



**NORTHWEST CHAPTER – NASTT
2005 ANNUAL GENERAL MEETING
Meeting Minutes**

Date: April 26, 2005 Time: 5:30 pm to 6:30 pm
Place: Room Miami 3, Gaylord Palms Resort & Convention Center, Orlando, Florida,
USA

In Attendance: See attached sheet.

Next AGM Meeting: March 2006 in Nashville, Tennessee

1.0 Call to Order (K. Staheli)

- Chair, Kim Staheli led introductions of Northwest Chapter members in attendance.

2.0 Approval of the Meeting Minutes of the Annual General Meeting held March 23, 2004 in New Orleans (K. Staheli)

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

3.0 Executive Committee Report (K. Staheli)

i. CHAIR'S REPORT (KEN CHUA)

- Kim had health issues for most of last year. Therefore, the Chair's report was submitted by Ken Chua instead.
- The Chapter report was submitted to the Headquarter on March 15, 2005.

ii. REGIONAL ACTIVITIES (KEN CHUA)

- Alberta:
 - Annual Symposium was held in Edmonton in cooperation with the Tunnelling Association of Canada and the Canadian Society for Civil Engineering from September 26 to 29, 2004. The theme of the symposium was "Advances in Tunnelling and Trenchless Technologies". The symposium featured the keynote speakers of Dr. Ray Sterling, Chair of International Society of Trenchless Technology on the international development and transfer of tunnelling and trenchless technology and Dr. Walter Steiner of Switzerland on the challenges

of the tunnelling in the Alps, its recent and older lessons. There were 128 participants including 13 exhibitors and 9 sponsors.

- Five technical luncheons were held in Edmonton for the year 2004.
- The local board for Calgary has been established. The technical luncheon program was adopted in Calgary by the end of 2004. The Calgary group has also rented a display booth to promote NASTT during the WCWEA conference in Calgary.
- A \$1,000 scholarship has been awarded in 2004 to a University of Alberta graduate student who did his research on trenchless technology.
- Washington State:
 - No activity was organized due to the health issues with Kim.
- B.C.:
 - TTBC has been recognized as a chapter within NASTT. No activity was reported in the meeting for the year 2004.

iii. TREASURER'S REPORT (KEN CHUA)

- Neil cannot attend the AGM.
- The opening balance on the chapter account at 2004 was \$30,848.59 while the ending balance was \$33,333.46.
- The current account balance is about \$43,675 including the profit money from the symposium with TAC.
- Lee Dupras is the treasurer for the regional group in Calgary. The group started with an opening balance of \$2,000. The current balance is around \$1,571 due to the deposit for the upcoming symposium in the fall.

4.0 Recognition of the BC Chapter & Bylaw Amendment to Northwest Chapter (K. Staheli / D. Krywiak)

- NASTT has approved TTBC as a chapter within NASTT in January 2005. Therefore, BC is no longer part of the Northwest Chapter. The existing Chapter bylaw is thus needed to be amended to reflect such change.
- Dave has started looking into the process of bylaw amendment. The revised bylaw will need to be approved with a full vote from all members in the Northwest Chapter and then submitted to Headquarter for approval.
- 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 separate chapters for each of the major region, i.e. Alberta and Washington or Washington/Oregon. Separate chapters can resolve the many issues of different government regulations and money exchange difficulties. Each chapter will have 3 or 4 directors from each center of activities, such as Edmonton, Calgary, Seattle or Portland.
- Dave also indicated that the relationship between the different regions in the Northwest Chapter should be preserved. Therefore, the formation of a Northwest Group of Chapters has been suggested including the Alberta Chapter, the Washington/Oregon Chapter and/or the BC Chapter. The Northwest Group of Chapters will meet during the annual No-Dig Show and have regular conference

call to share about issues with common interest. However, each chapter will be independent regarding chapter business administration and financial accounts.

- The amendment to the Northwest Chapter bylaw will have an initial consultation work. The initial consultation includes a general questionnaire to all memberships in the chapter. The questionnaire will be further developed during the upcoming year.

5.0 Election of Board of Directors (K. Staheli)

- The current Chair, Kim Staheli, will remain as Chair during the period of bylaw amendment. As a result, Dave Krywiak will remain the Past-Chair.
- There are three directors in the Alberta region, Bill Boyes, Neil Kucharski and Albert Kwan. Bill has another year left in his term. The term for Neil Kucharski and Albert Kwan is up this year. They have indicated that they can stand for election to another term.
- There are three directors in the Washington region, K. Staheli, Eileen Robinsion and Jack Burnam. Both Kim and Jack have another year left in their term while the term for Eileen is up this year. Glenn Duyvestyn has been nominated as director.
- The following was the result of the election:
 - WA: Kim Staheli (2006), Jack Burnam (2006), Glenn Duyvestyn (2007)
 - Alta: Neil Kucharski (2007), Albert Kwan (2007), Bill Boyes (2006)
 - BC: Vacant
 - Executive Committee:
 - Chair – Kim Staheli
 - Vice Chair – Vacant
 - Secretary – Albert Kwan
 - Treasurer – Neil Kucharski
 - Past Chair – Dave Krywiak

6.0 Future Activities (K. Staheli)

- Edmonton region continues to have technical luncheons at the University of Alberta faculty club.
- Calgary region has started the monthly luncheon program and has put on 4 lunches so far. Such lunches will continue in Calgary this year. The annual trenchless symposium will take place in Calgary this year. Duane Strayer is the chair for the organizing committee. The symposium will take place on November 16, 2005 at the Coast Plaza Inn. There will be trade show and 10 to 12 speakers for the symposium. The registration work will be contracted out while the link to the chapter web site has been established. The budget for the symposium is set with 125 attendees for a fee of \$195 each. The budget also includes 10 to 15 trade show boots at \$500 each. In addition, there is potential to add a training module after the symposium. However, the planning for the training module will be different from the symposium.

- Washington region is still planning for the HDD short course this year. The plan is to utilize the training facility at King County. However, King County is busy on the current trenchless projects. The HDD short course will have to wait until the completion of the construction work. In addition, the Rehab Road Show will be in Bilham, WA. Invitation will be distributed to chapter members.

7.0 Other Business (Open)

- Bill Boyes inquired about the availability of promotional items. These items can be used as gifts for speakers during luncheon program and/or symposium. A sub-committee will be formed to look into such requirements.
- Bill Boyes inquired about the availability of the updated membership list. Kim will request John Hemphill for such list.

8.0 Motion to Adjourn (Open)

- The meeting was adjourned at 6:30 pm.
 - Motion by Wing Chan & seconded by Jack Burnam

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
Cliff Brady	Calgary, AB	cbrady@calgary.ca
Dave Krywiak	Edmonton, AB	dkrywiak@stantec.com
Don Sanaford	Calgary, AB	Don.sanaford@pantenwindustries.com
Duane Strayer	Calgary, AB	strayerd@ae.ca
George Bontus	Edmonton, AB	gbontus@insituform.com
Glenn Duyvestyn	Seattle, WA	Glenn.duyvestyn@bennett-staheli.com
Jack Burnam	Seattle, WA	jburnam@carollo.com
Jason Lueke	Edmonton, AB	luekej@ae.ca
Ken Chua	Edmonton, AB	ken.chua@edmonton.ca
Kim Staheli	Seattle, WA	Kim.staheli@bennett-staheli.com
Lance A. Clark	Salem, OR	Lance.clark@obdp.org
Lee Dupras	Calgary, AB	ldupras@calgary.ca
Ray Davies	Edmonton, AB	Ray.davies@edmonton.ca
Wing Chan	Calgary, AB	wchan@hammerheadmole.com