

British Columbia Onsite Sewage Association
Board of Directors Meeting Minutes
March 10, 2009

Held at the Coast Tsawwassen Inn, Delta, BCX

Present in Person:

Colin Boog, Robert Feldhaus, Frank Hay, John Hayton, Braden Marshall, Ian Ralston, Steve Warren, Tim Wilson

Absent with Regrets

Stephanie Unrau

Staff

John Rowse, Executive-Director

1. Quorum & Call to Order

Eight (8) Board Members out of 9 are present. Quorum declared and meeting called to order at 9:30 AM by Chairman, Frank Hay.

2. NOTICE OF MOTIONS BY EMAIL

Resolution

No. 169-B

Moved by Braden Marshall, Seconded by Tim Wilson
BE IT RESOLVED that any member of BCOSSA wishing to be a director of the BCOSSA must be a permanent resident of B.C."

CARRIED

Resolution

No. 170

Moved by Frank Hay, Seconded by: Steve Warren
BE IT RESOLVED that February 25, 2008 Board Minutes be adopted.

CARRIED

3. Action Items from Past Meetings

All of the listed items in the minutes of February 25, 2009 were completed.

4. Confidentiality Agreement

Confidentiality Agreements circulated for all Board Members to sign and submit to the Executive Director for filing purposes.

5. Financial Report

The detailed financial report for the period Jan 1 – Jan 31, 2009 was tabled and discussed. Funds from Royal Roads University were received and deposited in February. Frank Hay has signed on March 9th the Transfer Agreement between BCOSSA and the Ministry of Healthy Living & Sport for the \$50,000 grant.

6. Mission/Vision/Value Statement

The Board discussed the need to spend time, 2 – 3 days, to develop BCOSSA's statement of its Mission/Vision/Value Statement.

Tentative date is mid-April 2009.

ACTION ITEM

Budget to be proposed by Colin Boog and submitted to Board for discussion.

7. Member Services & Communications

The Board reviewed and discussed the proposed Terms of Reference and revised 2009 budget for this committee as submitted by Committee Chairperson, Karen Halliday.

The Board made some changes and amendments to the submitted TOR and Budget.

The main changes from the existing TOR to this submitted TOR are:

- The establishment of Sewerage System Local Stakeholder Groups throughout the province with each local group leader being a voting member of the MS&C Committee. Refer to list presented.
- The formalization of the Experience Assistance Program (EAP) and budget to carry it to fulfillment.

ACTION

Frank Hay to make the changes to the TOR as requested by the Board and agreed to by the Committee Chairperson

Resolution

No. 171

Moved by John Hayton, Seconded by: Steve Warren

BE IT RESOLVED that the submitted Terms of Reference with amendments agree to be the Board, and the budget be adopted with the budget to be monitored by the Board pursuant to Resolution No. 166, and that certain activities are subject cost reductions and/or sponsorship by government through financial support if possible.

CARRIED

Resolution

No. 172

Moved by Colin Boog, Seconded by: Tim Wilson

BE IT RESOLVED that Chairpersons of any Standing Committee shall receive a copy of the Association's membership list, subject to the Chairperson signing a confidentiality Agreement ensuring that the list is used solely for purposes of conducting the Association's business and activities as approved by the Board.

CARRIED

Resolution

No. 173

By a consensus of the Board

BE IT RESOLVED that the Members Services & Communication Committee Terms of Reference shall provide guidance to the Board and Executive-Director for the annual conference and trade show to include the location, date, theme and content.

The Executive-Director shall make arrangements to deliver the conference and trade show with a budget to be provided to the Board in due course in the development of the conference & trade show delivery.

CARRIED

8. Executive-Director Report

- (a) WOWTC
Course schedule into fall 2009 published.
- (b) TILMA Update
John Rowse gave the Board a verbal update on the TILMA progress.
- (c) ASTTBC Plan 2012
Discussion with Board. John updated Board on his meetings with John Leech, Executive-Director of ASTTBC
- (d) Recent Media Articles & Response
John R advised of the communications with the Sewerage System Regulation Improvement Coalition and the intent to meet with them to discuss the issues.
- (e) Governance Model
Chairs are reminded to review their committees Terms of Reference and provide to the Board revisions or amendments proposed.

ACTION ITEM

1. *Committee Chairs to review their respective TORS*
2. *Colin Boog to give to John R the media list*

9. Legal Action

The Board agreed to pay out the invoice amount request despite not receiving the requested material and to have Colin Boog meet with the person to solicit the missing material when presenting the payment.

ACTION ITEM

Colin Boog to provide payment and solicit missing material and/or information.

10. Chairperson for Education and Curriculum

The consensus was to leave this position vacant as the office had the matters in hands for the time being, but that this post requires the right person to fill and this may take some time to fill properly.

11. The 10th Director

The consensus of the Board that there was no urgency or need to fill this position at this time.

12. Policy for Advertising of Goods & Services

The consensus of the Board is that the Association should not conduct advertising or promotion through broadcast emails for goods or services that are ultimately for sale and create income or revenue for the proponent.

The Board wishes that such advertising or promotion for goods or services for sale be through the Innovator newsletter as part of the normal advertising and promotion program of the publication.

13. Procedure & Policy for Chairpersons conduct work for the Association acting within the Board approved Budget.

The consensus of the Board is to conduct the affairs of the Association in an open, transparent, accountable manner with budget controls in place. Therefore, the Board accepts formal notice from all of the Chairpersons that they may have an interest in the work for hire of the Association.

The policy of awarding contracts for labour services over \$5,000 remain unchanged.

The procedure and policies that all Board members and Chairpersons to incur expenses under \$5,000 for the performance of work to be conducted shall be as follows:

Travel Policy

The following are allowable expenses that do not require a purchase order as detailed below.

- Reasonable economy accommodation of approximately \$100.00 per night outside of Vancouver and \$150.00 within the GVRD
- Meals, gratuities
- Economy Airfare, public ground transportation or Ferry as the case may be
- Automobile travel \$0.50 per kilometer
- BCOSSA related business phone calls while on travel

Purchase Order

Not including the costs covered by the Travel Policy, Chairperson the following applies:

For expenditures under \$5,000 to be incurred by the Chairperson of a Standing Committee for the purpose of that committee and the expenditure is included in the Board approved budget, a purchase order request shall generated by the Chairperson outlining the activity, the estimated value, expected completion date, deliverables and identify the

Budget line item to which it applies prior to incurring the expense; and, the Executive-Director shall evaluate the purchase order request in regards only to budget compliance; and the Executive-Director will consult with the Treasurer for budgetary compliance.

14. Other Business

CEUs

The Board expressed that the Continuing Education Credits/Units (CEUs) be developed in conjunction with ASTTBC by Sept 2009.

15. NEXT MEETING

Mid-April 16-18 range – to be confirmed.

16. Adjourned

Meeting adjourned at 4:20 PM

Action Items:

Budget for 2-3 day workshop on mission/vision/value statement	Colin Boog
MS&C TOR changes	Frank Hay
TOR Review for all Committees	Chairpersons
Send to John Rowse the media list	Colin Boog
Final Payment to Instructor and solicit missing information	Colin Boog
Innovator article from TRC regarding TRC does not approve technologies	Ian Ralston