# April 12, 2019 - General Meeting

**Place:** Mount Allison University - **Jennings building**

**Time:** 1:00 pm

**Topic:** Lab Safety (P Cormier)

In Attendance:

### Grant Aune

Deborah Blackmore

Christian Fournier

Shawn Reilly

Dan Ouellette

Shelley Poirier

Jamie Pellegrini

Jill Whitebone

Susi Chamberlain

Rachelle LeBlanc

Jamie Haines

Julian Hogeterp

Chalena Biggar

Rob Eagar

Guest:

Philip Cormier

1. Call to Order
2. Welcome and Introductions
3. Additions to the agenda: None

**Chapter Updates**

1. **Chair Update** (G Aune)

* The Chair provided an update to all members discussing the following items;
  + Atlantic executive retreat meeting – more to come at next meeting (AGM) or via email.
  + AGM is next meeting – reminder – No elections this year (see Feb Min) the existing board will stay on an additional 6 months
  + Winnipeg PDC Conference. This year’s conference is being held in Winnipeg, Manitoba from September 22-25, 2019. In addition to the Chapter attendance draw for PDC / CSHC award, CSSE National is also offering one free registration for members that attend meetings. Our attendance records need to be kept and submitted to National.

1. **CSSE Awards Nominations** (G Aune)

* Nominations are open for the **CSSE 2019** [**Awards of Excellence**](https://csse.in1touch.org/site/about/awards-of-excellence). Nominations deadline is April 30, 2019. All BOD members and chapter members are encouraged to submit nominations online (follow link above). If you need more information, please reach out to Shelley O’Dell or check online.

1. **Membership Report** (S O’Dell)

* April 8 - We have 105 members.
  + \*New - 3 in Jan, 4 in Feb and 3 in Apr (to date)
* All members are encouraged to invite a guest to any of our meetings and events to see what the NB Chapter is doing this year and encourage new membership.

1. **Treasurer Report** (E MacFarlane)

* No report was provided at the time of the meeting. Update will be provided at the AGM.

1. **Fundraising Report** (J Pellegrini)

* The focus at this time remains the NAOSH launch. Please see report below under subcommittees.

1. **Professional Development Report** (S Poirier)

* **Workplace Violence & Harassment PD seminar**
  + went very well. 18 members and 31 nonmembers attended the session.
  + Total profit after expenses $1,279.18 (minus PayPal fees)
* Next project is a **lunch and learn** in the fall. Looking to host 2-4 events across the province.
* Discussion regarding the lack of availability for chapter led - **CHSC program** courses in Atlantic Canada will be discussed at the upcoming executive retreat in Charlottetown PEI.

1. **Website Report** (C Fournier)

* Recognizing we are a bilingual province, CSSE National is still working with us to ensure that the website is available in both official languages. No update on timing yet.
* All members are encouraged to register for events (such as NAOSH breakfasts etc.) and for meetings through our website and visit often for chapter news and updates.
* Use of the [NB@csse.org](mailto:NB@csse.org) email address was discussed as a communication tool for membership and outside parties (i.e. sponsorship)

**Committee Updates**

1. Updated NB Chapter Guide (G Aune)
   * Our Chapter Business Guide has been updated however is not yet complete. (Rev 008) will be reviewed now by the subcommittee to update chapter bylaws.
   * We want to ensure a revised guide is available to membership for review before the June 5, 2019 AGM.

1. **NAOSH Week** (J Pellegrini)

* Numbers are low. We want to bump this up as much as we can. Opening this up to more than 3 per company
* To register more than 3 people you need to add these as a nonmember which will override the check in the system on the website.
* Think about adding your summer students. This would be a great opportunity to kick start their summer terms with a positive approach to safety.
* National Launch – Saint John
  + Saint John – 131 registered.
  + Consider our showcase as an opportunity to show off what your company does to promote safety. This is our chance to show off the province and the positive things we do. Currently the showcase has 10 (of 20) spots filled.
* Provincial Breakfasts Update
  + Moncton - 60
  + Fredericton – 25
  + Miramichi – 27
  + Bathurst – 30
  + Edmundston – 31
  + Woodstock – 36
  + Campbellton – more than likely be cancelled and these people will move to Bathurst.

1. **Steps for Life** (J Whitebone)

* There is one Steps for Life walk this year in Saint John **May 5**. Event planning is going well. To date we have 17 teams and 101 registered walkers. We are hoping to get many more in the final weeks leading up to the event.
* Any member in Saint John and surrounding area, as well as any member travelling to Saint John for the NAOSH Launch is encouraged to register and participate. You can also check out our Facebook page **Steps for Life – Saint John** for more information about the event.

1. **CSSE Mentorship Program** (C Fournier)

* The NB Chapter is the second chapter in Canada to participate in the CSSE Mentorship program. To date only 4 mentors have registered. No mentees at this time.
* On the website is more information on this program. Check the chapter website for more information and to register as a Mentee or a Mentor.
* You may register now (Mentees are automatically accepted, and Mentors will go through a review process and training) and it is hoped that this program will be in full swing by the fall of 2019.

1. **Other Items Arising**
   * **Summer Student Safety Training / Orientations:** discussion held regarding best practices and sharing
   * **Open positions**; Several member organizations are looking for safety professionals and have open positions. Discussion held, as we are unable to post via the website, as to whether we can include open positions in member minutes. Please advise a board member if you have any concerns.

**Professional Development**

1. Presentation: Laboratory Safety P Cormier
2. Facility Tour: Not attended

**Next Meeting:**

* June 5, 2019 – **Annual General Meeting**
  + Fredericton NB.
  + Topic: PTSD Prevention

1. Adjournment