



CSSE Pacific Rim Chapter Annual General Meeting January 21, 2016 Long Wood Brew Pub Nanaimo, BC.

Participants:

- Jason Duchak - Chair
- Paige Knapman – Vice Chair
- Kim Meadows - Treasurer
- Bjarne Nielsen – Director at Large

Guests:

- Simon Miles
- Jason Seeley
- Dave Lovely
- Laurie Bell
- Michael McGuire
- Jason Seeley

Regrets:

- Meghan Hennig
- Jeff Lowden
- Colin Osborne
- Ray Austin
- Brian Ziros
- Jack Butterworth

Meeting Called to Order:

19:30 hrs

1. Introductions

Welcome to all participants. Introductions done by round table.

2. Agenda:

Call for acceptance of Agenda

Motion to approve: Dave L.

Seconded: Paige K.

3. Review of past minutes:

Minutes of February 26, 2015 AGM meeting were reviewed.

Motion to approve: Paige K.

Seconded: Laurie B.

4. Old business:

- i) Professional Development Course: As one did not run in 2014 we need to start planning ASAP and look at which course to run in the fall, start planning in March. PD course Project Management ran successfully Nov. 5 & 6, 2015 in Nanaimo. Another has been prearranged for same time frame in 2016. **COMPLETE**
- ii) New Secretary: Paige to share templates emails and contacts information etc with Meghan. **COMPLETE**
- ii) New Local Event coordinators: Kim noted that all new events can be advertised through the website and to the membership through email blasts sent out by Simon. Paid events can be registered through Pay Pal. More information to follow. **COMPLETE**

5. Chapter Chair Report – Jason Duchak

Jason reports that we currently have approx 100 members, down 18 from last year. Most lost members have moved and gone to other chapters or may have retired. We suspect membership can continue growing. We have had very few unsubscribing from the email list.

- 2015 successes:
 - Ran a Professional Development course.
 - We launched our first Facebook page and are working towards increasing our social media profile.
 - We've been able to save on advertising by doing our own mail outs and advertising.
- North Island had the highest number of events this year (3). Mid-island and South each held only 1 each. Met our minimum number of events (5) to allow for a rebate from National
- We have already booked our next course for 2016. Essentials Of Risk Management course to be held in November in Nanaimo.

Motion to approve: Paige K.

Seconded: Kim M.

6. Treasury Report – Kim Meadows

| 2015 | Beginning Balance | Revenue | Expenditures | Ending Balance |
|-------|-------------------|------------|--------------|----------------|
| Cash | \$3,043.96 | \$1,667.50 | \$1,980.06 | \$3,312.40 |
| GIC | \$5,088.65 | | | \$5,106.82 |
| | | | | |
| Total | | | | \$8,419.22 |

We are awaiting 2 cheques from National (2015 rebate and PD course profits) this will add to the 2015 year end totals.

Motion to approve: Dave L.

Seconded: Bjarne N.

7. Election of the Board

Executive Members:

Chapter Chair **Kimberly Meadows**
Nominated by: Jason D.
Seconded: Paige K.

Vice-Chair **Paige Knapman** - no change

Treasurer **Jason Duchak**
Nominated by: Kim M.
Seconded: Bjarne N.

Past Chair **Jason Duchak**

Secretary **Megan Hennig** - no change

Call for Nominations for Directors for Standing/Special Committee positions

| | | |
|------------------------------------|---------------|-----------------------------------|
| Meeting & Events (3): | | |
| North Island | | David Lovely |
| | Nominated by: | Jason D. |
| | Seconded: | Kim M. |
| Central Island | | Michael McGuire |
| | Nominated by: | Jason D. |
| | Seconded: | Bjarne N. |
| South Island | | Vacant – Kim to recruit |
| Membership: | | Jason Seeley |
| | Nominated by: | Kim M. |
| | Seconded: | Paige K. |
| Professional Development: | | Paige Knapman to continue |
| Communications and Website: | | Simon Miles to continue |
| Director at Large: | | Bjarne Nielsen to continue |
| | | Laurie Bell |
| | Nominated by: | Kim M. |
| | Seconded: | Paige K. |

NAOSH Special Committee: Discussion about Chapter sponsoring Island events, keeping it simple this year. **ACTION: All Directors will bring ideas to Feb meeting. Simon to send out email to initiate.**

8. New Business:

- 8.1 Professional Development Course booked: The Essentials of Risk Management instructor: Fred Leafloor. Nanaimo Ramada November 3 & 4, 2016.
- 8.2 Monthly conference calls. Third Wednesday of every month at 3pm. **ACTION: Paige to send out invite**
- 8.3 Kim will get more information to the committee regarding using Nationals new website for PRC. Directors are asked to view the current two sites to have better understanding of the sites for discussion at February's meeting. **ACTION: Kim to get more information and share.**
- 8.4 Kim recommended that the new committee members review the Operations Manual to recommend revisions and also to review their role descriptions. Manual is on the PRC website.
- 8.5 Kim updated the committee on the 2016 CVVE Conference to be held in Vancouver in September.

9. Next Meeting:

Next AGM to be held in January of 2017 (exact date TBD).

Next regular Directors meeting February by conference call. Dial in:

Call-in Number: 1-888-875-1833

Moderator Code: 6506640#

Participant Code: 650664#

10. Meeting adjourned:

Meeting adjourned at 21:10 hrs.