



MINUTES of December 4, 2008 NTWWA Board Meeting

LOCATION: Conference Call - Various

PAGE: 1 of 2

PRESENT:

Sean Austman-Kunkel	President
Sudhir Jha	Vice President
Bhabesh Roy	Director
Jean Soucy	Director
Justin Hazenberg	Director
Billy Qaqasiq	Director
Wayne Thistle	Director
Doug Steinhubl	Industry Director
Olivia Lee	Executive Director
Pearl Benyk	Administration

PURPOSE: Regular meeting of the NTWWA Board of Directors

DISTRIBUTION TO ALL ABOVE AND: Greg Laboucan, Dennis Althouse, Ken Johnson, Heather Scott

WRITTEN BY: Pearl Benyk

ITEM	DESCRIPTION	ACTION BY
1. Call to Order	<ul style="list-style-type: none"> Meeting called to order by President Sean Austman-Kunkel. 	
2. Agenda	<ul style="list-style-type: none"> Moved by Jean Soucy, Seconded by Wayne Thistle that the agenda be approved, with the addition, 6.3 under Other Business, of Appointment of Olivia Lee as Executive Director for fiscal year 2008/2009. CARRIED 	
3. Adoption of Previous Minutes	<ul style="list-style-type: none"> Moved by Sean Austman-Kunkel, Seconded by Jean Soucy, that the minutes of September 25/08, October 9/08, October 16/08 and October 23/08 be adopted as presented. CARRIED. 	
4. Correspondence	None	
5. Standing Items		
5.1 Conference Financial Statement	<ul style="list-style-type: none"> Statement was presented in written form as part of the meeting materials. With a lower attendance (63 participants) than expected, but excellent support from the Town and other agencies and businesses in Norman Wells, the conference had revenue of \$44,265 and expenses of \$29,068. Suggestion made that, in future years, we could request funding assistance from INAC. 	
5.2 Signing Authorities	<ul style="list-style-type: none"> Moved by Justin Hazenberg, Seconded by Sudhir Jha, that NTWWA keep its present signing authorities, Heather Scott and Dennis Althouse, until the next AGM. CARRIED. 	
5.3 Follow up with Membership, SAOs in communities and Sponsors	<ul style="list-style-type: none"> Conference delegates at the conference will be sent letters, CEU certificates, membership cards and the CD-ROM from the conference as soon as the CD is ready (early in the new year). Olivia and Sean will also send SAOs in the communities CD ROMs and letters explaining the value of having their employees attend our conferences. Sponsors will be sent letters of thanks - Pearl to draft letter. 	Pearl Olivia Sean Pearl
5.4 Bylaw Changes	<ul style="list-style-type: none"> Revisions to the bylaws made at the AGMs will be filed with the Societies Registry and then they will be uploaded onto the website. 	Olivia Pearl



ITEM	DESCRIPTION	ACTION BY
5.5. Conference Feedback from Evaluation Form and verbal comments	<ul style="list-style-type: none"> Sean reported he had received many emails expressing appreciation for, and compliments on, the conference and he found these quite touching. Compiled comments from the evaluation form were provided to the board in the meeting materials. Generally, most delegates thought the conference and related events were good or very good. The most frequent suggestions were to involve more operators and provide more material of use and value to them. These and other suggestions for improvements were noted and will be acted on if possible. In an attempt to attract a wider range of trade show participants and meet the needs of delegates, consideration will be given to advertising targeted at industry representatives. 	Board Olivia Pearl
5.6 Journal Articles	<ul style="list-style-type: none"> Ken Johnson is currently writing about 25% of Journal stories because of lack of participation from others in the field. Although some board members are involved, Board members were encouraged to get more involved with writing materials for the Journal. Ken will be asked if he can provide board members with guidelines of what these articles should look like. Pearl will pass this request on to him as he is not in on this meeting in order to avoid conflict with later item of discussion. 	Board Members Pearl
5.7 Website	<ul style="list-style-type: none"> This item put forward to next meeting due to lack of time. 	
6.0 Other Business	<ul style="list-style-type: none"> 	
6.1 Honorarium for editing Journal	<ul style="list-style-type: none"> Meeting went in camera for discussion of this item. Moved by Jean Soucy, Seconded by Wayne Thistle, that NTWWA increase the honorarium to Ken Johnson for editing the Journal from 50% to 75% of the revenue NTWWA receives from Del Communications. CARRIED. The Board wishes it to be noted that they all appreciate the efforts Ken puts into producing this useful and highly regarded publication. Sean will call Ken to inform him of the board's decision and their appreciation of his good work. 	Sean
6.2 Board Pledge	<ul style="list-style-type: none"> In an attempt to solve the problems with achieving quorum for meetings, the board has produced a pledge which board members are required to sign. A copy of the pledge was distributed but as not everyone was able to receive it (email problems with large files) it was read out. The pledge reads "As a Member of the Board of Directors of the NTWWA, I pledge to be actively involved in all Board activities, and, at a minimum, to participate in each and every monthly meeting of the Board. If I cannot participate in a monthly Board meeting, I will notify the Executive Director and the person sending out the notification of an upcoming meeting that I am not available to participate. I agree that if I am absent without notification from two consecutive Board meetings, I will accept a formal request from the Board to submit my resignation from the Board of the NTWWA." Present board members are asked to sign a copy of the pledge they have been sent and fax it to Pearl. 	Board



ITEM	DESCRIPTION	ACTION BY
6.3 Appointment of Executive Director	<ul style="list-style-type: none"> • The NTWWA bylaws prescribe yearly appointment of an Executive Director by the board. Olivia Lee indicated she would be pleased to be re-appointed. • Moved by Sudhir Jha, Seconded by Jean Soucy, that Olivia Lee be appointed Executive Director of NTWWA until the next AGM. CARRIED. 	
6.4 Welcome new member & newly elected Vice Pres.	<ul style="list-style-type: none"> • The Board members welcomed to the board the new board member Justin Hazenberg, and Vice President Sudhir Jha, both elected at the recent AGM. 	
6.5 Retirement of Bryan Purdy	<ul style="list-style-type: none"> • Bryan Purdy, long-time supporter and a former president of NTWWA, is retiring and leaving his position as Projects Manager/Regional Municipal Engineer with Community and Government Services, in Rankin Inlet. In recognition of Bryan's valuable contributions to NTWWA and to wish him a happy retirement, the board voted to send him their best wishes and a small gift. • Moved by Sudhir Jha, Seconded by Bhabesh Roy, that Wayne Thistle spend approx. \$50 on a suitable retirement gift for Bryan and give it to him on behalf of the board. CARRIED. 	Wayne
7.0 Next Meeting	<ul style="list-style-type: none"> • Thursday, January 15, 2009 at 12 Noon Mountain Standard Time 	
8.0 Adjournment	<ul style="list-style-type: none"> • By consensus. 	
	These minutes are in the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors.	