# Feb 16, 2022 – General Meeting

**Place: Google Meet** virtual meeting

**Time:** 01:30 pm - 3:30 pm

**Topic:** Workplace Impairment

**Speaker:** Troy Winters

AGENDA:

1. Call to Order 13:37
2. Welcome and Introductions
3. Additions to the agenda
   * Meeting date(s) for the year
   * Award winner – Christian Fournier, 2021 Outstanding Service to the CSSE (Volunteer of the Year) Award
4. Approval of previous minutes
   * Chalena Biggar / Shelly O’Dell - Carried

**Board Updates**

1. Chair Update D Blackmore
   * Since our last meeting in December, National hosted their AGM. Some of the topics discussed were awards, financials, elections and an introduction of our new CEO, Christopher Berry. This is the first CEO CSSE national has ever had, and this is a paid position. In the past CSSE was managed by an association management company, and with company we had an Executive Director.
   * Regarding the election results, the majority of positions that changed were Regional Vice President positions. No one had applied for the Atlantic Region Vice President position, so it along with a few other positions we readvertised.
   * In January they sent out communications for expressions of interest in the vacant positions. As of about two weeks ago, we had a new RVP for Atlantic Canada – **Christian Fournier**. While we are very happy that a member from our chapter has been selected for this important role, this appointment does have a direct impact on our BOD and specifically our executive members.
   * CSSE national is in a better financial situation than it has been for many years.
   * Christian Fournier was also awarded the 2021 Outstanding Service to CSSE (volunteer of the year) Award.
   * CSSE national has also announced a new email address if we need help. It is [helpdesk@csse.org](mailto:helpdesk@csse.org). If you contact that email, you’ll receive a ticket indicating receipt. Once your email has been responded to, the ticket will be closed.
2. Atlantic Regional Chair Update C Fournier
   * No update - Christian is new in the role.
3. Membership Report S O’Dell
   * Currently102 members. 5 new in 2022.
4. Treasurer Report D Blackmore
   * No changes since last meeting.
   * We do have a requirement for chapters in this Non-Profit organization to maintain an account below $7,500. As a result, we are investigating ways to spend this money to provide member value. a working group has been put together for this.
   * The board has agreed to sponsor a minimum of $500 to the 2022 Steps for Life campaign.
5. Social Media C Silliphant
   * Working on a new communication template with CSSE National (subcommittee). Working on increasing communications. Some issues with website being able to email. We want to engage but not inundate with emails.
   * Working on implementing our communication plan.

**Committee Updates**

1. NAOSH Planning 2022 C Biggar
   * Will be same format as last year (online) with guest speakers. Info to follow in the next month or two. Woking with other chapters in Atlantic Canada based on good feedback from last year.
2. Professional Development Report (2021/2022) S Poirier
   * Hopefully will have an in-person event in the near future.
   * For now, however we are still virtual with excellent speakers. April 20th – Susan Sawatzky – a leading expert in fatigue management - will look at sleep patterns in the days of Covid.
3. Steps for Life (2022) S O’Dell
   * Threads of Life supports programs for those injured and their families. Steps for Life, the national fundraising walk for Threads of Life is scheduled May 1, 2022.
   * This year SFL will be a virtual event.
   * SFL has a new Regional Coordinator, and the group is promoting the event as SFL NB rather than just SJ. Our hope is that we will be in person in SJ in 2023 and virtual for the rest of NB.
   * Our CSSE chapter, a longtime supporter, will donate $500 – Shelly Porier will captain this year’s CSSE team. Looking to grow event and awareness. Free registration (now open).
4. Strategic Development J Hogeterp
   * A version of the presentation given by Julian will be made available after the meeting.
   * Chapter Goal: 200 members by 2025
     1. Small Chapter but big vision.
   * We want to be the movers and shakers of Safety in NB, a community of strong stakeholders for H&S community **and** adjacent professions in NB
   * Member value is focus.
   * We are curious whether we should resurvey our members similar to what we did in 2019 with more focus on member value and what our membership “wants” from their membership.

**Business Arising**

1. Update - Spending of Surplus Funds. More to follow working committee meets.
2. National AGM,
   * RVP appointment has caused subsequent changes within NB Board of Directors based on following our Chapter Business Guide.
   * Next AGM is in June.
   * Because our new RVP has vacated the Vice Chair position, **Shawn Reilly** will move from the Secretary position to Vice Chair position.
   * **Jill Whitebone** will assume the Secretary position on an interim basis until the AGM.
   * **Ed MacFarlane,** our Treasurer will be vacating his position in June. We will be seeking to fill this role before the AGM as and seek nominations early as there will be transition needed before this role is vacated.
   * All vacant positions will be addressed at AGM in June and affirmed then.

**New Business**

* + None at this time

**Development Topic / Guest Speaker**

Workplace Impairment with **Troy Winters**. Workplace impairment is not caused just by drugs and alcohol, though the legalization of cannabis has certainly raised to profile of this issue.  In 2021, the Canadian Standards Association released a new standard on the management of impairment in the workplace.  This new standard, which is the first of its kind anywhere in the world, will help small, medium and large Canadian organizations with guidance on how to proactively manage the potential of all forms of impairment in the workplace.  Join us for a conversation about the new standard, and how organizations can recognize and manage the risk of impairment to their operations

Adjournment 14:49

**Next Meeting:**

* April 20, 2022 (Virtual)
* Location: **Google Meet** Virtual Meeting. Links have been sent out to all active members.
* Speaker: Susan Sawatzky - Fatigue in these Novel Times

**2022 Meeting Dates**

As posted on the website

* April 20
* June 1 AGM Meeting
* September 14
* November 16
* December 2 BOD Planning meeting

**CSSE Exec Emails**

Please use these to communicate with people in these roles.

Deborah Blackmore – Chair

[chair.nb@csse.org](mailto:chair.nb@csse.org)

Shawn Reilly – Vice Chair

[vicechair.nb@csse.org](mailto:vicechair.nb@csse.org)

Jill Whitebone – Secretary

[secretary.nb@csse.org](mailto:secretary.nb@csse.org)

Ed MacFarlane – Treasurer

[treasurer.nb@csse.org](mailto:treasurer.nb@csse.org)

Dan Ouellette – Past Chair

[pastchair.nb@csse.org](mailto:pastchair.nb@csse.org)