

British Columbia Onsite Sewage Association  
Board of Directors Meeting Minutes  
December 9, 2009  
Coast Tsawwassen Inn

Present In Person:

Frank Hay, Steve Warren, Tim Wilson, John Hayton

Present By Telephone:

Braden Marshall

Absent:

Ian Ralston, Colin Boog, Stephanie Unrau, Robert Feldhaus  
(subsequent to Board meeting, Ian Ralston advised that he tried several times to call in on the conference line and did not get through)

Staff Present: Liz Stewart-Jones

**1. Quorum & Call to Order**

Five (5) Board Members out of 9 are present. Quorum declared and meeting called to order at 9:37 AM by Chairman, Frank Hay.

**2. Minutes of Last Meeting**

October 7<sup>th</sup>, 2009. Deferred to next meeting pending wording of resolution 186.

**Resolution No. 189**

That the minutes of October 14<sup>th</sup> Board meeting be adopted,  
MOTION by: Tim Wilson. Seconded by: John Hayton.

**CARRIED**

**Resolution No. 190**

That the In-Camera October 14<sup>th</sup> minutes be adopted  
MOTION by: Tim Wilson. Seconded by: John Hayton.

**CARRIED**

**3. Financial Statements to November 30, 2009**

The November 30, 2009 Financial statements have been distributed to the board by email earlier and discussed.

Braden raised the following 3 questions

1. Why do the Conference costs appear not to be covered by revenues? It was explained that some revenue was recorded in the year prior whereas the costs mainly come through in the current year. The yearend Review Engagement Statements are to show the accruals of the revenue to correct this financial reporting problem.

2. Why the administration costs are still high considering the amount of cutbacks that have been made since May.

Staff are to discuss with the external accountants and to provide details of the Administration Costs.

3. Why the miscellaneous income was so far out - \$ 1,700 verses \$ 58,430? The funds received from RRU (47,000) and some other WOWTC receivables were recorded as WOWTC revenues rather than 2009 Budget line for miscellaneous.

Chartered Accountant, Linda Lee Brougham, CA, has been retained to complete our 2009 Review Engagement.

#### **4. 2010 Budget**

The previously circulated 2010 Budget Version 6.0 was discussed. The previously circulated WOWTC Report to the Board of January 1 to November 30, 2009 was discussed in conjunction with the 2010 Budget.

The 2010 WOWTC budget shows 799 seats are budgeted whereas the 2009 WOWTC Report outlines 878 seats to Nov 30 were actually achieved.

#### **Resolution No. 191**

That the Budget 2010 version 6.0 be adopted.  
MOTION by: Tim Wilson. Seconded by: Steve Warren.

**CARRIED**

#### **5. WOWTC Report – January 1, 2009 – November 30, 2009**

This is a new report is intended to be provided to the Board every calendar quarter. This first report covers the period Jan 1/09 to November 30/09. The next report will be issued in the January 2010 and will cover the entire 2009 year. Thereafter the report will be issued quarterly.

Quarterly reporting shows 878 seats have been filled. There are currently 44 seats registered for upcoming courses.

The WOWTC Report indicates the number of persons who have completed the required courses to be registered under ASTTBC for Planner and Installer.

#### **5. ASTTBC**

Frank will be meeting with Ron Hein to discuss issues such as mentorship and EAP and also to find out what ASTTBC would like the courses to look like. Frank will also suggest a joint letter from ASTTBC and BCOSSA to go out to the membership.

**6. EAP**

Experience Assistance Program is proving difficult to implement. Attempts at practicum sessions have not been successful enough to continue offering them.

An in-course practicum concept needs to be developed to provide practical experience. This will require a near permanent facility.

A WOWTC Faculty Group is being created of new, existing and past instructors with the view to brainstorm means to offer in field training and future development of courses.

**7. SPM**

The current draft of the new SPM is still with the government.

Rupert Benzon has been in attendance at the WOWTC installer/planning courses held in Victoria for the past three weeks.

**8. CSA B65**

The CSA B65, National Installation Code for Decentralized Wastewater Systems is now available for public review on their website at <https://review.csa.ca/opr>

**9. AGM**

John Rowse now has 9 speakers including Dr. Jerry Tyler. Dr. Tyler will also be conducting a full day workshop on the Sunday about Selecting Onsite Wastewater System Design Values based on Soil Morphology.

John will be asking 4 directors to moderate one full morning or afternoon during the conference.

**10. Other Business**

Tim Wilson noted that quorums are becoming difficult to meet. The suggestion to change the bylaws to include the removal of a director if he/she is repeatedly absent from meetings was raised.

**11. Adjournment**

Board adjourned at 11:45am

**Action Items:**

- A. Liz to work with external accountants to correct administration costs given cost saving measures taken during 2009.