

**British Columbia Onsite Sewage Association**  
**Board of Directors Meeting Minutes**  
**August 5, 2009**  
Telephone Conference Call

Present by Telephone

Robert Feldhaus, Frank Hay, John Hayton, Braden Marshal, Ian Ralston, Steve Warren,  
Tim Wilson

Absent with Regrets

Colin Boog, Stephanie Unrau,

Staff

John Rowse, Executive-Director

**1. Quorum & Call to Order**

Seven (7) Board Members out of 9 are present. Quorum declared and meeting called to order at 7:05 AM by Chairman, Frank Hay.

**2. Minutes of Last Meeting**

Resolution No. 182 - Motion to adopt minutes of July 22, 2009 is deferred to email vote once amendments as discussed are made and the revised version 4.0 minutes are circulated.

**3. Action Items from Past Meetings**

Reviewed status of action items in the minutes of July 22, 2009.

**4. Vision Statement**

**Resolution No.**

**184** Motion by: Rob Feldhause, Seconded by; Steve Warren  
BE IT RESOLVED that Vision statement of the Association be:

*“The BC Onsite Sewage Association is to be the industry leader through advocacy, knowledge, education and technical excellence for onsite wastewater sustainability.”*

**6. Guiding Principles – 2<sup>nd</sup> Set**

Discussion mainly on the Board and Staff Guiding Principles focusing on accountability.

**Resolution**

**No. 183** Moved by Frank Hay, Seconded by: Tim Wilson  
BE IT RESOLVED that the 2<sup>nd</sup> set of Guiding Principles covering the Board and Staff Guiding Principles, Guiding Principles of Financial Resources and the Guiding Principles for the Westcoast Onsite Wastewater Training Centre be adopted.

**DEFEATED**

Board members to use the new Board website to discuss the Board & Staff Guiding Principles in order to decide the direction.

## **7. Executive-Directors Report**

John Rowse provided comments on the previously submitted electronic filing system proposal to government, TILMA letter, and message to go out to members.

### ***ACTION ITEMS***

1. Vocal Point Communications review the “memo” and the “news bulletin” prior to going out to the membership.
2. Karen Halliday as Chair of MS&C comment on memo and news bulletin prior to going out to the membership.
3. Subject to confidentiality requirements by the software developer, the TRC is be provided with the opportunity review the section on the filing review as it relates to the SPM.

## **8. Short/Medium/Long Term Activities & Policy Outcome Tracking**

The TRC submitted these activities in a revised layout.

### ***ACTION ITEM***

John Rowse, working with Committee Chairs, to expand on these items to assist the Board in prioritizing the activities and developing the policy statements c/w monitoring.

## **9. New Business (around the table)**

### Braden Marshall

Noted the improvement in the operation and function of the Westcoast Onsite Wastewater Training Centre and that Liz Stewart-Jones is doing a good job of this work.

### Ian Ralston

The Association does not have an Education & Curriculum Chairperson at this time and that the Board should consider in having this position filled.

## **10. Board Meetings Schedule**

The next Board meeting is September 2, 2009  
Telephone conference call 7 AM – 9 AM

## **11. Adjournment**

Board adjourned at 8:55 AM

**ACTION ITEMS SUMMARY**

Frank Hay	Thank you letter to Karen Halliday
John Rowse & Ian Ralston (Step 1 of Filing Reviews of RSS)	Scope of Work to be developed to conduct Record of Sewerage System Filing
John Rowse (Step 2 of Filing Reviews of RSS)	Check legal liability with Cox Taylor for BCOSSA to conduct RSS filing reviews.
Frank Hay (Step 3 of Filing Reviews of RSS)	Letter of engagement for RSS filing review
John Hayton & Ian Ralston	to prepare and submit to the Board a draft set of Executive Limitations by Sept 2, 2009 (6 weeks from July 22)
John Hayton	Work with John Rowse on a new financial reporting process.
Tim Wilson	Head up a new spending plan (aka budget) in conjunction with John Rowse.
John Rowse	To expand on Short/Medium/long Term activities and Policy Tracking items to assist the Board in prioritizing the activities and developing policy statements c/w monitoring
John Rowse	Send to Vocal Point Communications the membership memo and news bulletin prior to sending out.
John Rowse	Send to Karen Halliday the membership memo and news bulletin prior to sending out.
John Rowse	Subject to confidentiality requirements by the software developer, the TRC may be provided with the opportunity review the section on the filing review as it relates to the SPM.