# Sept 22, 2021 – General Meeting

**Place:** **Microsoft Teams** virtual meeting

**Time:** 13:00 - 15:00

**Topic:** **Safety-Related Discipline**

### AGENDA:

1. Call to Order 13:05 pm
2. Welcome and Introductions
3. Additions to the agenda
   * Social Media Director
4. Approval of previous minutes
   * Reviewed Apr 14, 2021 minutes
   * C Fournier / E MacFarlane - Carried

**Updates**

1. Chair Update
   * In the last 18 months or so we’ve all had to make many adjustments, but I hope everyone is doing well both physically and mentally. If there is any way in which our NB Chapter may assist anyone, please feel free to reach out to anyone on our Board of Directors (BOD). Let’s hope this 4th wave is the end of Covid as we’ve come to know it.
   * I’d like to take this opportunity, to remind everyone this is our first Chapter meeting for this year since we moved our year end to June to align with National.
   * Although I’ve been on our BOD for many years, this is my first Chapter meeting as your Chair. I’d like to personally welcome all our members, as well as current and new members to our BOD, our Regional Vice President (RVP), and guests.
   * We had our first BOD meeting for this year on Sept 8, and we really hit the ground running. Great work by these committees. We’ve created a couple of committees to get some things moving along and want to really focus on providing value to our membership. You may remember a couple of years ago we did a survey and we’ll be utilizing that data to help guide us.
   * At our first meeting we created two committees, the first is working on a more strategic communication plan with our membership, and another is looking at ways to provide membership with more professional development opportunities and various methods of delivery. The Directors of these committees will share more info with their reports a little later in today’s meeting.
   * The NB Chapter along with the other Atlantic chapters are trying to work more closely together by inviting other CSSE members in the Atlantic and Quebec regions to our meetings. We’re hoping this will provide our membership with connections and or professional development opportunities with guest speakers and other events, they may otherwise have access to. Today is our first NB Chapter meeting to take part in this initiative.
   * Your BOD will be meeting again in October, and perhaps again in November for a planning meeting to determine meeting dates for next year, how we may approach events if we’re still in a Covid restricted environment, etc. However, if there are topics or other things you’d like the BOD to focus on, please let one of us know or you can email me directly at [Chair.NB@csse.org](mailto:Chair.NB@csse.org).
   * I’d also like to take this opportunity to invite our membership to become more involved; you don’t have to sit on the BOD to be engaged in these initiatives. If any of the items we’re working on interests you or you’d like to explore, please let us now, we’d love to have you join us.
   * Lastly, I’d like to thank both our current and past Board of Directors and Regional Vice Presidents for their continued support and encouragement.
2. RVP Update
   * CSSE National is transitioning it’s current organization structure to align with the revised bylaws. There is a new CEO and staff hired to replace the temporary staff that were brought in during the transition the past year in some key roles such as communications.
   * There are 3 CSSE National task forces that are looking for volunteers. No one from any chapter has stepped forward to volunteer yet. If you are interested, please visit the CSSE website and then advise our chapter chair if you are interested in participating.
   * National’s work on the chapter business guide is on hold until the new CEO transitions in.
   * Reminder that Oct 6 is the Special General Meeting called by CSSE national to vote on the bylaw changes. This is a virtual meeting and all are invited to attend.
     1. There will be no voting by proxy for the special general meeting you so must attend to vote.

**Business Arising**

1. NAOSH 2021
   * No update at this time
2. Steps for Life
   * No new information at this time. Planning for 2022 to start in Oct.
3. Membership
   * 100 members currently with 2 new members this period.
4. Professional Development
   * Were unable to hold “Safety in the Park” at the Irving Nature Park due to a change in COVID provincial guidelines. Will try to do so once restrictions lift.
   * Will have Glynn Jones present at the next General Meeting on building a competency framework.
5. Treasurer Report
   * Short financial report provided. Balance as of Sep 1, $10,763.26
   * **2021 Audit (Thank you to Gail Brownlee for conducting this audit) -** 07 September 2021 - RE: **Audit of financial statements for CSSE NB Chapter 2020-2021** - *I, Gail Brownlee, member of CSSE NB Chapter, have completed an audit of the financial records as prepared by Edward MacFarlane over the course of the last year 2020 to 2021. I find the records to be accurate and the accounts to be in order*. Regards, Gail Brownlee
6. Social Media C Siliphant
   * A social media / communications committee has been put together as Deborah mentioned. More information to follow once the committee has met.
7. 2021 Meetings
   * Confirmed that we will remain using the virtual format through year end due to change in COVID restrictions.

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| **2021 Meeting Schedule** | **Area** | **Host / Location** | **Program** |
| Feb 10 | **Virtual**  Microsoft Teams | S Reilly | **General Meeting**  Topic*: BBS Observation Pros & Cons / BBS Observation Project* |
| Apr 14 | **Virtual**  Microsoft Teams | S Reilly | **General Meeting**  Topic:  *Common Sense: Not So Common* |
| Jun 16 | **Virtual**  Microsoft Teams | *Executive*   * *Elections* * *Financial reports auditing* | **Annual General Meeting**  Topic: Shelley O *WSNB (Cons, IH, Amps updates)* |
| Sep 8 | **Virtual**  Microsoft Teams | TBD | **General Meeting**  Topic: Safety Discipline |
| Oct 20 | **Virtual**  Microsoft Teams | TBD | **General Meeting**  Topic: Creating a Competency Framework |
| Dec 8 | **Virtual**  Microsoft Teams | TBD | **General Meeting**  Topic: Reza |

1. Open Forum / Discussion
   * No topics
2. Guest Speaker
   * Why is it if someone is late for work a lot or produces consistently substandard work, supervisors or managers have no issue taking them aside to deal with it? The response to such situations is pretty cut and dried and people tend to react in a proper and timely manner. Strange as it may seem, safety infractions tend to not garner the same response and tend to not get dealt with properly or swiftly. The really odd thing is of the items mentioned (attendance, quality etc.), safety is the only one that is legislated. This session will show how to consistently initiate progressive discipline when it is safety-related.
   * **Presenter:** David Powers is an EHS consultant with MDP Consulting. He was previously the Environmental, Health & Safety Director for Sysco Canada’s Atlantic region, overseeing the EHS activities of three operations in Moncton, Halifax and St. John’s, Newfoundland. Prior to that, David was the EHS Director for Oxford Frozen Foods in Nova Scotia, managing eight facilities and two farming operations. Before coming out east, David was the EHS Manager for four divisions with the Magna Powertrain group in Toronto. He has had the privilege of sharing this topic at various OHS conferences. David received his CRSP in 2005 and joined the CSSE in 2007

**Next Meeting:**

* October 20, 2021
* Location: Virtual Meeting. Links to be sent to membership
* Topic: Building a Competency Framework