

Board Meeting Actions

CCCCSC

Meeting Date Deadline

Person Responsible	Completed	
27/05/2006 D Larson	<input type="checkbox"/>	Instructor Exam Location of the current instructor exam to be located and an official keeper designated for each section
27/05/2006 D Larson	<input type="checkbox"/>	Exam Bank Communicate with Doug Peters regarding the exchange of exam banks with BCWWA in preparation of getting together for a final review for a final review
28/05/2005 All sections	31/12/2005 <input type="checkbox"/>	Section Qualification Terms of Reference and committee list to be provided by each section to WCS AWWA office prior to acceptance of any mail ballots.
28/05/2005 R Hayhurst	01/01/2006 <input type="checkbox"/>	Exam Bank BCWWA will provide the procedures that they are using for exam bank monitoring and proctoring.
28/05/2005 A Arisman, M Birks	31/12/2005 <input checked="" type="checkbox"/>	Shipping Costs 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.
28/05/2005 A Arisman, J Green	30/06/2005 <input checked="" type="checkbox"/>	Manual update process 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
28/05/2005 M Birks	01/01/2006 <input checked="" type="checkbox"/>	ACWWA Rep Michael Birks will send a letter to ACWWA to ask them to send Albert Jones to the meeting next year with his replacement.
28/05/2004 A Arisman, R Wardner	31/12/2005 <input type="checkbox"/>	Manual Preface 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