



LOCATION: Conference Call - Various

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PRESENT:

Alan Harris	President
Bill Westwell	Vice-President
Bhabesh Roy	Past President
Dennis Althouse	Director
Jonah Koonark	Director
Ralph Ruediger	Director
John Kay	Director
Ryan Ethier	Industry Director
Justin Hazenberg	WCW Director
Jennifer Spencer	Executive Director

PURPOSE: Regular meeting of the NTWWA Board of Directors

DISTRIBUTION TO ALL ABOVE AND: REGRETS: Kevin Hodgins, Gary Maksagak
Missing: Billy Qaqasiq

WRITTEN BY: Pearl Benyk

ITEM	DESCRIPTION	ACTION BY
1. Call to Order	<ul style="list-style-type: none"> The meeting was called to order by President Alan Harris. 	
2. Agenda	<ul style="list-style-type: none"> Moved by John, Seconded by Bill, that the agenda be accepted as presented. CARRIED 	
3. Adoption of Minutes	<ul style="list-style-type: none"> Request arising out of the minutes, made by Bhabesh, that the board bios for the website be sent out to all board members for their final approval before they are uploaded. Moved by Justin, Seconded by John, that the minutes of November 14, 2012 and January 17, 2013 meetings be approved as presented. CARRIED. 	Pearl
4.0 Correspondence		
4.1 Del Contract	<ul style="list-style-type: none"> Jennifer informed the board that the Del Communications contract to produce the NTWWA Journal will be up for renewal for the 2014 Journal. Some board members spoke in favour of the service Del has provided and it was agreed that, if any board members should not agree with re-signing with Del, that they would look around and see if some other company to provide that service was available, and this would then be brought back to the board. 	
4.2 Insurance	<ul style="list-style-type: none"> For the board's info, the General Liability and Directors and Officers Liability insurance for NTWWA has been renewed. 	



ITEM	DESCRIPTION	ACTION BY
5.0 Standing Items		
5.1 Financial Statement	<ul style="list-style-type: none"> • Copy of banking transactions, along with balance as of March 12, in the NTWWA Manulife account, was provided to the board for their info. Pearl noted there was a typo and missing info on the report. The balance in the bank account was \$35,428, and with cheques received this week and outstanding invoices included, the balance is approximately \$58,000. • After discussion of the association's financial situation and the extra costs of holding conferences in Iqaluit, as well as the extra value that NTWWA is providing in the form of what is now a 2-day operators workshop, the board agreed that the NTWWA should request \$15,000 rather than \$10,000 in funding assistance from the GN and the GNWT for the 2013 conference. Pearl will draft letters to the two governments with these requests for Alan's signature. 	Pearl
5.2 2012 Conference Evaluations	<ul style="list-style-type: none"> • The data and comments from the conference evaluations handed in are still being compiled and will be forwarded to the board very soon. • The board members discussed the most frequent comments/suggestions made by delegates, which were about poor sound quality and how this could be remedied. Lapel mics were discussed. Bill will check to see if these are available from the company providing sound equipment in Iqaluit. 	Pearl Bill
5.3 2013 Conference Venue and Dates	<ul style="list-style-type: none"> • The Cadet Hall has been booked from Nov 22 to 26th, Bill is checking to see if we can have the M&G and the buffet dinner at the Nova Hotel. • Board members were asked to think about a theme for the conference. Pearl will send out list of past themes and other ideas which were suggested but not chosen for the 2012 conference. Alan will collect suggestions from the board and possibly the board may choose by email. 	Bill Pearl Alan
5.4 WCW Update	<ul style="list-style-type: none"> • WCW Director Justin said there was nothing to report, that the next WCW meeting will be held on Apr 18. • Pearl informed the board that she had sent out the Get Well card to Past WCW President Wayne Wall as she had been requested to do. 	
5.5 NTWWA Journal and WCW Mag Contributions	<ul style="list-style-type: none"> • Justin reminded everyone that NTWWA and WCW magazine contributions should be submitted. • Pearl will send Ken Johnson's new contact info to all board members. 	Board Pearl
5.6 NTWWA Board Participation	<ul style="list-style-type: none"> • The board discussed the problem of some board members missing too many meetings. Pearl has pulled together a chart of board members' attendance since Jan 2011, this will be sent to the board. This was discussed, along with the Board Pledges which include a provision for asking board members to resign, and which have been signed by all board members, as well as the provisions about this in the bylaws. • Decision was made that present day/time for meetings is as good as any. • Jennifer and Pearl will work on a reminder/notice to be sent to board members not attending board meetings regularly. 	Pearl Jennifer Pearl



ITEM	DESCRIPTION	ACTION BY
5.7 Board Round Table/Board Membership Discussion	<ul style="list-style-type: none"> • Most board members present had nothing to add, with these exceptions: • Ryan said he had heard from Sanitherm that they would not be attending the tradeshow this year. • Alan said he would like the board to start talking about the upcoming conference and workshop, but he will raise this under Other Business. • Bhabesh will also have something to add under Other Business. 	
6.0 Other Business		
6.1 Planning Upcoming Conference and Workshop Agendas, Presentation Guidelines	<ul style="list-style-type: none"> • Alan urged everyone to begin thinking now about planning the conference and workshop, as there are a number of things that need doing, including ensuring, somehow, that the presentations are geared to the operators, and that there be a good mix of topics. It was suggested that perhaps the agenda could be designed in advance and that presenters could be asked to present on specific topics to fit into the agenda. • It was also suggested that NTWWA should prepare criteria to be given to presenters in advance, which will deal with things like presentations being suitable for the audience. • Pearl will send the board the comments/suggestions from last two evaluations of the workshop, as these will provide indication of what the operators need/want from the workshop, including what they are not getting. • It was also suggested there should be more on Solid Waste. • Jennifer will have an edited version of the Conference Check List ready for the next board meeting. 	<p>1</p> <p>Jennifer</p>
6.2 NTWWA Participation in CWWA as well as WCW	<ul style="list-style-type: none"> • Bhabesh said he thought NTWWA should consider being a member of Canadian Water and Wastewater Assoc (CWWA). • Justin explained that NTWWA had decided a few years ago to become a member of Western Canada Water (WCW) instead of CWWA, and that WCW represents NTWWA's concerns at CWWA meetings. He suggested, and Bhabesh agreed, that Bhabesh should draft up something on this issue for the board to consider at its next meeting. 	<p>Bhabesh</p>
7.0 Next Meeting	<ul style="list-style-type: none"> • TENTATIVE date of Wednesday, April 10, March 13, 2013 – Noon Mountain Standard Time. This may be changed as date approaches. 	
8.0 Adjournment	<ul style="list-style-type: none"> • Adjournment of the meeting was by consensus. 	
	<p>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.</p>	