



## MINUTES of APRIL 18, 2012 BOARD MEETING

LOCATION: Conference Call - Various

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PRESENT:

Bhabesh Roy	President
Justin Hazenberg	Past President
Alan Harris	Vice President
Jonah Koonark	Director
Billy Qaqasiq	Director
Bill Westwell	Director
Ken Johnson	Southern Director
Doug Steinhubl	Industry Director
Olivia Lee	Executive Director

PURPOSE: Regular meeting of the NTWWA Board of Directors

DISTRIBUTION TO ALL ABOVE AND: REGRETS: Kevin Hodgins, Gary Maksagak, Dennis Althouse, Jean Soucy

WRITTEN BY: Pearl Benyk

ITEM	DESCRIPTION	ACTION BY
<b>1. Call to Order</b>	<ul style="list-style-type: none"> <li>Meeting called to order by Bhabesh.</li> </ul>	
<b>2. Agenda</b>	<ul style="list-style-type: none"> <li><b>Moved by Alan, Seconded by Ken, that the agenda be accepted as amended (addition of training for new E.D. under ‘Other Business’) CARRIED.</b></li> </ul>	
<b>3. Adoption of Minutes</b>	<ul style="list-style-type: none"> <li><b>Moved by Ken, Seconded by Bill, that the Minutes of February 1/2012 and March 7/2012 be approved as corrected (spelling of Bill Westwell’s surname). CARRIED.</b></li> </ul>	
<b>4.0 Correspondence</b>	None	
<b>4.1 WCW Public Awareness Committee</b>	<ul style="list-style-type: none"> <li>Pearl presented a short written report on the first meeting of this committee that she attended (by conference call) on March 27.</li> <li>Board members provided info on any career attraction programs in NT and NU (basically none) to pass back to WCW Public Awareness Committee. There are several reasons this cannot or is not being done to any great extent in NT and NU. Olivia added that she is involved with a best practices initiative which includes all provinces and territories accepting certifications from other jurisdictions. (At this point, in Northwest Territories certificates are recognized only in the Northwest Territories.) There are some communities in the Northwest Territories which are mentoring people entering the field. Nunavut is at the infancy stage as regards mentoring.</li> <li>Pearl will be writing “Working in Water” pieces about NTWWA members for the WCW magazine (all jurisdictions are doing this). Members suggested a few names of people she could contact as possible subjects for the pieces. Pearl will send the questions for the profile stories to all board members to help them think of people to suggest for the write ups.</li> </ul>	Pearl



ITEM	DESCRIPTION	ACTION BY
<b>5.0 Conference</b>	<b>Standing Items</b>	
<b>5.1 Conference Financials</b>	<ul style="list-style-type: none"> <li>The board was provided with an amended financial statement on the 2011 conference which incorporates the final charge. Due to high costs in Iqaluit and expense of getting there, the conference expenses were high and revenue a bit lower. Board members agreed that they accept there will be less revenue over expenses from conferences in Nunavut, but that as long as the conf is held in NT every other year to result in a bit more revenue over expenses it will continue to be possible, and the board policy, to continue to hold conferences in alternate years in NU and NT.</li> <li>Olivia pointed out that the lower conference revenue was mostly due to a lower than normal amount raised from sponsorships. Board members discussed ways they could remedy this situation for the upcoming conf.</li> </ul>	
<b>5.2 Post - Conference Mailing</b>	<ul style="list-style-type: none"> <li>The mailing to all members of CEUs earned at the conference and operators workshop, letters and membership cards is ready to go, just awaiting the arrival of the conference CDs, which Ken reported will be shipped to YK this week.</li> </ul>	Pearl
<b>5.3 Conference Planning and Volunteers</b>	<ul style="list-style-type: none"> <li>Justin, Bill and Alan volunteered to be on the conference planning committee.</li> <li>Alan and Jonah will plan the operators workshop, hopefully with help from Gerald Gusdal (NAIT). Alan has tried contacting him but has had no response to date.</li> <li>Doug will organize the trade show again and solicit trade show delegates.</li> <li>Justin will organize the drinking water contest again this year, but as he may be off the board next year, Alan will work with him this year as a mentor. Justin will send the spread sheet for judging the water clarity to Olivia and Pearl. Olivia will send on to Wayne Wall, Pres of WCW, who is organizing a water testing contest for WCW's conference this fall.</li> <li>Bill will check with his contacts to see if there are any possibilities for sponsorships from firms working in Nunavut and it is hoped that Kevin may do the same with his contacts of those working in the field.</li> <li>Olivia and Pearl will draft sponsorship letters.</li> <li>Justin will send letters to the Consulting Engineers of the Northern Territories (CENT) mailing list. He suggested that it might be helpful to send letters of thanks to sponsors part way through the year, to express our thanks and also to help keep them aware of NTWWA.</li> <li>Doug suggested NTWWA could follow the common practice of including sponsorship opportunity on the tradeshow registration sheet. Pearl will do this for the upcoming conference materials, and also draft a special letter to go to sponsors and tradeshow delegates in post-conference mailing.</li> </ul>	Justin Alan  Alan Jonah  Doug  Justin Alan Olivia  Bill Kevin (?)  Olivia Pearl  Justin  Pearl
<b>5.4 2012 Conference Theme</b>	<ul style="list-style-type: none"> <li>Bill will collect suggested themes from all board members until Fri Apr 27 After that he will send them out to everyone (Apr 30) so they can vote on the options and choose theme by email. Pearl will inform board members not at this meeting and remind those who are in on this conf call mtg.</li> </ul>	Board Members Bill Pearl



ITEM	DESCRIPTION	ACTION BY
<b>5.5 Financial Support Request Letters</b>	<ul style="list-style-type: none"> <li>Olivia will wait until a theme for the conference has been chosen, and then send out letters requesting financial assistance. The mining companies and Association of Municipalities will be included in list of those contacted.</li> </ul>	Olivia
<b>5.6 Journal Update</b>	Ken reported that the deadline to get articles to him for the next NTWWA Journal is early May . There is no worry about there being too many articles as they can always be saved for the next issue. The theme is “Solid Waste Management”. Ken is also doing two bio-solid pieces for the WCW magazine.	
<b>5.7 Board Round Table – Questions / Concerns</b>	<ul style="list-style-type: none"> <li>None of the board members in attendance had anything further to say, with exception of Alan, who reported that he had attended a workshop on solid waste management put on by the Town of Hay River. He complimented the Town on a very good workshop and on taking the initiative to present this training .</li> <li>Olivia said she would contact someone there and see if they would like to do a 500-600 word article on this training for the Journal.</li> </ul>	Olivia
<b>6.0</b>	<b>Other Business</b>	
<b>6.1 Potential Next Executive Director</b>	<ul style="list-style-type: none"> <li>As Olivia is resigning as ED at the upcoming AGM, Jennifer Spencer is considering this position. Olivia suggests the best thing is for Jennifer to attend the monthly meetings and partner with Olivia on work for the upcoming conference. All board members agreed with this idea. Olivia will pass this info onto Jennifer and Pearl will include her when she sends out the reminder and connection info for the next board meeting .</li> </ul>	Olivia Pearl
<b>7.0 Next Meeting</b>	<ul style="list-style-type: none"> <li><b>Wednesday, May 16, 2012 – Noon Mountain Standard Time.</b></li> </ul>	
<b>8.0 Adjournment</b>	<ul style="list-style-type: none"> <li><b>Moved by Bill, Seconded by Alan, that the meeting be adjourned.</b></li> </ul>	
	<b>These minutes are in the writer's best interpretation of discussions held at the meeting. Please inform the writer of any noteworthy omissions or errors.</b>	