

**Northern Territories Water and Waste Association
2003-2004 Annual General Meeting**

DRAFT MINUTES

Date: November 21, 2004

Location: Midnight Sun Conference Center, Inuvik, NWT

2003-2004 Executive Directors:

<u>NAME</u>	<u>POSITION</u>	<u>TERM</u>
Kojo Kumi	President	Term finished, position open
Kim Philip	Vice-President	1 year plus remaining in term as VP, term finished as Director
Dennis-Kefalas	Secretary-Treasurer	Resigned, position open
Kriss Sarson	Director	Resigned, position open
Paul Guy	Director	Term finished, position open
Paul Diamond	Director	1 year remaining in term
Nelson Pisco	Director	1 year remaining in term
Ken Johnson	Southern Director	1 year remaining in term
Ron Kent	Executive Director	Resigned, position open
Bob Philips	CWWA Director	Appointment finished

Meeting chaired by President Kojo Kumi.

- 1. Adoption of Agenda** – Moved by Ken Johnson, seconded by Bryan Purdy and carried.
- 2. Adoption of 2003 AGM Minutes (November 30, 2003)** - Moved by Anthony Barney, seconded by Barnaby Arreak. Carried.
- 3. Introduction of Executive Directors** – Current and present Directors stood up and were introduced.

- 4. Address by President / Board of Directors** – Presented by Kojo Kumi. (Report is found at end of this document), with the following changes/additions noted: Executive Director was introduced (not voted on); Kim Philip will be stepping down as permanent chair of the conference committee; and Kojo donated \$40 to cover cost of donated sweatshirt.
- 5. Presentation of June 30, 2003 Financial Statement** - Presented by Ken Johnson, with the following information highlighted: Ken noted the financial statement is “reviewed by an accountant” not “audited” as suggested by the meeting agenda. Ken noted the size of the organization does not warrant an audit.

Motion: to accept the financial statement as presented, made by John Herman, seconded by Richard Fielding. Carried.
- 6. Appointment of Auditor** - Moved by Ken Johnson, seconded by Kim Philip and carried that Paul Fleury & Co. would be hired to review the financial statement (not audit) again this year.
- 7. Canadian Water and Wastewater Association (CWWA) Report** – Kojo Kumi reported that Bob Philips had been the CWWA representative since 1995 and would be stepping down this year.
- 8. Election of Officers** – There was some discussion relating to the number and type of positions to be filled. It was concluded that the following seven positions needed to be filled:

 - Vice-president;
 - Secretary Treasurer;
 - Two Directors;
 - Executive Director;
 - CWWA Director; and
 - Industry Director.

Ken noted that the Industry Director's position had not been filled previously but was allowed for in the bylaws.

Ken Johnson introduced Matthew Hough as the new Executive Director (as previously agreed by the Board).

Seven potential directors were nominated:

- Ken Johnson nominated Dele Morakinyo, Heather Scott, Doug Steinhubl and Sarah Dando.
- Kim Philip nominated Perry Heath and Amir Agha
- Nelson Pisco nominated Bryan Purdy

Matthew Hough seconded all the nominations made. There being no further nominations and no competition for the positions, as the number nominated equaled the number of positions available, all the above named people were acclaimed.

9. Installation of New Executive and Directors – All seven nominees stood and were introduced as Directors. Doug Steinhubl was appointed Industry Director. A decision was made not to appoint Directors to positions of Vice-president, Secretary Treasurer or CWWA Director at the present time. These appointments are to be made at a later date.

10. Implementing Results of Visioning Exercise – Kojo discussed the visioning exercise and asked for volunteers for the proposed committees:

- ***Finance Committee:*** Richard Fielding, Ahmad Alkhalaf, Todd Parsons, Anthony Barney.
- ***Membership and Marketing Committee:*** Perry Heath, Nelson Pisco, Sarah Dando and Mike Yakabuski
- ***Operators Committee:*** Raymond Bonnetrouge (Chair), Urban Antoine, Mary-Louise Nitsiza, Dennis Althouse, Greg Stromgren and Linda Carpenter
- ***Newsletter Committee:*** Ken Johnson (Chair); Raymond Bonnetrouge, Richard Fielding, and Dele Morakinyo.
- ***Conference Committee:*** Bryan Purdy (Chair), Kim Philip, Ken Johnson, Heather Scott and Perry Heath.

11. Bylaw Review – Ken Johnson presented the proposed revisions to the bylaws.

Motion: to accept the bylaw revisions as presented made by Kojo Kumi, seconded by Perry Heath. Carried.

12. 2005 Conference Tradeshow and AGM – date and location – Bryan Purdy suggested Rankin Inlet would be interested in hosting next year. Bryan was directed to have them submit a Host Community Proposal as per the instruction and schedule listed on the NTWWA website. Kojo Kumi suggested Pearl Benyk, NTWWA Administrator, be instructed to make the usual arrangements in Iqaluit as back-up.

Regarding timing, Perry Heath suggested the third week in November seemed to work well, Bob McDowell suggested the first week in December. A tentative date was set for December 3-4, 2005, contingent on not conflicting with PW&S/GNWT's Project Management Conference.

13. Other Business – Operators to let Ken Johnson know that attended conference to facilitate provision of certificate of attendance for CEU purposes.

14. Adjournment – Moved by Anthony Barney, seconded by Barnaby Arreak that the meeting be adjourned. Carried.

**President's Report
NTWWA 12th Annual AGM**

November 21, 2004

It is my pleasure, as your outgoing President, to report to you on NTWWA activities in 2004; and to highlight the challenges we face in 2005 and beyond. We made some progress in 2004 but much still needs to change. For a starter, each of you volunteering to serve on an NTWWA committee of your choice will be a good thing.

This is because NTWWA draws its collective strength from the skills, energy, and dedication of each of you. And considering that it is through committee work that the best minds of the association can be put to work at solving the important problems that face the profession, your participation on the committee of your choice is critical.

2004:

In 2004, NTWWA operated without an Executive Director and a Secretary/Treasurer. The Board of Directors collectively performed those functions. You will have a chance to fill those vacancies among others at this AGM

EXECUTIVE DIRECTOR POSITION:

We have a qualified volunteer in the person of Matthew Hough, P.Eng. for your consideration to fill the vacancy. The Board supports his candidacy, although a detailed job description for the position is yet to be developed. You will have an opportunity to vote on his candidacy when the Board vacancies are filled. His election/appointment will be on his understanding as well as yours that when the job description is ready it will reflect the directives you provided during the Visioning Exercise at the 2003 AGM.

SECRETARY/TREASURER POSITION:

Whoever fills this position should be a Yellowknife resident to make it easy for cheques etc. to be signed. Looking back, perhaps the Board should have done some pre-recruiting. In any event I encourage as many of the YK residents as possible to consider serving in this important vacancy.

UPDATE ON THE 2003 VISIONING EXERCISE:

You proposed that the following committees be set during the Visioning Exercise.

Conference Committee
Finance Committee
Membership/ Marketing Committee
Bylaw Committee
Operators Committee

Newsletter Committee*

* On hindsight you missed a Newsletter Committee on the list. The Board recommends its inclusion now. The committee will be responsible for the FULL CYCLE – NTWWA's newsletter. The Full Cycle is a professional development tool and as such requires the commitment of each and every one of us. Each of you has something to share. Therefore, I

implore you to share that expertise by volunteering to serve on the newsletter committee and/or by regularly submitting/contributing articles for publication in the newsletter.

THE VISIONING EXERCISE DIRECTIVES:

The Board has held numerous conference calls on the matter since April 2004. The Board appointed Chairs from among its ranks to head the committees you proposed during the visioning exercise last year. The Board reviewed the directives from the visioning exercise and allocated the tasks to the appropriate committees. Letters were sent out to all participants of the Iqaluit Conference to serve on the committee of his/her choice by contacting the Committee heads. Unfortunately you failed to respond and so some of the committees never got off the ground. You will have a chance, later, to volunteer to serve on some of those committees in order to get them operational.

CONFERENCE COMMITTEE: Kim Phillips is the permanent Chair for the Conference Committee. And for this 12th annual conference, the response of the Conference Committee under the Co-chairs of Kim Phillips and John Bulmer is the result of the well-attended conference and marvelous program here in Inuvik. I thank the 2004 Conference Planning Committee on your behalf for a job well done.

BYLAW COMMITTEE: The Bylaw committee under Ken Johnson's leadership has a draft bylaw for your review and input. Following any suggested changes you will propose, I will recommend that the bylaw be passed at this AGM.

OTHER COMMITTEES: The Finance Committee; Membership and Marketing Committee; Operators Committee and Newsletter Committee – all need your participation to get off the ground.

The call is for volunteers to serve on the committees, starting with:

- Finance Committee (Chaired by Paul Guy, may need a new chair)
- Membership/Marketing Committee (Chaired by Nelson Pisco)
- Operators Committee(A Chair is to be appointed)
- Newsletter Committee (A Chair is to be appointed)

I thank all the volunteers in advance for the positive response.

2005 and BEYOND:

Never lose track of the fact that the founder(s) of NTWWA envisioned an Association that serves and has members in all the Northern Communities. Northern in this context means NWT, NUNAVUT, Yukon, Labrador, Nunavik, Alaska and ultimately the circumpolar neighbourhood. We made a leap towards that goal with the attendance and participation of BOB TSIGONIS from Alaska. Bob is a representative of Lifewater Engineering Company in Alaska. Make the goal a reality in the years ahead.

Finally, I thank you for the privilege of serving as your President in 2003/2004. We will see you at the next Conference and AGM.