

**MINUTES**  
**WESTERN CANADA SECTION AWWA**  
**2006 Strategic Planning Meeting**  
Friday, February 3-4, 2006  
Marriott Hotel, Calgary AB

**Present**

Duane Griffin	Chair
Ken Wiens	Past Chair
Ryan Johnson	Vice Chair
Paul Wobma	Treasurer
Don Poon	AWWA Director
Jeff O'Driscoll	Manitoba Trustee
Scott Miller	Saskatchewan Trustee
Simon Thomas	Chair-Elect
Audrey Arisman	Secretary

**Absent**

Shannon Syme                      Alberta Trustee

**1. Call to Order**

The meeting was called to order at 9:00 AM, February 3, 2006.

**2. Acceptance of the Agenda**

Agenda was accepted with addition of AWWA report, Bank signing motion, CAC and appointment of Chair Elect.

**3. Adoption of Minutes – October 17, 2005**

Meeting time was changed from AM to PM.

*Motion To accept the October 17, 2005 Board meeting minutes as amended.  
Seconded. Carried.*

**4. 2006 Board Manual**

**4.1. Content Review**

2006 Board manual was presented to the board. Items will be sent to board to update as needed throughout the year. A new binder will be provided each year to board members and replace the guidance manual that was previously used. The purpose of the manual is to ensure that every board member has current copies of all governing documents and needed information for the year.

**4.2. WCS Chair Elect and 2006 Board Liaisons Update**

*Motion: That Simon Thomas be appointed to the vacant Chair Elect position and balance of the chair rotation. Seconded Carried.*

Simon Thomas replaces Brian Maksymetz as membership committee Liaison.

**4.3. Board Code of Conduct, Conflict of Interest Policy**

Template documents provided contain a lot of unneeded details. The document AWWA uses for directors may be more useful.

**Action:** Audrey Arisman to get Conflict of Interest policy from Denver and send to Ken Wiens.

**Action:** Ken Wiens will complete revisions of Code of Conduct and Conflict of Interest policies for the mid year meeting.

#### 4.4. Reserve Policy

Duane Griffin presented information from WCWWA leadership training session January 27, 2006 on Not for Profit financial policies. More information is required in the WCS AWWA finance policy on the allocation and handling of reserves.

**Action** Finance committee to review policy to revise reserves for submission to the board at the mid year meeting.

#### 5. 2005 Financial Report – P Wobma

The 2005 financial summary was provided. Numbers are prior to audit adjustments. Surplus for the year is currently \$37,409. It was stressed that section committees need to be using their budgets to provide member benefits.

The board discussed committee chair attendance at meetings and the strategic planning session. It was noted that the chairs attendance at the annual meeting at the end of the year did not give the board any opportunity to orientate the committees to the objectives of the section, or to familiarize them with the strategic plan.

**Action** Duane to invite committee chairs to the mid year meeting in 2006 in Edmonton. Section will cover their expenses.

**Action** Simon will invite committee chairs to the 2007 strategic planning meeting. Section will cover their expenses.

Agenda's will be modified to accommodate committee input at the meetings.

No director expenses were claimed for 2005. The board discussed the policy not to fund Director expenses to attend ACE (Denver does not reimburse). Director attendance is required at ACE, and lack of financial support by employers may restrict the number of members able to fill the position in the future.

*Motion That the Section finically support the AWWA Directors travel to ACE as of ACE 2005 for all reasonable expenses. Seconded.  
Don Poon abstained from the vote.  
Carried.*

**Action:** Don Poon will send his expenses in prior to the end of the 2005 audit to be reimbursed for his trip to ACE in 2005.

The 2006 budget was adjusted to reflect the change in policy for covering Director travel to ACE and the attendance of the committee chairs to the mid year board meeting.

*Motion To accept the 2006 budget amendments. Seconded.  
Carried.*

#### 6. WCWWA Update

##### 6.1. WCWWA Strategic Plan

Duane Griffin attended the WCWWA Leadership training, and Strategic Planning session January 27-28, 2006. Several issues were brought up at the session for the boards' consideration.

- Minutes do not require the name of who made and seconded the motions recorded (unless requested), as any motions carried during a meeting become the will of the board.

- Consideration should be made to having board minutes posted on the website. The consultation at the leadership training recommended posting a summary of the meeting only. It was decided by the board that the practice of posting meeting minutes on the website would continue in order to maintain transparency with the membership.
- WCWWA will be working on marketing and branding issues.
- Changes to an association's objectives in bylaws require a change in Letter Patent as well.

**Action** Include information in board manual to inform regarding changes to Objectives in the bylaws needing changes in Letters Patent.

## **6.2. Conference Rotation**

The five city rotation discussion paper for the WCWWA conference was discussed at the WCWWA Strategic planning session. The decision of the WCWWA Board was to maintain the status quo.

## **6.3. WCWWA Director Term of Office**

WCWWA requested at their October 2005 meeting that directors sit for more than a one year term. In order to accommodate this, there would have to be a new position added to the section board, as no current terms would make a fit and three years was felt to be too long a term for the position.

Consensus of the board was to leave the WCWWA Director as a one year term filled by the chair as the section chair provides a strong voice for the section to the WCWWA board.

## **6.4. WCWWA Levy Review**

Levy charge has been \$12/member since the restructuring in 1999. The WCWWA board is seeking feedback on raising the levy.

The board felt there should be a system in place to assess the amount for the levy and office services charges. Process of evaluation should consider costs of services, conference contributions and a methodology for making regular updates.

**Action:** Duane Griffin will provide the WCWWA board with the sections view on levy and office service charges.

## **6.5. WCWWA Awards Review**

WCWWA has set up a subcommittee to review the WCWWA awards given at the annual conference. Duane Griffin is part of that committee with Brian Station of WCWEA and Al Turner of MWWA. Their mandate is to assess the relevancy of the WCWWA awards, or if there should be any new awards created.

## **6.6. AWWA 125 Anniversary at 2006 WCWWA Conference**

Proposal was put forward to do something to commemorate the 125 Anniversary at the conference in Winnipeg. Suggestion was to give some kind of memorabilia to delegates.

Hats or like item for section members only. The AWWA 125 logo can be used; AWWA will not provide financial support. Tickets for the item can be put in section members delegate packages, to be exchanged at the membership or the YP event.

**Action:** Duane Griffin and the membership committee will research the idea of providing an item to section members at the WCWWA conference to commemorate the AWWA 125 anniversary.

## **7. Strategic Plan Review And Update**

### **7.1. 2006 Committee Work Plans**

There was some confusion on the use of the committee work plans by some of the committee chairs. The current spreadsheets to be given better run. Sheets will be filled out with each committees planning goals and send to committee chairs for use.

**Action:** Audrey Arisman will send each chair their committee's work plan with the relevant goals and objectives from the 2006 operations plan.

**Action:** Ryan Johnson will be contact for questions regarding the use of the Committee Work Plans.

### **7.2. Review of Goals and Objectives**

Items in plan are to be renamed as operational goals. Plan items were reviewed and updated.

Strategic goal for board to focus on this year is Section Training Coordinator.

#### **7.2.1. Volunteer Recruitment Plan**

Names to be passed to committee chairs for contact and involvement. Suggested that interested members be asked to get involved with single activities initially.

#### **7.2.2. New Member Kits**

Outstanding action – A new member letter is to be created by Simon Thomas, Duane Griffin and Peter Hooge.

#### **7.2.3. Section Membership Awards**

**Action** Ken will get information from Dan Limacher on awards and continue working on the section awards.

*Meeting adjourned for the day at 4:29 PM.*

*Meeting reconvened at 8:40 AM, February 4, 2006.*

## **8. Signing Authority**

*Motion That Paul Wobma, Duane Griffin and Audrey Arisman have signing authority for the Western Canada Section AWWA bank account. Seconded. Carried.*

*Motion That Paul Wobma, Duane Griffin and Audrey Arisman have signing authority for the Western Canada Section AWWA Water for People bank account. Seconded. Carried.*

## **9. CAC**

CWWA has made a request for the Government Affairs funds from AWWA to be paid to them to assist in their operations (approximately \$13,000 annually from WCS). The section is using the funds to make provincial and federal connections. The Board was not supportive of the idea.

Kelly Kjartanson is running for the Chair position of the APC. Should he get the position, he will have to step off the CAC committee and the section Education committee. A new member at large from WCS will be required for the CAC at that time. Decision on the APC Chair will be made in early April.

There was discussion on the criteria for the CAC Director at Large position, and the selection process.

Travel requirements are to attend a meeting at ACE and another in Canada in the fall. There are also conference calls. AWWA covers the cost of the fall meeting.

**Action** Duane Griffin will contact previous board members to assemble nominations list for CAC Member at Large by the April meeting.

**Action** Don Poon will get information for CAC Member at Large criteria.

## 10. MAC

WCS does not have a MAC committee; function is preformed through the Municipal Service and Suppliers Association (MSSA), however there is a section member on the MAC committee (Don Boisjoli, Cleartech).

The board discussed AWWA committee involvement by section members. There are many section members involved; however the goal of the board is to continue to encourage participation.

It was decided to publish list of WCS members that are serving on AWWA committees, with some acknowledgment at the conference or in the WCW magazine.

**Action** Audrey Arisman will find out if list is available on AWWA database, or get from one from Gary Sullivan.

**Action** Scott Miller will put together a submission for the magazine acknowledging the effort and providing information on signing up with a committee.

## 11. AWWA Report

Don Poon reported on the candidates running for AWWA President Elect. There are four individuals. The Board supported Don in voting for the individuals that he felt best suited for the job.

2007 ACE will be in Toronto and is not likely to be in Canada again due to size constraints. Don is looking for five complimentary registrations from AWWA for each section in exchange for volunteer efforts (a one day commitment). Don will report back on how many he is able to obtain.

### 7.2.4 Training Coordinator

Board broke for discussion on Training Coordinator position.

**Action** Duane Griffin will provide notes for criteria and mandate of Training Coordinator.

**Action** Audrey Arisman will contact other sections to get similar job descriptions and contract, as well as input.

## 12. Next Meeting

The next meeting date is April 28, 2006, in Edmonton. Committee Chairs will be invited to attend the meeting.

Edmonton will hold at networking event on April 27. Audrey Arisman will book the hotel for the board, and plan a board dinner on Friday night.

## 13. Adjournment

Meeting adjourned at 10:50 AM, February 4, 2006.