volunteers to sell the tickets for the 50/50 draw. All thank you cards have been ordered.

Volunteer List: This currently has very few openings.

Casino: Winning numbers will be displayed on large screens this year.

Entertainment Banquet: A comedian has been booked.

Banquet/ Opening: Time has been requested for the WCW Chair to give a brief talk.

Banquet: Menu entry will be the same but other options will be looked into. Hotel will be asked to have more well done beef available.

Program: The final draft of the program is now available on the AWWOA website.

Tech Sessions: This year there will be an honor system for tracking attendance. A fourth room has be added in case there are larger number of attendees.

Registrations (Late): For 2019 consideration be made regarding charging more for late registrations. This will be discussed at the June Planning Meeting.

CEU Form: Communications will advise of changes.

Guest Program: This will be a five hour trip for an estimated cost of \$2,424.20

Jackets and Golf shirst: Will be ordered for board members.

Discussion ensued on the Seminar Guest Program (see Appendix K).

DHARIYA/GREATHEAD – MOVED THAT the estimated cost for the guest program be Two Thousand, Four Hundred Twenty Four (\$2,424.00) Dollars.

Vote on Motion Carried (unan.) 18-891

8.0 Charitable Donations

THORSON: Reviewed his timeline of activities for the Seminar (see Appendix L).

9.0 Awards

BEBBINGTON: Advised that the nomination deadline is Wednesday, January 31.

10.0 Events Committee

GREATHEAD: The AWWOA Golf Tournament proposal was presented along with estimated costs. (See Appendix M).

MILLER: Has completed some research and suggested having this event at the Kananaskis Golf Course on June 18 of 2018. Suggested soliciting for sponsors on each golf hole or on a gold, silver or bronze level. Would need a budget of \$25,000 to consider this event.

Discussion ensued.

BEBBINGTON/RAHN – MOVED THAT the sum of up to Twenty Five Thousand (\$25,000.00) Dollars be budgeted for hosting the AWWOA Annual Golf Tourament; AND THAT the first one be held at the Kananaskis Golf Course in June of 2018; AND FURTHER THAT the intent is that this event will break even financially.

Vote on Motion Carried (unan.) 18-892

ALBERTA ENVIRONMENT & PARKS (3:40 p.m.)

Tanya Hunter: Introduced Lyndon Gyurek the new Director of Drinking Water and Wastewater Section, with Alberta Environment & Parks. Read her report (see Appendix N).

BEBBINGTON/HARRISON – MOVED THAT the meeting adjourn until tomorrow (January 26) at 8:30 a.m.

Vote on Motion Carried (unan.) 18-893

The Chair, Ryan Ropcean, called the meeting to order at 9:00 a.m.

Vote on Motion Carried (unan.) 18-894

11.0 Water Week Event

Venue is booked and the Events committee is updating the name of this event to better reflect the occurrence: "Water Week Conference".

12.0 Alberta Utility Operator - Newsletter

The option of no longer offering a printed newsletter was discussed by the Communications and Events Committee.

UTES: Will bring back some options to the Executive meeting in June and ensure AWWOA can still reach all certified operators in the province if the newsletter was offered on the website.

13.0 THORSON/ SINGER – MOVED THAT the committee reports be accepted as presented.

Vote on Motion Carried (unan.) 18-895

14.0 Post Secondary Update

Darren Demchuk from NAIT presented an update to the Executive Board. (see Appendix O).

15.0 Round Table

Discussion regarding AWWOA's participation in the annual Navig8 conference taking place in March. The Executive decided the date was too close to the Banff Seminar date and there is no one available to assist during that time.

16.0 IN-CAMERA

DHARIYA/WENZEL – MOVED THAT the meeting go In-Camera at 9:43 a.m.

Vote on Motion Carried (unan.) 18-896

GREATHEAD/RAHN – MOVED THAT the meeting leave In-Camera at 9:46 a.m.

Vote on Motion Carried (unan.) 18-897

17.0 ADJOURNMENT

THORSON/BUREAUD – MOVED THAT the meeting be adjourned at 10:15am

Vote on Motion Carried (unan.) 18-898

Appendix A: Executive Director's Report
 Appendix B: AWWOA Membership Totals
 Appendix C: Training Committee Report
 Appendix D: Instructor Compensation Policy
 Appendix E: WCW Report
 Appendix F: Budget to Date & Allocation of Assets
 Appendix G: Audit Management Letter
 Appendix H: Audit Findings Letter

Appendix I: AWWOA Financial Statements
 Appendix J: Seminar Report
 Appendix K: Guest Program Proposal
 Appendix L: Charitable Donations Timeline
 Appendix M: Proposal for AWWOA Golf Tournament
 Appendix N: AEP Report
 Appendix O: Post Secondary Industry - NAIT Report