



**NORTHWEST CHAPTER – NASTT
2006 ANNUAL GENERAL MEETING
Meeting Minutes**

Date: March 28, 2006 Time: 2:00 pm to 3:30 pm
Place: Belle Meade D Room, Gaylord Opryland Resort & Convention Center,
Nashville, Tennessee, USA

In Attendance: See attached sheet.

Next AGM Meeting: April 2007 in San Diego, California

1.0 Call to Order (D. Krywiak)

- Chair, Kim Staheli had to attend emergency event and Past-Chair, D. Krywiak led introductions of Northwest Chapter members in attendance.

2.0 Approval of the Meeting Minutes of the Annual General Meeting held April 26, 2005 in Orlando (D. Krywiak)

- Meeting minutes from the AGM meeting in New Orleans on March 23, 2004 were approved. (Motion by Jack Burnam & seconded by Duane Strayer)

3.0 Executive Committee Report (D. Krywiak)

- i. CHAIR'S REPORT (D. KRYWIAK AND K. CHUA)
 - The revised Northwest Chapter bylaw has submitted to the Headquarter and the Headquarter has approved the revised bylaw. The revised bylaw has deleted the reference to the B.C. region due to the formation of the B.C. Chapter. The revised bylaw has also been rectified by the members of Northwest Chapter.
 - The NASTT Headquarter has reorganized the NASTT web site. In addition, Jack Burnam has been appointed as the executive officer for the board of NASTT.
 - The Chapter has issued two newsletters in 2005. The next newsletter will be issued in May 2006.

- ii. REGIONAL ACTIVITIES (D. KRYWIAK, B. BOYES AND J. BURNAM)
 - Alberta:

- Six technical luncheons were held in Edmonton for the year 2005. The technical luncheon for 2005/2006 will have one more event in April 2006.
- Annual Symposium was held in Calgary on November 16, 2005. The symposium featured the key-note speakers of Mr. Mark Bruce, Chair of NASTT. There were 128 participants including 16 exhibitors and 4 sponsors. The technical luncheon program in Calgary has conducted one meeting in 2006 with more luncheon meeting planned for the rest of the year.
- Washington State:
 - The Rehab Road Show was successfully conducted on September 19 to 20, 2005 in Seattle (Bellevue), WA. The event was staged at the Doubletree Hotel Bellevue. There were about 27 exhibitors for this Rehab Road Show. The purpose of the event is to bring quality trenchless education to the region.

iii. TREASURER'S REPORT (KEN CHUA)

- Neil cannot attend the AGM.
- The opening balance on the chapter account at 2005 was \$33,333.46 while the ending balance was \$35,311.78.
- The current account balance is about \$36,219 excluding the money in the Calgary section.
- Lee Dupras is the treasurer for the regional group in Calgary. The ending balance in 2005 is \$12,256.01 including the profit from the symposium in the fall.
- The ending balance for the Chapter is thus at \$47,567.79 for the year 2005.

4.0 Bylaw Amendment to Northwest Chapter (D. Krywiak)

- The revised bylaw was submitted to the Headquarter reflecting the reference to the B.C. region in the Northwest Chapter due to the formation of BCTT as a separate chapter in NASTT. The Headquarter has approved the revised bylaw in January 2006.
- A full vote from all members in the Northwest Chapter was initiated in early March 2006. 16 members have expressed their support to the revised bylaw with no objection. Therefore, the revised bylaw has been rectified.
- The revised bylaw has mainly omitted the reference to the B.C. region and reduced the number of directors to 6 (3 from Alberta and 3 from Washington State).
- Dave indicated that additional amendment to the bylaw could be incorporated in order to capture the dynamics in the chapter. One alternative is to propose additional directors (3 or 4) from each center of activities, such as Edmonton, Calgary, Seattle or Portland. However, more consultation is required in order to propose new amendments.

5.0 Election of Board of Directors (D. Kywiak)

- There are three directors in the Alberta region, Bill Boyes, Neil Kucharski and Albert Kwan. Both Neil and Albert have another year left in their term. The term for Bill is up this year. Bill has indicated that he can stand for election to another term.

- There are three directors in the Washington region, K. Staheli, Glenn Duyvestyn and Jack Burnam. Glenn has another year left in his term while both Kim and Jack are up this year. Both Kim and Jack have been nominated as director for another term.
- The following was the result of the election:
 - WA: Kim Staheli (2008), Jack Burnam (2008), Glenn Duyvestyn (2007)
 - Alta: Neil Kucharski (2007), Albert Kwan (2007), Bill Boyes (2008)
- D. Krywiak proposed to have the current Chair, Kim Staheli, remaining as Chair during the period of transition and Albert Kwan will move to Vice Chair with Glenn Duyvestyn as the Secretary. Neil Kucharski will remain as the Treasurer. As a result, Dave Krywiak will remain the Past-Chair.

6.0 Future Activities (D. Krywiak)

- Edmonton region continues to have technical luncheons at the University of Alberta faculty club. In addition, the Alberta Trenchless symposium will be held in Edmonton in November 2006. Jason Lueke is the Chair for the symposium organizing committee. The keynote speaker will be Joanne Hughes, current Chair of NASTT. The “Trenchless Project of the Year” will be initiated during this symposium. All agreed that the ides on “Trenchless Project of the Year” is good. One suggestion is to have Chairs from other Chapters to review the submissions. A training module will also be conducted following the symposium. The short course on Lateral has been proposed.
- Calgary region will continue with the luncheon program with one more in spring 2006. More luncheons will be planned for the fall of 2006 as well.
- Washington region is still planning for the HDD short course this year. Kim has completed the thesis on her PhD program and will graduate this year. With the PhD out of the way, Kim can devote more time to bring in the HDD short course.

7.0 Other Business (Open)

- Albert Kwan has brought along the promotional items including golf shirts, vests and pens. These items can be used as gifts for speakers during luncheon program and/or symposium. Some of the promotional items have been distributed to the different activity centers such as Calgary and Washington State. These items are on sale to Chapter members at \$20 each for golf shirts and vests and \$5 for the pen. The prices for non-member will double to cover the true cost.
- Lee inquired about whether the State of Oregon is part of the Northwest Chapter or not. The State of Oregon is currently not part of the Northwest Chapter. J. Burnam will make some initial inquiry on such possibility.

8.0 Motion to Adjourn (Open)

- The meeting was adjourned at 3:30 pm.
 - Motion by Jack Burnam & seconded by Wing Chan.

Prepared by: Albert Kwan

Attendance List:

Name	Region	e-mail
Albert Kwan	Edmonton, AB	albert.kwan@edmonton.ca
Bill Boyes	Calgary, AB	bill.boyes@calgary.ca
Lee Dupras	Calgary, AB	ldupras@calgary.ca
Dave Krywiak	Edmonton, AB	dkrywiak@stantec.com
Duane Strayer	Calgary, AB	strayerd@ae.ca
Jack Burnam	Seattle, WA	jburnam@carollo.com
Ken Chua	Edmonton, AB	ken.chua@edmonton.ca
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Dolores Eaton	Edmonton, AB	Dolores@ivisinc.com