



MINUTES of DECEMBER 8, 2010 BOARD MEETING

LOCATION: Conference Call - Various

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PRESENT:

Justin Hazenberg	President
Alan Harris	Director
Bill Westwell	Director
Jean Soucy	Director
Bhabesh Roy	Director
Gary Maksagak	Director
Olivia Lee	Executive Director
Pearl Benyk	Administration

PURPOSE: Regular meeting of the NTWWA Board of Directors

DISTRIBUTION TO ALL ABOVE AND: Sudhir Kumar Jha, Billy Qaqasiq, Doug Steinhubl, Ken Johnson

REGRETS: Doug Steinhubl, Sudhir Jha

WRITTEN BY: Pearl Benyk

ITEM	DESCRIPTION	ACTION BY
1. Call to Order	<ul style="list-style-type: none"> Justin called the meeting to order with no quorum, and welcomed the new board members Alan Harris and Bill Westwell. Olivia explained the purpose of the Board Pledge (to encourage members who cannot attend meetings regularly to resign so we can achieve quorum). Pearl to send the pledge to the new members.. 	Pearl
2. Agenda	<ul style="list-style-type: none"> Agenda accepted by consensus. 	
3. Adoption of Minutes	<ul style="list-style-type: none"> No minutes available for acceptance at this meeting. 	
4.0	Correspondence - NONE	
5.0	Standing Items	
5.1 Conference Follow-Up	<ul style="list-style-type: none"> As a way of encouraging SAOs to send their employees to the conference and operators workshop, all SAOs will be sent letters informing them of the CEUs their staff have earned by attending the conference and workshop. They will also be sent a copy of the agenda. Pearl to draft the letters to the SAOs and another one for the participants. Thank you letters will be sent to all sponsors. Olivia will check to see if anyone has taken pictures which include the Canadian North banner, to be included in letter of thanks to this valuable sponsor. Conference financial statement will be put together as soon as possible. Copies of the presentations made have been sent to Ken who will be producing the CD-ROM. 	<p>Pearl</p> <p>Pearl Olivia</p> <p>Pearl</p>



ITEM	DESCRIPTION	ACTION BY
5.2 Conference Evaluation	<ul style="list-style-type: none"> A summary of the feedback on the evaluation forms was provided to all board members. Unfortunately there were not many forms filled in this year, but those who did rated the various aspects of the conference highly. Suggestion: to hand out the evaluation forms just before the AGM instead of including in conference folder – this may encourage more delegates to fill out the form. Feedback on the operators workshop will be available for board members soon. A mailing list of all trade show participants for the past five conferences will be pulled together, as well as photos of booths, as tools for encouraging more trade show participation. 	Olivia Pearl
5.3 & 5.4 Journal Contracts	<ul style="list-style-type: none"> As there is no quorum at this meeting, the contracts with Del Communications and Ken Johnson for production and publishing of the Journal were not dealt with. Board members were reminded/informed that Ken Johnson has informed the board that he will not do the Journal after 2012 and that he intends to step down from the board in 2013. Any board members interested in being the Journal editor are encouraged to step forward. Justin will check with a colleague of his who may be interested. Bhabesh suggested that the next person who takes on this task should work with Ken for a year before doing it alone. 	Board Members Justin
5.5 Journal Articles	<ul style="list-style-type: none"> The Board was requested to think about articles for the Journal they might write themselves, or that others of their acquaintance might like to write. Alan will talk with Ken about an article he is interested in doing. 	Board Members Alan
5.6 Time and place for 2011 conference	<ul style="list-style-type: none"> The membership at the AGM decided the next conference should be held in Iqaluit on the November 18 – 21 weekend if possible. Olivia will see if there are any other conferences which will conflict with that weekend. Pearl will check with sources in Iqaluit to see if there are conflicting events being held in Iqaluit that weekend. Bill will speak to GN contacts re: GN doing operator training (eg. Chlorine handling) close to that time so travel expenses for operators can be saved by taking in two training events one after the other. 	Olivia Pearl
6.0 Other Business		
6.1 Appointment of Executive Director	<ul style="list-style-type: none"> As NTWWA's Executive Director must be appointed yearly by the board and as Olivia Lee is willing to remain in this position for another year, Moved by Jean Soucy, Seconded by Alan Harris, that Olivia Lee be appointed as executive director of NTWWA for another year. Unanimous agreement by all board members in attendance, but as this is not a quorum, Pearl is to send out an email to allow members not at this meeting to vote. 	Pearl
7.0 Next Meeting	<ul style="list-style-type: none"> Wednesday, January 11, 2011 at 12 Noon MST. 	
8.0 Adjournment	<ul style="list-style-type: none"> Adjournment by consensus decision. 	
	<p>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.</p>	