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| **DATE**: | Wednesday, April 06, 2017 |
| **TO**: | Rob Morphew, Denise Howitt, Claudette Fedoruk, April Broughton, Terri Poirier, Jan Stuggert |
| **FROM**: | Sujata Haydu |
| **RE**: | 2017 April CSSE Executive Monthly Meeting |

1. **Attendance**

* April Broughton, Claudette Fedoruk, Sujata Haydu, Denise Howitt , Glyn Jones, Sahar Ashtiani, Terri Poirier

2. **CSSE** **Mentoring Program**

* Pilot ran in Calgary (June 2016) – connected 30 mentors with 30 mentees and still ongoing.
* $20,000 awarded from Alberta government to fund a province-wide safety mentoring program (expiry 2018 August) but program cancelled by CSSE National.

3. **Lunch and Learns – Updated by Sahar A.**

* April 20th downtown speaker – Glyn Jones, How to Write a Business Case for Safety
* Grant – from U of C may possibly speak in November
* October speaker: Mike Gray?
* Possible future speakers/topics: Fire safety (December) get someone from the office of fire commission, possibly Rob Feagan; host a full day business case for safety at Blackfoot Inn

4. **Book Club**

* Denise H. cannot volunteer time on this. Possibly get Jan Fletcher to lead book club.

5. **NEBOSH**

* Run another Oil and Gas Operational Safety certificate course (first week of May)
* Run International General Certificate (second and third week of May)
* Need a minimum of 10 people to run a course, again provide a free seat to one Calgary chapter member (candidate must state why they want to attend NEBOSH course, tell us something about yourself and the value of your CSSE membership).

6. **NAOSH Update – Glenmore Inn**

* Registration is open and updated; 30 tickets sold to regular members and 36 tixs from vendors
* Excellence response from Clifford Fix – working with vendors that are taking part in tradeshow
* Vendors almost sold out – 1 or 2 spots available.
* Need door prizes, possibility hold a bingo activity or have a 50/50 draw, leave feedback cards on table, coffee paid

7. **Social Events**

* Every third Thursday, there is a CSSE social at the Rose and Crown from 5pm-8pm
* Last month, board game night – low attendee (3 people attended).
* Last month’s Rose and Crown event very successful – turnout 20+ attendees
* Name tags – get a form set up on website if people want to have a nametag; currently 514 members in Calgary

8. **Communication Committee**

* Last month, April and other volunteers had successful meeting on working out plans for dividing work on website and other parts of communication for the Calgary chapter. However, many difficulties on volunteers actually taking on roles.
* April will reach out to contact Keisia Graham to get assistance for Calgary website.
* Possibility of reaching out to Samson Lui at Devon – he used to work on old website positing to job board.

9. **Finance**

* Claudette and Sujata opened a TD Account – a non-for-profit community account.
* Slowly transferring funds from RBC to new TD bank account.
* GIC maturity is May 5th – Claudette will transfer this from RBC to TD bank.