



NASTT NORTHWEST CHAPTER – JUNE 24, 2009 BOARD MEETING – MEETING MINUTES

Date/Time: June 24, 2009 / 2:00 PM.
 Place: Stantec Office, Edmonton, AB
 Next Meeting: June 24th, 2009
 Attendees: Duane Strayer
 Bill Boyes
 Neil Kucharski
 Mark Brand (part time)
 Dave Krywiak
 Dan Willems

Absentees: Albert Kwan, Brad Redpath

Distribution: Attendees, Absentees, Website

| Item: | Notes: | Action By: |
|------------|---|------------|
| 1.0 | Call To Order | |
| .1 | Duane Strayer called meeting to order at 2:00 pm. | ➤ Info |
| 2.0 | Approval of Last Meeting Minutes | |
| .1 | Motion for approval of last meeting minutes: Neil Kucharski Second by: Bill Boyes <div style="text-align: right;">Motion Carried</div> | ➤ Info |
| 3.0 | Agenda | |
| .1 | Call to order Approval of last meeting minutes Approval of meeting agenda Ongoing business updates: <ul style="list-style-type: none"> • Edmonton Section • Calgary Section • Northwest Trenchless Conference • Project of the Year • Chapter Magazine • Website • Scholarship • Transfer of Treasurer New business: <ul style="list-style-type: none"> • Sponsorship of City of Edmonton Design and Construction golf tournament • CIPP short course in Saskatchewan Other business | ➤ Info |



| Item: | Notes: | Action By: |
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| | <p>Next Meeting</p> <p>Motion for approval of agenda: Bill Boyes Second by: Neil Kucharski</p> <p style="text-align: right;">Motion Carried</p> | |
| 4.0 | Ongoing Business Updates | |
| .1 | <p>Edmonton Section Activities:</p> <ul style="list-style-type: none"> • Dan Willems is finishing his term as Chair of the Edmonton Section. Alan Miller will be assuming the Chair position this summer and Brad Redpath will move to Vice Chair. The Section is looking for candidates for the Secretary position. • Edmonton's technical lunch program starts again on September 24, 2009. The Section will be meeting in July to discuss ideas for presentations and select lunch dates for 2010. | ➤ Edmonton Section |
| .2 | <p>Calgary Section Activities:</p> <ul style="list-style-type: none"> • Calgary's technical lunch program wrapped up in April. The Section organizers will be meeting in July to discuss ideas for presentations and select lunch dates for the 2009/10 season. • Calgary Section to forward lunch dates and presentations information to Dan Willems to update the website. | ➤ Calgary Section |
| .3 | <p>Northwest Trenchless Conference:</p> <ul style="list-style-type: none"> • The conference is scheduled for November 24 (short course) and 25 (technical program). • The conference planning committee is meeting every 3 weeks. • The Call for Presentations has been issued and the online registration form is available on the website. No submissions have yet been received but the organizing committee is pursuing various leads to track down potential presenters. • There is some concern regarding the email distribution list that the organizing committee has been using to distribute information regarding the conference. Dan Willems to forward Duane Strayer the most current email distribution lists for the Chapter. • The conference will be advertised in the Chapter magazine. The organizing committee will coordinate with Brad Redpath to ensure this advertising is in place. • Dan Willems suggested the organizing committee consider advertising in Western Canada Water magazine, which is distributed across the Chapter's region. The deadline for the Fall issue of WC Water is July 10, which will be distributed by late August. • Dan Willems suggested that the organizing committee maintain contact with Angela Ghosh at the NASTT head office so that she can update the Calendar of Events published in Trenchless Technology magazine, which is additional free advertising for the conference. | ➤ Conference Organizing Committee, Dan Willems |
| .4 | <p>Project of the Year:</p> <ul style="list-style-type: none"> • The Call for Applications for Project of the Year has been issued and the online application form is posted through the website. • No applications have yet been received. • All are encouraged to watch for good candidate projects and encourage people to consider applying for the award. | ➤ Project of the Year Organizing Committee, All |



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| .5 | <p>Chapter Magazine:</p> <ul style="list-style-type: none"> • Albert Kwan, Brad Redpath, and Dave Krywiak met with Del Publications shortly after the last board meeting. The meeting was positive and the decision was made to continue with Del for the next issue of the magazine. • Brad Redpath is leading the magazine organizing committee, with assistance from Dave Krywiak for northern Alberta and Bill Boyes for southern Alberta. • Del will provide a distribution list for the Chapter's review prior to mailing out the next issue. • The Chapter will reassess Del's performance following release of the next issue and determine whether to solicit proposals from other publishers for future issues. A one year publishing contract may be more suitable for the next few years. | ➤ Info, Brad Redpath |
| .6 | <p>Website:</p> <ul style="list-style-type: none"> • The website is regularly updated by Dan Willems. • Updated information regarding technical lunches, the conference, announcements, and other activities should be forwarded to Dan Willems so that the website can be properly maintained. | ➤ Dan Willems, All |
| .7 | <p>Scholarship:</p> <ul style="list-style-type: none"> • Mark Brand and Dan Willems are looking into reviving the Chapter scholarship. • Dan Willems met with David Warwick of NAIT to discuss various ideas for implementing the scholarship. • At this time, a poster competition held in conjunction with the conference may be the simplest idea to implement. A call for applications could be sent to various academic institutions across the prairies and, depending on the extent of interest, various candidates invited to the conference to compete. The winner of the contest would receive the scholarship money, perhaps with smaller prizes for runners-up. The Chapter may also consider subsidizing conference attendance costs for students invited to participate in the poster competition. • David Warwick suggested that some thought be put into how the contest might be controlled to ensure fair competition (i.e. are graduate students allowed to compete with undergrad students, can students who are working full-time compete, etc.). • Mark Brand and Dan Willems to conduct additional research and prepare a recommendation for the Board's consideration at the next Board meeting. | ➤ Scholarship Organizing Committee |
| .8 | <p>Transfer of Treasurer:</p> <ul style="list-style-type: none"> • Neil Kucharski and Mark Brand are coordinating a meeting to complete turnover of the various records and bank signing authority. Neil Kucharski will check with the bank to determine if all named persons on the Chapter account will be required to be in attendance to complete the transfer of signing authority. • Neil Kucharski is finalizing the accounting information for Albert Kwan to submit for mandatory government reporting. Bill Boyes to contact Lee Dupras to have the Calgary Section account information forwarded to Neil Kucharski. | ➤ Neil Kucharski, Mark Brand, Bill Boyes, Lee Dupras |
| 5.0 | New Business | |
| .1 | <p>Sponsorship of City of Edmonton Design and Construction Golf Tournament:</p> <ul style="list-style-type: none"> • \$250 was donated by the Board to the City of Edmonton Design and Construction golf tournament due to the strong, long term support of the Chapter. This was handled between meeting. | ➤ Info |



| Item: | Notes: | Action By: |
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| .2 | CIPP Short Course in Saskatchewan: <ul style="list-style-type: none"> • The general consensus is that it is necessary to find some champions for the Chapter in Saskatchewan and Manitoba to help facilitate successful implementation of a NASTT short course in these regions. • Duane Strayer is checking with Associated Engineering's Saskatchewan offices and Dave Krywiak will check with Stantec's Manitoba office to try and find interested candidates to assist with the Chapter's growth into these areas. | ➤ Duane Strayer, Dave Krywiak |
| 6.0 | Other Business | |
| .1 | Chapter Finances: <ul style="list-style-type: none"> • Duane Strayer suggests that the Board discuss financial planning of the Chapter savings at the next meeting. • Mark Brand will research what options the Chapter has for financial investments for the next meeting. | ➤ Mark Brand |
| 7.0 | Next Meeting | |
| .1 | Next meeting scheduled for September 16, 2009 at 2:00PM. | ➤ Info |
| 8.0 | Adjournment | |
| .1 | Motion for adjournment: Duane Strayer Second by: Neil Kucharski <div style="text-align: right;">Motion Carried</div> | ➤ Info |

The meeting adjourned at 3:00 PM.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the undersigned immediately.

Sincerely,

Dan Willems
 NASTT NW Chapter – Edmonton Section Chair
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