



MINUTES OF August 2 & 17, 2006 BOARD MEETING

LOCATION: Conference Call - Various PAGE: 1 of 4
 DATE OF MEETING: Aug 2/06 (first half) and Aug 17/06 (second half)

PRESENT:

Bryan Purdy (both meetings)	President
Kim Philip (both meetings)	Past President
Perry Heath (both meetings)	Director
Ken Johnson (both meetings)	Southern Director
Jim Wall (first meeting)	Director
Dele Morakinyo (first meeting)	Director
Tom Livingston (first meeting)	Director
Jean Soucy (first meeting)	Operator
Mike Yakabuski (first meeting)	MACA, GNWT
Amir Agha (second meeting)	Director
Sarah Gagne (second meeting)	Director
Heather Scott (second meeting)	Vice-President
Matthew Hough (both meetings)	Executive Director
Pearl Benyk (both meetings)	Admin

PURPOSE: Regular meeting of the NTWWA Board of Directors
 DISTRIBUTION TO ALL ABOVE AND: Doug Steinhubl, Billy Qaqasiq
 WRITTEN BY: Pearl Benyk
 APPROVED: DRAFT

ITEM	DESCRIPTION	ACTION BY
2. Agenda	• Approval of agenda by consensus. CARRIED.	
3. Minutes	• Minutes of April 6 th and May 18 th meetings. Moved by Jim W. , seconded by Perry H. that the minutes of these two meetings be approved as presented. CARRIED	
6.1.1 Conference Theme	• Discussion of suggested themes for conference took place and choice was "Northern Challenges, Northern Solutions".	
6.1.2 Conference Registration Fee	• Moved by Kim P., Seconded by Ken J. that registration fee be same as last year (\$350, and \$310 for early registration). CARRIED.	Pearl
6.1.3 Release of names of Attendees	• The registration form (filled in by attendees when they are signing in) will include a box which they can check if they agree to having their name (as a person who attended the conference) released. This will allow NTWWA to give out lists of attendees (include only those names of people who agreed.)	Pearl



ITEM	DESCRIPTION	ACTION BY
6.1.4 Conference Give-aways	<ul style="list-style-type: none"> • Moved by Kim P., Seconded by Perry H., that that the give-away will be a polo shirt with NTWWA logo embroidered on it (\$19 ea plus tax). CARRIED. • Kim and Pearl to choose shade of blue for the shirts from those available. • Mike Yakabuski brought up topic of NTWWA ordering extra shirts and giving them away as promotional items during the year, eg. at GNWT operator training sessions. Kim P. agreed it was a good idea. No vote on this. 	Kim Pearl
6.1.5 Catering and Venue	<ul style="list-style-type: none"> • Moved by Kim P., Seconded by Tom L., that NTWWA should now pay Explorer 25% of total venue and catering cost (based on 100 people), as required by Explorer, to hold the reservation. Approximate amount is \$3250. CARRIED. 	Pearl
6.1.6 Location of Meet & Greet	<ul style="list-style-type: none"> • Discussion took place re: location for Meet & Greet, with possibility of Black Knight suggested. Decision made to keep it at the Explorer Hotel to increase delegates' exposure to trade show booths. 	Pearl
6.1.7 Operators' Involvement	<ul style="list-style-type: none"> • Jean Soucy and Mike Yakabuski spoke about the surveys sent out to 64 operators, with 50% response. Jean says nothing in particular was mentioned by operators, except that they want "hands on" stuff covered. Bryan P. offered to have it translated and distributed to get some input from Nunavut. 	Bryan
6.1.8 Membership Cards	<ul style="list-style-type: none"> • At least one operator suggested NTWWA give out membership cards. Ken suggested these could be sent out with CD ROM of conference when they are sent out to delegates following conference. Discussion took place about membership which comes with conference registration fee lasting for two years instead of one. 	Pearl
6.1.9 Co-ordinating Presentations	<ul style="list-style-type: none"> • Kim will coordinate the presentations. Anyone offering to present papers should contact her. 	Kim
6.4.1 Journal Schedule	<ul style="list-style-type: none"> • There has been a delay with the Journal, but 1300 copies will be mailed out next week. 	
8 Next Meeting	<ul style="list-style-type: none"> • Thursday, August 17th at Noon, Mountain Daylight Saving Time. 	
9 Adjournment	<ul style="list-style-type: none"> • Due to lack of time, all agenda items were not dealt with in this meeting, and have been put off until the next meeting, set for Thursday, August 17. 	
Second Meeting, August 17, 2006, continued with following agenda items:		
6.4.2 Journal Service Contract	<ul style="list-style-type: none"> • Ken said he needs an honorarium of 50% of net revenue from Journal to be able to continue with amount of work/time he must spend to get the Journal produced. Not enough articles are submitted and he must write/do serious editing of at least half of the material for the Journal. • Heather felt board needs to consider direction the Journal is going. Not right that most should be written by one person. Other people have also contributed to NTWWA significantly (Kim on conference organizing for instance) and if one board member is compensated others should also be. • Kim agrees that it is not appropriate for half of articles to come from one person. All companies in North need to be included, Journal should be more representative. Board should be updated & be more involved in getting articles - should be more of a board effort than one person's job. 	



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	<ul style="list-style-type: none"> Perry and Sarah said should be more support, but that contract with Ken, for one year to start, is appropriate. (3 year contract with Dell Communications to produce Journal is finished next year.) Discussion of Journal production issues to be put on agenda of upcoming AGM, to assess support of the membership. Moved by Kim P., Seconded by Amir A. That a one-year contract be entered into with Ken Johnson for co-ordination of the production of the NTWWA Journal. CARRIED (with Ken Johnson abstaining). 	Pearl
6.5 CCME	<ul style="list-style-type: none"> nothing new to report, standing item only. 	
6.6.2 Financial Statement	<ul style="list-style-type: none"> No new financial transactions to report since Financial Report in materials for Aug 2 meeting. Interest earned since May 18/06 is \$263.83. Cheques written (both cleared and not yet cleared): \$3,071.31, Deposit: \$1,910.00 for a final (real) balance in the current account of \$43,742.19) NTWWA has a GIC at Scotiabank maturing Aug 16/06. Its value, at maturity, is \$6,508.73. Rates this GIC will earn, if re-invested at Scotiabank range from 3.2% to 4.1% with various amounts of time it would be frozen. Rate of interest being paid by Manulife on its current (Advantage) accounts is 3.75%. Moved by Kim P., Seconded by Heather S., that these funds be withdrawn from the Scotiabank and deposited into NTWWA's current (Advantage) account with Manulife. CARRIED 	Pearl
7.1 Membership in WCWWA	<ul style="list-style-type: none"> Various details and advantages and cost (\$12 per member - approx 105 members presently) of joining WCWWA were discussed. Kim P. is willing to sit on the WCWWA if no one else wants to do it. Moved by Perry H., Seconded by Heather S., that NTWWA join the WCWWA. CARRIED. Kim chosen by acclamation as person to be NTWWA rep on the WCWWA board. Formal motion on this postponed until we get more info on what is involved. Pearl to call WCWWA and arrange this and send cheque for NTWWA's membership in WCWWA. WCWWA to be added as Standing Item on board meeting agendas. Kim will update board on WCWWA matters. 	Kim Pearl
7.2 Website Content	<ul style="list-style-type: none"> Kim expressed concern about continuity of NTWWA as next year Matthew will no longer be E.D. and she will be on deferred leave and not in NWT. Suggests that NTWWA website could be better utilized and serve to maintain records and history of NTWWA as well as increase membership's understanding of the assoc. 	Matthew
	<ul style="list-style-type: none"> Suggestion that board minutes, conference documents, etc. could be on site. Discussion re: some info being password protected for board members only. Pearl to discuss password system and costs with webmaster. Moved by Heather S., Seconded by Amir A., that the NTWWA site be utilized for maintaining the Association's records and history. CARRIED. Pearl to get direction from Matthew re: what will be uploaded etc. and check with webmaster re: setting up password-protected area for board members . 	Pearl Matthew Pearl



ITEM	• DESCRIPTION	ACTION BY
7.3 Executive Director	<ul style="list-style-type: none">• More discussion next meeting about who next E.D. will be. Matthew cannot practically continue to hold position as he now lives in Ottawa. He feels he is too far removed from where discussions need to take place.	
7.3 Duration of NTWWA memberships	<ul style="list-style-type: none">• After discussion, the following motion: Moved by Kim P., Seconded by Sarah G., That the NTWWA memberships run for a period of two years from time of each conference (conference registration includes membership) or payment of membership fee. CARRIED. There will be membership cards, with expiry date on them, produced and mailed out with post-conference materials.	Pearl
8. Next Meeting	<ul style="list-style-type: none">• Two weeks from now, Thursday, Sept. 7.	
9. Adjournment	<ul style="list-style-type: none">• 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>	