



MINUTES OF FEBRUARY 3, 2005 BOARD MEETING

LOCATION: Conference Call - Various

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DATE OF MEETING: February 3, 2005

DATE: February 15, 2005

PRESENT:	Kim Philip	- President (meeting chair)
	Kojo Kumi	- Past President
	Bryan Purdy	- Vice-President
	Heather Scott	- Secretary-Treasurer
	Amir Agha	- Director
	Perry Heath	- Director
	Dele Morakinyo	- Director (and CWWA rep)
	Matthew Hough	- Executive Director
	Pearl Benyk	Admin

PURPOSE: Regular meeting of the NTWWA Board of Directors

DISTRIBUTION TO ALL ABOVE AND: Sarah Dando, Ken Johnson, Doug Steinhubl

WRITTEN BY: Pearl Benyk

APPROVED: DRAFT

ITEM	DESCRIPTION	ACTION BY
Agenda	<ul style="list-style-type: none"> • Approval of Agenda • Added to agenda: <ul style="list-style-type: none"> • 6.10 How many people per trade show booth allowed for booth price, how much for extras? • 6.11 National water and wastewater operators' survey • Agenda approved as presented and amended. 	
Minutes	<ul style="list-style-type: none"> • Minutes of Dec 3, 2004 meeting of board by conference call approved as presented. 	
NTWWA Water Distribution Course to MACA	<ul style="list-style-type: none"> • MACA is requesting the course curriculum for this course previously developed by NTWWA. Documentation and consults determined it actually belonged to John Clark who is willing to give it to MACA for their use, provided MACA signs a waiver assuming all liability arising out of its use. After discussion, board decided to sign it over to MACA and ask for no compensation (it is old and will have to be substantially updated), but NTWWA will retain the copyright to this document and the right to also hand it over to Nunavut if Nunavut should request it. 	Matthew
CWWA rep	<ul style="list-style-type: none"> • Received CWWA Activities Report from Bob Philips. INFORMATION 	
AGM Minutes	<ul style="list-style-type: none"> • Even though the AGM minutes will not be approved until the next AGM, it would be useful for people to be able to see them now, so decision made to post them on NTWWA website (identified as DRAFT minutes) now. 	Pearl
New Board of Directors	<ul style="list-style-type: none"> • Updated list of NTWWA board of directors to be posted on the website. 	Pearl



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ITEM	DESCRIPTION	ACTION BY
CD-Rom of conference proceedings	<ul style="list-style-type: none"> The 300 copies of the CD have now arrived in Yellowknife (contains conference presentations, agenda and workshop presentations). Because of privacy considerations, the list of attendees was not included on the CD. This information will now be posted onto the website (including availability of CD for purchase) and will also be sent out to all attendees, along with a letter and a certificate which can be used for CEU purposes. Those who did not attend but did buy a membership in NTWWA will also receive a copy of the CD, at a cost of \$40 for the yearly membership and CD. Consensus Agreement. 	<p>Pearl</p> <p>Pearl</p> <p>Pearl</p>
CEU Certificate	<ul style="list-style-type: none"> Certificates attesting to delegates' attendance at the NTWWA conference will be produced (printed) by Ken in Edmonton. Matthew has drafted a letter, which will accompany the certificate, explaining that attendance at the conference is only relevant in the NWT for CEU purposes. Pearl will send these out to delegates. 	<p>Ken</p> <p>Matthew Pearl</p>
Financial Report	<ul style="list-style-type: none"> This was provided verbally by Pearl and will be emailed to board members. Pearl to send reminders to those who have not yet paid their invoices for conference attendance. 	<p>Pearl</p>
Orientation package	<ul style="list-style-type: none"> Matthew and Pearl will put together the orientation package for new board members and Pearl will get it out to them. 	<p>Matthew Pearl</p>
CWWA rep clarification	<ul style="list-style-type: none"> A misunderstanding arose around time of the AGM re: who would be NTWWA's rep on the CWWA. Bob Phillips had held this position for 9 years and understood his term was up. By the time this misunderstanding had been corrected by CWWA, NTWWA had named Dele Morakinyo as the new CWWA rep. Consensus decision made that NTWWA would stay with Dele as the CWWA rep and that Bob (who has now retired from his GN job and is living in NS) would be thanked formally for his many years of service to NTWWA, including his time as CWWA rep, and given a plaque to this effect. Dele will remain as the CWWA rep. 	<p>Kim</p> <p>Pearl</p>
Urban Antoine conference fee	<ul style="list-style-type: none"> There was a misunderstanding (likely caused by pre-registration form design) on how much Urban Antoine (first operator to ever do a presentation at the conference/operator's workshop) would pay for conference/workshop fee. He paid \$50 instead of \$285. Pearl instructed to deposit the \$50 cheque and send an invoice (with explanatory note) for the remainder. 	<p>Pearl</p>
Privacy Policy	<ul style="list-style-type: none"> NTWWA cannot publish the list of who attended the conference without getting everyone's permission in writing. As this was not done at the conference and would be too complicated to do now, so the list will not be published or given out. Membership Committee to make decision on this issue prior to next conference. 	<p>Nelson (Membership Committee)</p>
Wastewater Effluent Guidelines	<ul style="list-style-type: none"> NTWWA has been asked for input on wastewater effluent guidelines now being developed. Matthew has asked GNWT and GN for responses, with answer from GNWT but not GN. Bryan will see that response comes from Nunavut. Dele (as CWWA rep) will raise issue at CWWA meeting. Link to Canada-wide strategy website to be put on NTWWA website. 	<p>Bryan</p> <p>Dele</p> <p>Pearl</p>



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ITEM	DESCRIPTION	ACTION BY
Visioning Exercise tasks	<ul style="list-style-type: none"> • Kojo has sent out for approval draft action plans for each of the committees set up to carry out the tasks outlined in the Visioning Exercise done at the 2003 conference. He will now meet with each of the committees and collect suggestions from them. At the August 19th board meeting it was suggested that the Operators Committee and Membership and Marketing Committee should conduct surveys to enable the board to have proper info to tackle certain directives of the Visioning Exercise. If these surveys are ready in time, Kojo would like them included in the package sent to each attendee. If not ready in time, they can be sent out separately later. Kim and Matthew want to participate in the first meeting of each committee, and Kojo will serve on any committee which requests his participation. Each committee will keep their own notes, but Pearl will setup conference calls for them. Each committee will meet once to finalize action plans. Operators and Membership committees will meet in March. Ken will call committee chairs to give them list of members. Any board member may attend any committee meeting. Committees will give written reports on their work done and decisions made to the board. 	<p>Pearl</p> <p>Sub-committee chairs</p> <p>Ken</p>
2005 Conference	<ul style="list-style-type: none"> • Bryan has enthusiastic support from ADM of CG&T (GN) for having next conference in Rankin Inlet. Much discussion of weather problems in early December that could scuttle the conference, and weather and other problems both earlier and later than that. Some consensus to try to 3rd or 4th week of November. Schedules of other meetings and workshops which may conflict will be gathered by Bryan and sent to him by Ken, then Bryan will pick best date and put that in Rankin's proposal. 	<p>Bryan</p> <p>Ken</p>
Fees for more than 1 rep per trade show booth Motion	<ul style="list-style-type: none"> • Discussion took place about what the fees for extra people should be when a company with a trade show booth at the NTWWA conference wishes to have more than one person at the conference. • Moved by Bryan, seconded by Kojo, that the trade show fee (\$500 per booth at 2004 conference) should include admission for one person. Each additional person from that company should pay a fee equal to half the trade show booth fee . CARRIED 	
National Water and Wastewater Operators' Survey	<ul style="list-style-type: none"> • Because of a lack of time at this meeting, this item is put over until the next meeting of the board, set for the regular time and date of 2:00 p.m. MST on the first Thursday of the month, making it March 3. 	
Next Meeting	<ul style="list-style-type: none"> • 2:00 p.m. Mountain Standard Time, Thursday, March 3, 2005 	
Adjourn	<ul style="list-style-type: none"> • Meeting adjourned by consensus. <p>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.</p>	
	<p style="text-align: right;">_____ Pearl Benyk</p>	