

Board Meeting Actions

CCCCSC

Meeting Date Deadline

Person Responsible

Completed

28/05/2005	31/12/2005	<input type="checkbox"/>	Section Qualification
All sections			Terms of Reference and committee list to be provided by each section to WCS AWWA office prior to acceptance of any mail ballots.
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28/05/2005	01/01/2006	<input type="checkbox"/>	Exam Bank
R Hayhurst			BCWWA will provide the procedures that they are using for exam bank monitoring and proctoring.
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28/05/2005	01/01/2006	<input type="checkbox"/>	ACWWA Rep
M Birks			Michael Birks will send a letter to ACWWA to ask them to send Albert Jones to the meeting next year with his replacement.
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28/05/2005	31/12/2005	<input checked="" type="checkbox"/>	Shipping Costs
A Arisman, M Birks			Audrey Arisman will send size, weight and content to Michael Birks for shipping cost appraisal.
		12/08/2005	CCC manuals ship in boxes of 5 books each. size is 12 x 12 x 9 inches, and weight is just under 8 kg.
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28/05/2005	30/06/2005	<input checked="" type="checkbox"/>	Manual update process
A Arisman, J Green			Audrey will discuss with Jim Green what the best method of making needed editorial changes to meet the 12/31/05 deadline - with office staff or contract.
		30/06/2005	Mostly chapter 2, should be able to do with office staff. After current revisions
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28/05/2004	31/12/2005	<input type="checkbox"/>	Manual Preface
A Arisman, R Wardner			Audrey Arisman and Ron Wardner will rewrite preface for the new manual to record the history of the committee and the manual. Section taken from WCWWA history and sent to Ron -3/6/06
