MINUTES of OCTOBER 22, 2014 BOARD MEETING

LOCATION: Conference Call - Various

PRESENT:

Bill Westwell	President
Ralph Ruediger	Director
John Kay	Director
Jonah Koonark	Director
Arlen Foster	Director
Ryan Ethier	Director
Justin Hazenberg	WCW Director
Jennifer Spencer	Executive Director

PURPOSE: Regular meeting of the NTWWA Board of Directors

DISTRIBUTION TO ALL ABOVE AND: Regrets: Alan Harris
Absent: Jaime Goddard, Billy Qaqasiq, David Watsko

WRITTEN BY: Pearl Benyk

ITEM	DESCRIPTION	ACTION BY
1. Call to Order	• The meeting was called to order by President Bill Westwell.	
2. Agenda	• **Moved by Ralph, Seconded by Ryan, that the agenda be accepted as presented. CARRIED**	
3. Adoption of Minutes	• **Moved by Justin, Seconded by John, that the minutes of the October 8, 2014 meeting be approved. CARRIED**	
4.0 Correspondence	None	
5.0 Standing Items		
5.1 Financial Statement	• Pearl provided the bank statement in advance which shows the NTWWA balance, as of Oct 20, at $32,278. However there are two deposits, made since then, including the $5K from MSSA, which bring this balance to approximately $41K. • Pearl explained situation with some finance departments from communities overpaying, and asked for direction re: what to do in these instances. Direction given was to write to these departments and ask whether we can keep the overpayments as a donation as NTWWA is a non-profit.	Pearl
5.2 Audit vs. Reviewed Financial Statements	• Justin explained problems associated with NTWWA getting a full audit of its finances done, which is beyond what is required by an association with funding levels such as NTWWA has. He informed board that he would be making a motion at the AGM for NTWWA to opt for a financial review instead of an audit. General agreement of board members at this meeting that this was the best way for NTWWA to go, especially as a review is less costly, and consumes less time, than an audit does.	Justin

ITEM	DESCRIPTION	ACTION BY
5.3 NTWWA Insurance Issues	• Justin explained the auditor has recommended that Pearl Benyk, who works for NTWWA as a contractor, should carry professional liability insurance. However, was NTWWA already carries Directors and Officers Liability insurance, she could be covered by the association's insurance if she was considered an officer of the association. • **Moved by Justin, Seconded by Ryan, that NTWWA appoint Pearl Benyk an officer of NTWWA for insurance purposes. CARRIED.**	
5.4 Financial Policy	• Justin corrected a comment made in the 2014 Journal that NTWWA is independent of government funding, as it has been receiving funding assistance for several years from both the GN and the GNWT. The level of this assistance is now $15K per conference from each of the territorial governments, even though this is not core funding and is not secure. • Justin explained that he believes NTWWA should have a financial policy and that it should aim to have enough in its bank account to cover 2 years of operations. Various board members present offered ideas about how NTWWA could accomplish this and about how raising the conference and workshop fees would impact on their communities and especially operators. • Justin asked members to email their input on this topic to him so he can include it in a draft financial plan for their discussion.	Board Members Justin
5.5 Credit Card Payment Option on Website	• Pearl updated the board on an addition to the NTWWA website which will be available in the next few days and which will enable people to pay their NTWWA invoices with credit cards or PayPal.	
5.6 Call for Presenters	• Jennifer reported that there are now 10 confirmed conference presentations and another 5 which are looking likely. Various board members reported on how their efforts to this end are doing. Info on all potential presenters should be passed on to Jennifer. • Ecology North will be making two presentations and has asked whether they can have a free tradeshow booth in return, because they are a non-profit and cannot afford the booth fee. Discussion took place about this and the consensus was that NTWWA is also a non-profit and cannot set this precedent. It was noted that NTWWA waives the tradeshow booth fee for NAIT, but that this is because NAIT contributes significantly to the Operators Workshop presentations. Jennifer to tell Ecology North.	Jennifer
5.7 Conference Sponsorship Requests	• Justin has passed on the request for conference sponsorships to CENT (Consulting Engineers of the Northwest Territories). Info on all sponsorships should be firmed up by Nov 7, so there is time to get the big sign recognizing sponsors produced in time.	Board Members
5.8 EOCP Registration	• Jennifer reported to the board on a request from Yukon College/EOCP (Environmental Operators Certification Program) of BC that NTWWA register with EOCP so that Yukon operators attending the NTWWA conference and operators workshop can get EOCP recognition of their NTWWA CEUs. Justin has looked at the forms, which are quite involved. He will fill them out, but not spend a huge amount of time or effort.	Justin

ITEM	DESCRIPTION	ACTION BY
5.9 Support for Trent University	• Jennifer shared that Trent University has requested the support of NTWWA for their proposal to study one eastern and one western Arctic community for leaching of contaminants from sewage lagoons and solid waste sites. • **Moved by Justin, Seconded by John, that NTWWA write a letter of support for Trent U's proposal to study leaching of contaminants from lagoons and solid waste sites. CARRIED** • Pearl to provide Jennifer with copy of last letter of support NTWWA gave to Trent University.	Jennifer Pearl
5.10 Planning Operators Workshop	• Justin told the board that MACA will do a great deal of the presentations at the Operators Workshop, but they would like the assistance of NAIT. • **Moved by Justin, Seconded by Bill, that NTWWA provide NAIT a free tradeshow booth in exchange for their assistance with the 2014 Operators Workshop. CARRIED.**	
6.0 Other Business		
6.1 Round Table	• No board members attending this meeting had anything extra to add or to ask about.	
7.0 Next Meeting	• Wednesday, November 5, 2014, at 12 Noon MST.	
8.0 Adjournment	• Meeting adjourned by consensus.	
	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.	