

CSSE HAMILTON CHAPTER GENERAL MEETING

November 26, 2020



AGENDA

- ▶ **Introductory Comments and Welcome (Mike Rau – Hamilton Chapter Chair)**
- ▶ **CSSE National Update (Elizabeth Shelton – CSSE CEO)**
- ▶ **CSSE Regional Update (Barry Byone – CSSE Regional Vice President Ontario and Quebec)**
- ▶ **Hamilton Chapter Update (Mike Rau – Hamilton Chapter Chair, Doug Matthew – Hamilton Chapter Vice-Chair)**
- ▶ **2020 Year in Review**
- ▶ **Chapter Financial Update**
- ▶ **Volunteers for Executive Roles/Election (if necessary)**
- ▶ **2021 Plans**
- ▶ **Questions/Open Discussion**



WELCOME AND HOUSEKEEPING

- ▶ **Roll Call/Attendance Review**

- ▶ **Special Introductions:**

Elizabeth Shelton (CSSE CEO)

Barry Byone (CSSE RVP Ontario/Quebec)

- ▶ **Please mute phone/laptop when not speaking**
- ▶ **Get involved and speak up! This meeting is for you and will hopefully be interactive**



CSSE NATIONAL UPDATE



CSSE REGIONAL UPDATE



HAMILTON CHAPTER YEAR IN REVIEW

- ▶ Continued meetings at our new venue (CANMET Materials)
- ▶ Kept operating costs low (catering is the only expense) which helped keep meeting fees at the same level as the past several years (\$15 members, \$20 guests)
- ▶ Had strong attendance for in-person meetings in January and February (average attendance is 20 members and 10 guests)
- ▶ March 2020 – COVID-19
- ▶ Resumed virtual meetings in July 2020 and have continued monthly virtual chapter meetings (free). Attendance between 15 and 20 participants
- ▶ New meeting and communication policy – meeting invitations sent directly from National (due to privacy regulations) and should not be sent to non-members



HAMILTON CHAPTER FINANCIAL UPDATE

Opening Bank Account Balance @ July 1, 2019	\$1919.47
2019/20 Chapter Revenues	\$3626.19
2019/20 Chapter Expenses	\$1303.28
Bank Balance @ June 30, 2020	\$3957.84
Current Bank Balance and date -	\$2943.84 (Sep 3, 2020)

- ▶ The chapter generally makes two charitable donations annually:
 1. Steps for Life (\$1000 donation) was not made this year due to cancellation of activities due to COVID-19
 2. I Give Backpack/Niagara District School Board (\$1000 donation) was provided in September 2020



CHAPTER EXECUTIVE

- ▶ Current Chapter Executive has been in place for a long period of time
- ▶ Treasurer (Mary Ferguson) has been in the role for 15+ Years, Chair (Michael Rau), Vice-Chair (Doug Matthew), Past Chair (David Lindeman) have been in their respective roles for 3.5 years
- ▶ New volunteers for any executive position are welcome – if more than one volunteer steps forward, an election will be held
- ▶ Generally one would need to serve a two-year term as vice-chair before submitting their name for chair



CHAPTER EXECUTIVE

- ▶ **POSITION:** Chapter Chair (*Open for Nomination*)
- ▶ **TERM:** 2 years
- ▶ **PRIMARY RESPONSIBILITY:**
 - ▶ To be the chief executive officer and exercise general supervision over the activities of the Chapter in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings or in the by laws of the organization.
- ▶ **MAJOR DUTIES:** The Chapter Chair will:
 - ▶ 1) Be the presiding officer at Chapter or special general meetings of the members and of the Executive Committee.
 - ▶ 2) Direct the efforts of the other Executive Officers.
 - ▶ 3) Be an ex-officio member of all standing and special committees.
 - ▶ 4) Appoint a Chairperson for each of the standing and special committees and such other members as may be required.
 - ▶ 5) Ensure that an annual report of the Chapter's activities is forwarded to the National office.
 - ▶ 6) Act as the spokesperson for the Chapter.
 - ▶ 7) Support the Society's goals and objectives by ensuring initiatives are carried out and communicated to the members.
 - ▶ 8) Ensure Chapter meetings and activities are planned annually and call extraordinary meetings when necessary.
 - ▶ 9) Uphold the Bylaws of the Society.
- ▶
- ▶ **REPORTS TO:** Chapter membership
- ▶
- ▶ **DIRECT REPORTS:**
 - ▶ Chapter Executive Committee members
 - ▶ Chairs of all Standing and Special Committees



CHAPTER EXECUTIVE

- ▶ **POSITION:** Chapter Vice Chair *(Open for Nomination)*
- ▶ **TERM:** 2 years
- ▶ **PRIMARY RESPONSIBILITY:**
 - ▶ To be the second in command executive officer and exercise general supervision over the activities of the Chapter in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings or in the by-laws of the organization.
- ▶ **MAJOR DUTIES:** The Vice Chair will:
 - ▶ 1) Be the presiding officer at Chapter or special general meetings of the members and of the Executive Committee when the Chapter Chair cannot attend.
 - ▶ 2) Ensure that an annual report of the Chapter's activities is forwarded to the National office.
 - ▶ 3) Support the Society's goals and objectives by ensuring initiatives are carried out and communicated to the members.
 - ▶ 4) Ensure Chapter meetings and activities are planned annually and call extraordinary meetings when necessary.
 - ▶ 5) Uphold the Bylaws of the Society.
- ▶
- ▶ **REPORTS TO:** Chapter Chair
- ▶
- ▶ **DIRECT REPORTS:**
 - ▶ Director, Chapter NAOSH Committee & members
 - ▶ Director, Chapter Education & Events Committee & members



CHAPTER EXECUTIVE

- ▶ **POSITION:** Secretary (*Open for Nomination*)
- ▶ **TERM:** 2 years
- ▶ **PRIMARY RESPONSIBILITY:**
 - ▶ To assist in the management and direction of the Chapter in a timely manner that is consistent with the goals and policies of the Society, with particular attention to the recording of meetings and activities of the Chapter.
- ▶ **MAJOR DUTIES:** The Secretary will:
 - ▶ 1) Be a member of the Executive Committee.
 - ▶ 2) Maintain the business records for the Chapter, including minutes of all meetings held.
 - ▶ 3) Complete and file the Chapter's annual report with the National office.
 - ▶ 4) Responsible for the maintenance and interpretation of the Constitution and By Laws of the Society.
 - ▶ 5) Responsible for meeting notices and event communication to the membership.
 - ▶ 6) Administer the Chapter awards program and chair the selection committee.
 - ▶ 7) Ensure members are informed of the Chapter's business.
- ▶
- ▶ **REPORTS TO:** Chapter Chair
- ▶
- ▶ **DIRECT REPORTS:**
 - ▶ Chair, Membership committee (if in place).
 - ▶ Chair, Programs committee (if in place).



CHAPTER EXECUTIVE

- ▶ **POSITION:** Treasurer (*Open for Nomination*)
- ▶ **TERM:** 2 years
- ▶ **PRIMARY RESPONSIBILITY:**
 - ▶ To assist in the management and direction of the Chapter in a manner that is timely and consistent with the goals and policies of the Society, with emphasis on the financial operation of the Chapter.
- ▶ **MAJOR DUTIES:** The Treasurer will:
 - ▶ 1) Be a member of the Executive Committee.
 - ▶ 2) Oversee the financial responsibilities of the Chapter; present an annual budget for the approval of the Executive Committee at the last meeting of each year.
 - ▶ 3) Provide the Executive Committee with regular financial reports.
 - ▶ 4) Ensure an annual review is conducted of the Chapter's financial records by at least two members who report back to the membership.
 - ▶ 5) Provide Chapter members with periodic financial reports.
 - ▶ 6) Issue annual revenue, expense and account balance number to the Secretary for the annual report to National office.
- ▶
- ▶ **REPORTS TO:** Chapter Chair
- ▶
- ▶ **DIRECT REPORTS:**
 - ▶ Finance committee members (if in place)



CHAPTER EXECUTIVE

- ▶ **POSITION:** Immediate Past Chapter Chair (*Michael Rau acclaimed if new Chapter chair elected*)
- ▶ **TERM:** 2 years
- ▶ **PRIMARY RESPONSIBILITY:**
 - ▶ To assist with the continuity of Chapter operations by offering advice to the Chapter Chair and coordinating succession planning.
- ▶ **MAJOR DUTIES:** The Immediate Past Chapter Chair will:
 - ▶ 1) Be a member of the Executive Committee.
 - ▶ 2) Chair the Nominations Committee, which may be comprised of more than one member.
 - ▶ 3) Fill any mid-term vacancies that may arise.
 - ▶ 4) Perform such other duties as may be assigned by the Executive Committee.
 - ▶ 5) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.
- ▶
- ▶ **REPORTS TO:** Chapter Chair.
- ▶
- ▶ **DIRECT REPORTS:**
 - ▶ None



LOOK AHEAD TO 2021

- ▶ Continued monthly virtual meetings throughout winter and spring (through June 2021) followed by a summer break
- ▶ Resume in-person meetings as COVID-19 restrictions allow (fingers crossed September 2021)
- ▶ Begin accepting square payments once in-person meetings resume to transition to full cash-less payments by early 2022
- ▶ Continue to explore options to grow the chapter membership and promote the organization in new ways – CHSC courses, CRSP prep course, Steps for Life Team, etc.



LOOK AHEAD TO 2021

- ▶ Virtual meetings have allowed us to look for speakers outside our geographical area. Upcoming meetings include:
- ▶ December 2021 – Dan Snyder – Former owner of SPAN, founder of safetymentor.com (based in Missouri)
- ▶ January 2021 – Corrie Pitzer – CEO SAFEmap (based in Vancouver)
- ▶ February 2021 – Alan Quilley – Owner Safety Results (based in Calgary)
- ▶ March 2021 – MOL (tentative)
- ▶ What speakers or topics are you interested in about?



QUESTIONS & OPEN DISCUSSION

- ▶ Speak up!
- ▶ The Chapter is here to represent **you** and **your needs!**

