



LOCATION: Conference Call - Various

PAGES: 3

PRESENT:

Justin Hack	President
Arlen Foster	Past President
Megan Lusty	Director
Billy Qaqasiq	Director
Galvin Simpson	Director
Cynthia Ene	Director
Jeanne Arsenault	Director
Justine Lywood	Southern Director
Ryan Ethier	Industry Director
Crystal Sabel	Executive Director

PURPOSE: Regular meeting of the NTWWA Board of Directors

DISTRIBUTION TO ALL ABOVE AND: Absent: Josh McDonald, Bill Westwell, Olivia Lee

WRITTEN BY: Pearl Benyk

ITEM	DESCRIPTION	ACTION BY
1. Call to Order	<ul style="list-style-type: none"> Meeting called to order by President Justin Hack 	
2. Agenda	<ul style="list-style-type: none"> Moved by Ryan, Seconded by Megan, that the agenda be adopted as presented. CARRIED 	
3. Adoption of Minutes	<ul style="list-style-type: none"> Moved by Jeanne, Seconded by Justine, that the minutes of November 9, 2016 be accepted. CARRIED 	
4.0 Correspondence	AWWOA Invite	
	<ul style="list-style-type: none"> AWWOA (Alberta Water and Wastewater Operators Assoc) has invited NTWWA's President and Executive Director to their annual Operators Seminar & Trade Show in Banff from March 13 to 17, 2017. Registration, accommodation and banquet ticket costs will be covered by AWWOA. Arlen encouraged Crystal to attend, saying that it would be useful to her in her new role as NTWWA Executive Director. As travel costs are not covered by AWWOA, Crystal will be asking her employer if they will cover this cost. Pearl to scan and send the letter to all board members and Crystal. 	Crystal Pearl
5.0 Standing Items		
5.1 Financial Statement	<ul style="list-style-type: none"> NTWWA's bank account with Manulife Bank had a balance, as of December 12, 2016 of \$127,365, though Pearl noted there were cheques written that had not yet cleared the bank as of Dec 12, 2016 totaling \$45,882, so the actual bank balance is about \$81,483. 	



<p>5.2 Conference Debrief</p>	<ul style="list-style-type: none"> • Pearl had earlier distributed a tally of expenses and revenue from the 2016 conference and operators workshop, which showed expenses of approx \$57,452 and revenue of \$97,065 for approximate total of revenue over expenses of \$39,613. 	
<p>5.3 New Board Members, Signing Authorities</p>	<ul style="list-style-type: none"> • Moved by Arlen, Seconded by Megan, that Justin Hazenberg and Jeremy Roberts, who had been signing authorities but are now not on the board of directors, be removed as signing authorities and replaced by Jeanne Arsenault and Olivia Lee, both of whom are new board members. CARRIED 	
<p>5.4 Presentation Distributions</p>	<ul style="list-style-type: none"> • There have been some requests for copies of the Power Point presentations made at the conference. This raised concerns about people not attending the conference obtaining copies of the conference presentations. Discussion took place about asking all presenters for abstracts of their presentations which could be made available when such requests were made. However, this would not be very easy to accomplish, and those requesting copies can always ask the presenters themselves for copies. • Moved by Justine, Seconded by Jeanne, that NTWWA continue with their practice of making copies of Power Point conference presentations available behind a password wall for members only. People making requests will be encouraged to become members and obtain the copies that way. CARRIED. 	
<p>5.5 Notification Fee Increase</p>	<ul style="list-style-type: none"> • Executive Director Crystal Sabel informed the board that Pearl Benyk, who provides services to NTWWA as a contractor, will be increasing her rate effective March 1, 2017. 	
<p>5.6 Bylaws Review, Board Members' Pledge</p>	<ul style="list-style-type: none"> • All new board members have been provided with copies of NTWWA's bylaws for their information. They have also been asked to sign and submit the NTWWA Board pledge and to provide a short bio of themselves for the website. 	<p>Board Members</p>
<p>5.7 New Financial Plan</p>	<ul style="list-style-type: none"> • Put forward to the next board meeting. 	
<p>6.0 Other Business</p>	<ul style="list-style-type: none"> • 	
<p>6.1 Board Round Table</p>	<ul style="list-style-type: none"> • All board members present at this meeting were asked if they had anything to add, but did not, except for Cynthia, Ryan, Arlen & Justine. • Cynthia said that people from Nunavut were having difficulties joining the conference call if they were on cell phones. Pearl to call NWTel and ask if there was any remedy for this problem. • Ryan suggested that perhaps NTWWA could consider providing a scholarship for operators, given that the association had some revenue available from the conference and operators workshop events. This idea to be added to agenda for next meeting. • Arlen reported that WCW may be providing financial funding to each of the constituent organizations. If so, they want to confirm that NTWWA is in support that these funds are distributed equally regardless of the size of their membership. He will tell WCW that NTWWA is glad this fund will be shared equally and NTWWA can look at ways to use these funds as necessary. 	<p>Pearl Crystal</p>



<p>6.1 Round Table (Continued)</p>	<ul style="list-style-type: none"> • Arlen also suggested that Crystal should communicate with WCW as WCW can assist NTWWA more than it has done in the past. An example would be sharing info about possible presenters for NTWWA conf (those who are unable to present at WCW due to lack of time) • WCW has asked Arlen to seek people who could work on the WCW magazine. Justine expressed interest in this and will contact WCW. • Justine suggested that NTWWA may be interested in holding the 2017 conference at the Frobisher Inn now that the Frobisher has new a conference centre large enough for NTWWA’s needs. She will get prices and details from the Frobisher Inn. • Justine also said she thinks NTWWA needs to update its website. This will be added to agenda for next meeting of the board. 	<p>Crystal</p> <p>Justine</p> <p>Justine</p> <p>Crystal</p>
<p>7.0 Next Meeting</p>	<ul style="list-style-type: none"> • Wednesday, January 11, 2017, 2016 Noon, MST/1:00 CST/2:00 EST 	
<p>8.0 Adjournment</p>	<ul style="list-style-type: none"> • Meeting adjourned by consensus. 	
	<p>These minutes are the writer's best interpretation of discussions at the meeting. Please inform the writer of any noteworthy omissions or errors.</p>	