



**NORTH AMERICAN SOCIETY FOR TRENCHLESS TECHNOLOGY
NORTHWEST CHAPTER BOARD MEETING
MINUTES OF MEETING**

DATE: September 16, 2008 TIME: 2:30 – 3:30 p.m. (mountain)

PRESENT: Ken Chua (AB) Dave Krywiak (AB)
 Dan Willems (AB) Duane Strayer – Director (AB)
 Jason Lueke (AB) Michelle Ramos – Vice Chair (WA)

REGRET: Neil Kucharski – Treasurer (AB) Albert Kwan – Chair (AB)
 Jack Burnam – Director (WA) Eric Buer - Secretary
 Kim Staheli – Past -Chair (WA) Bill Boyes – (AB)

NEXT MEETING: January 2009, date and time TBD

ITEM	SUBJECT	ACTION
	There was not a majority of the Board members present to obtain a quorum. It was agreed that if anything required a vote, than all 7 board members would be e-mailed and an affirmative e-mail response of a majority of the Board would be accepted as approved.	
1.	Comments on Previous Minute: The previous minutes are from the May 20, 2008 teleconference. The meeting minutes were approved by e-mail consensus of the board.	INFO
2.	Approval of Meeting Agenda: This meeting has the following meeting agenda: 1. Approval of last meeting minutes 2. Approval of Meeting Agenda 3. Review of bylaws revision & submission 4. Regional Activities Report 5. Others The above agenda was approved by e-mail consensus of the board.	INFO
3.	Reviewed NW Chapter and Pacific NW Chapter Bylaws The draft bylaws (previously sent to attendees via e-mail) were reviewed. The following edits to the bylaws were made. - Comments by Michelle were removed in both bylaws - The word “Pacific” was added to the PNW Bylaws in two areas. - Article X, Section 4, item G was re-worded to read “Shall file required provincial and federal forms, if and as required” - In the signature blocks on the last page the word State was	

	<p>replaced with the word Prov. in the NW Bylaws.</p> <p>A motion was made to “Accept the revised Bylaws for both the NW Chapter and the Pacific NW Chapter and send both bylaws to National Headquarters”.</p> <p>There was discussion to check with National as to when the split should be made official. Two options are: concurrent with the end of the fiscal year and concurrent with the next AGM.</p>	
4.	<p>Activities Reports by Geographic Area:</p> <p><u>Alberta: - Dan</u> 2008 Conference Planning for the Alberta Trenchless Symposium, Edmonton</p> <ul style="list-style-type: none"> - Conference planning is on going. - Conference will be held the 12, 13 and 14 of November. - The Short Course will be the “New Installation Short Course” - There will be a Project of the Year - Sponsorships are coming along and there are 12 confirmed exhibitors. - Chris Brahler is the keynote speaker. <p>Technical Luncheon Program in Edmonton</p> <ul style="list-style-type: none"> - The lunch program starts on Thursday the 18th of September. - There are luncheons set-up for Sept, Oct, Jan, Feb, Mar and April. <p><u>Calgary - Duane</u> Technical Luncheon Program, Calgary</p> <ul style="list-style-type: none"> - There are luncheons schedule to resume on September 24 and October 22. There are more after the first of the year. Dates to be coming. <p>Calgary Symposium Follow-up</p> <ul style="list-style-type: none"> - The financials from the symposium last fall are getting resolved. - They are writing a check to National <p><u>Washington State - Michelle</u> Planning for another symposium is in the works. Tentative date is January 23rd.</p>	<p>INFO</p> <p>INFO</p> <p>INFO</p>
5.	<p>Next Meeting:</p> <ul style="list-style-type: none"> - The next meeting will be in January 2009. 	Michelle

These minutes were taken by: *Michelle Ramos*

These meeting minutes are assumed to accurately reflect the discussions in the meeting. If there are any mistakes and/or omissions, please contact the writer.