



MINUTES OF DECEMBER 7, 2004 BOARD MEETING

LOCATION: Conference Call - Various

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DATE OF MEETING: December 7, 2004

DATE: December 8, 2004

PRESENT:

Kim Philip	- President (meeting chair)
Kojo Kumi	- Past President
Amir Agha	- Director
Sarah Dando	- Director
Perry Heath	- Director
Ken Johnson	- Director
Dele Morakinyo	- Director
Bryan Purdy	- Director
Heather Scott	- Director
Matthew Hough	- Executive Director

PURPOSE: Regular meeting of the NTWWA Board of Directors

DISTRIBUTION TO ALL ABOVE AND: John Bulmer, Paul Guy, Gila Somers, Doug Steinhubl, Mike Yakabuski, & Pearl Benyk

WRITTEN BY: Matthew Hough

APPROVED: DRAFT

ITEM	DESCRIPTION	ACTION BY
	CONFERENCE FOLLOW-UP	
Sickness	<ul style="list-style-type: none"> Inuvik based Environmental Health Officer Chris Beverage has ended his investigation into the sickness suffered by conference attendees immediately following the conference. Many people were sick. No conclusion has been reached as to the cause. Discussion amongst the Board of Kojo's suggestion that 15% be held back on the caterers payment for a period of 30 days. Informal vote held and decision was made to make the caterer aware of the conference attendees suffering via letter, but full payment is to be made. 	Pearl
CD-Rom	<ul style="list-style-type: none"> CD-Rom is to be prepared as a record of the presentations given at the Inuvik conference. Sarah requested that the presentations be recorded without presenters personal notes. Kojo asked that digital photos be included and will forward his to Ken. Contact information (work only) of presenters and attendees will be included on the CD and member information should be placed on the web site. A reference to the CD should be made on the website, but the content should not be available on-line. Cost of producing CD-Rom should be subtracted from the \$7,145.00 that must be spent by the association on the production of training materials. 	Ken Pearl Pearl
Motion	<ul style="list-style-type: none"> Motion by Sarah, seconded by Heather, to: produce and provide CD to conference participants; sell CD-Rom for \$85; and spend up to \$2,000.00 to complete this task. Carried by consensus. 	



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ITEM	DESCRIPTION	ACTION BY
Thank You	<ul style="list-style-type: none"> Thank you letters to presenters, trade show hosts, sponsors, and members should be prepared. Package should include CEU certificate, AGM Minutes, CD-Rom. CEU certificate is only for NWT participants – this should be clarified in the letter. Trade show hosts will also receive calendars. 	Matthew/ Pearl
Key Note Speaker	<ul style="list-style-type: none"> A letter of thanks and gift should be sent to the Saturday night key note speaker. A T-Shirt, CD-Rom, and letter should be contained in the package. 	Matthew/ Pearl
Sponsors	<ul style="list-style-type: none"> The conference sponsors should be recognized on the web site. 	Pearl
Minutes	<ul style="list-style-type: none"> Edits were made to the AGM Minutes. Minutes will be updated and set aside for approval at the next AGM. Kojo to provide electronic copy of his President's Address 	Pearl Kojo
Funders	<ul style="list-style-type: none"> Reports to GNWT MACA and GN CGS was discussed. One copy of the CD-Rom for MACA is adequate. Executive summary report should be prepared to provide the funders with a briefing of what was accomplished at the conference. Copy of Ken's article as submitted to the Inuvik Drum could form the basis of the summary. Bryan would like a copy of that article and the Board would like a copy to read at the next meeting. 	Matthew
Evaluation	<ul style="list-style-type: none"> A summary of the conference evaluation forms will be provided to the Board at the next meeting. 	Pearl
Fund Raising	<ul style="list-style-type: none"> \$601.18 was raised at the conference for Water for People. Kim will calculate the costs of tickets and prizes and send a cheque to the charity. 	Kim
Directors	<ul style="list-style-type: none"> The new NTWWA directors introduced themselves: Sarah works for IEG and has been in Yellowknife (Yk) for 3 years; Heather works for Dillon Consulting and has lived in Yk for 1 year; Perry works for GNWT MACA and has been in Yk for 1½ years following 2 years in Norman Wells; Bryan works for the GN in Rankin Inlet; and Amir has worked for 6 months in Norman Wells for GNWT MACA. 	
Secretary-Treasurer	<ul style="list-style-type: none"> Role of Secretary-Treasurer was discussed. This person reviews minutes and oversees correspondence, ensures financial statements are prepared and cheques are signed. This person must be a resident of Yellowknife. 	
Motion	<ul style="list-style-type: none"> Heather volunteered and was approved by consensus of the Board. 	



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ITEM	DESCRIPTION	ACTION BY
<p>VP & CWWA Rep.</p> <p>Motion</p> <p>Motion</p>	<ul style="list-style-type: none"> • Role of the Vice-President and CWWA Representative was discussed. The Vice-President takes over leadership of the association if the President is not available or unable to perform her duties. It is ideal to have the President and Vice-President from different Territories. The CWWA Representative deals with national legislative issues and attends meetings of the CWWA. A strong and active voice is required for ongoing discussions on effluent guidelines. • Bryan Purdy volunteered to be Vice-President and was approved by consensus of the Board. • Dele Morakinyo volunteered to be the CWWA Representative for the NTWWA and was approved by consensus of the Board. 	
<p>Mtg. Format</p>	<ul style="list-style-type: none"> • Goal of Board meetings is to try to reach consensus on issues. Kim will introduce agenda items, ask for discussion through a 'round table' format, and, if necessary, will ask for a mover and a seconder for motions and then ask the Board if there is any dissent on a motion. If no dissent is noted a motion will be considered carried. 	<p>Info.</p>
<p>Committee</p>	<ul style="list-style-type: none"> • Kojo will prepare a package for committee members and present it to Kim and the Board prior to distribution. The package will discuss the role of each committee and provide specific tasks to them. 	<p>Kojo</p>
NEW BUSINESS		
<p>Training Manual</p>	<ul style="list-style-type: none"> • MACA is interested in attaining and using the Class 1 Training Manual as prepared by John Clark while retained by the NTWWA. Sarah suggested the NTWWA should be compensated for this manual as it cost the association to produce it. It was agreed by the Board that the \$7,145 in our possession for training materials was not given to the association for the production of this particular manual. The School of Community Government (MACA) would likely need to update the manual prior to use. The manual may not be worth what producing a new one would cost, but it was agreed by the board that fair compensation be sought – keeping in mind that MACA is a friend and funder of the NTWWA. If the manual was provided at a reduced rate to MACA then the \$7,145 may be able to be written off thus freeing up that money for other things. Further research into how much the report is worth is to be done and this issue brought back to the Board for further discussion. 	<p>Matthew</p>
<p>Budget</p>	<ul style="list-style-type: none"> • NTWWA Budget will be provided to the Board at the next meeting. 	<p>Pearl</p>
<p>Web Site</p>	<ul style="list-style-type: none"> • Digital photos from the conference and member information should be placed on the web site. 	<p>Pearl</p>

