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| DATE: | March 17, 2016 |
| TO: | Rob Morphew, Denise Howitt, Claudette Fedoruk, Derek Tisdale, Susan Kirchner, April Broughton, Terri Poirier |
| FROM: | Sujata De |
| RE: | March CCSE Executive Monthly Meeting for 2016 |

1. Alberta Provincial Meeting

* Set for Friday, April 15th.
* Purpose is to get people out to learn more about the Chapter.
* Individuals who are going to meeting: Claudette, April, Terri and Perry from National.
* Glyn possibly will set-up a video and post on website.
* Reply to Glyn if anyone else able to attend.

2. Awards program

* Nominate Dennis Bolger.
* Nominate this year: Grant Henneberg.
* Nominate next year: Warren Schick.

3. Education Committee

* Tiffany Mochinski wants to help with this committee.
* Denise will pass contact information to Derek.
* Have an education session in April and June.
  + Morgan has all information regarding April’s session
  + Terri will find someone to coordinate for April session.
  + No May education session due to NAOSH.
  + Derek will speak to Claudette to present sometime in the fall for a session.
  + Possibly hold a ‘Process Safety’ course. Maintenance course about $49. This may be worth it as one can earn CRSP points.
* April want to advertise upcoming dates on social media – i.e. CSSE has a Twitter account (get account information from Adam, Morgan or Ian)

4. NAOSH Update

* Save the Date communication has been sent.
* Location booked at Glenmore Inn.
* Morgan is updating website.
* Rob to send Susan an email regarding hand off exhibitor stuff for NAOSH.
* Rob Day – disaster alley – April and Don.
* Send early registration email to vendors.

5. Volunteers - Terri

* In need of volunteers for April 5th to take notes from 1 pm to 4:30 pm – Career Café
  + Plan a series of sessions and offer monthly (career planning, job finding, industry experts, discipline specialists, etc.)
  + Denise requires about 8 to 10 notetakers. Don Malesza, Kim Connelly, and Nataliya Kazankova to help.
* Try to find a better venue besides the U of C for Career Café
  + Prefer a free location or within a $100 budget for a room

6. Social Committee

* Need more people to join to share ideas – Terri will look to find volunteers
* Brainstorming ideas:
  + cooking classes,
  + soup sisters,
  + day at the food bank,
  + Habitat for Humanity (contact Grant Hanaberg)
  + Bowling
  + Casino – texas holdem
  + Horse Racing

7. Bursaries

* UNB committed, U of C may not be able to contribute.
* If U of C is unable to contribute, we will transfer to our bursary program.
* Get UNB to give two bursaries instead of one. Action item: Denise will reach out to UNB.
* Waiting to hear from U of A.

10. Website

* Training not started yet with Dan Trottier
* Need to change content on current Calgary Chapter

11. Outreach committee

* Try to increase membership

11. Chair

* Rob has indicated he will be stepping down from the role of Chair.
* He will reach out to Warren to arrange for June elections.
* Possible to have during national election so more people vote.