NASTT NORTHWEST CHAPTER – SEPTEMBER 16, 2009 BOARD MEETING – MEETING MINUTES

Date/Time: September 16, 2009 / 2:00 PM

Place: Stantec Office, Edmonton, AB

Next Meeting: January 13, 2010 at 2:00 PM

Attendees: Albert Kwan
Duane Strayer (call in)
Brad Redpath
Bill Boyes (call in)
Neil Kucharski
Mark Brand
Alan Miller
Dave Krywiak
Dan Willems

Absentees: Ken Chua

Distribution: Attendees, Absentees, Website (upon board approval)

Item:	Notes:	Action By:
1.0	**Call To Order**	
.1	Albert Kwan 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 Motion Carried	➢ Info
3.0	**Agenda**	
.1	Call to order Approval of last meeting minutes Approval of meeting agenda Ongoing business updates: • Edmonton Section • Calgary Section • Northwest Trenchless Conference • Project of the Year • Chapter Magazine • Website • Scholarship • Transfer of Treasurer • CIPP Short Course in Saskatchewan	➢ Info

Item:	Notes:	Action By:
	New business: • Financial Planning • Promotional Items Other business Next Meeting Motion for approval of agenda: Brad Redpath Second by: Duane Strayer Motion Carried	
4.0	**Ongoing Business Updates**	
.1	Edmonton Section Activities: • Alan Miller has assumed the Chair position. Brad Redpath is Vice Chair. Owen Kristel is Secretary. • Edmonton's technical lunch program starts again on September 24, 2009. The technical lunch program for 2009/10 has been scheduled and speakers have been confirmed for all dates.	➢ Edmonton Section
.2	Calgary Section Activities: • The Section organizers will be meeting this week to discuss candidates 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	Northwest Trenchless Conference: • The conference is scheduled for November 24 (short course) and 25 (technical program). • The Call for Presentations has been very successful and the technical program is being finalized (15 submissions for 11 slots). • Two email notices have been issued to date and a third notice will be sent out in mid- to late-October. Notices are directing people to the NASTT-NW website for further information so that conference information and updates can be centrally maintained. • The organizing committee has decided to scale back on delegate gifts with plans for a charity donation in lieu of a larger delegate gift package. The Board expressed general support for this decision by the organizing committee. • Duane will be speaking to Angela Ghosh regarding the potential to have an NASTT booth at the trade show to encourage new memberships. • Delegate, exhibitor, and sponsorship registration is now open, and available through the NASTT-NW website. • The trade show will have room for about 15 exhibitors. Interest in exhibiting is expected to be strong. • Sponsorship is anticipated to be strong this year, as it is every year. • Dan Willems to forward Duane Strayer an electronic copy of the template used for the conference program from 2008. • Brad Redpath to forward Duane Strayer the contact information for Del to print the conference programs.	➢ Conference Organizing Committee, Dan Willems, Brad Redpath

Item:	Notes:	Action By:
.4	Project of the Year: • The Call for Applications for Project of the Year has been issued and the online application form is posted through the website. The application deadline is currently September 18, 2009. • Three applications have been received to date. • Duane Strayer will follow up with another potential candidate before the end of this week. • The applications will be prepared for the judging committee next week. • Duane will confirm the judging panel and forward the applications for review. At this time, the judging panel is expected to consist of Mike Wilmets, Chris Brahler, and Kim Staheli. Mark Bruce and/or Piero Salvo may be suitable alternate candidates as judges.	➢ Project of the Year Organizing Committee
.5	Chapter 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. • The current issue is on schedule for an October 23, 2009 mail out date. • Brad is anticipating a few more article submissions by the end of this week. Brad will follow up with Melanie Woytiuk in Calgary regarding potential article candidates from the conference presenters. Dave Krywiak is available for an interview by the Del writer regarding the City of Edmonton Service Lateral Relining Pilot Program.	➢ Info, Brad Redpath
.6	Website: • 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 to update the website with a list of presenters and presentation titles from past chapter conferences. • In the future, only "approved" board meeting minutes will be posted to the website.	➢ Dan Willems, All
.7	Scholarship: • Mark Brand and Dan Willems are looking into reviving the Chapter 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. • Mark Brand and Dan Willems to conduct additional research and prepare a recommendation for the Board's consideration. This will be done in conjunction with planning activities for the 2010 Northwest Trenchless Conference, with plans for inaugural implementation at the 2010 conference.	➢ Scholarship Organizing Committee

Item:	Notes:	Action By:
.8	Transfer of Treasurer: • Neil Kucharski and Mark Brand are coordinating a meeting to complete turnover of the various records and bank signing authority. • Albert Kwan, Brad Redpath, Neil Kucharski, and Mark Brand will schedule a meeting with the bank next week to complete the necessary transfers of the account signing authority.	➢ Neil Kucharski, Mark Brand, Albert Kwan, Brad Redpath
.9	CIPP Short Course in Saskatchewan: • Duane Strayer, Dave Krywiak, and Mark Brand will schedule a teleconference in the next few weeks to begin the planning for a CIPP short course in Saskatchewan next Spring. • Mark Brand suggested Regina would be the best candidate for a short course due to the level of activity and interest in CIPP rehabilitation in the Regina region. As well, the short course should be timed to coincide with the SWWA or SPWA conference to maximize the potential attendance base.	➢ Duane Strayer, Dave Krywiak, Mark Brand
5.0	**New Business**	
.1	Financial Planning: • Mark Brand will confirm the savings limit at which point "not for profit" becomes an issue for the Chapter.	➢ Mark Brand
.2	Promotional Items: • The Washington group has sent Duane Strayer a bunch of NASTT-NW travel mugs. Duane has reimbursed them for the merchandise and the mugs will be given to delegates at this year's conference.	➢ Info
6.0	**Other Business**	
.1	NASTT Website • Albert to contact Angela Ghosh to update the www.nastt.org website with the current information regarding the northwest chapter board.	➢ Albert Kwan
7.0	**Next Meeting**	
.1	Next meeting scheduled for January 13, 2010 at 2:00PM.	➢ Info
8.0	**Adjournment**	
.1	Motion for adjournment: Brad Redpath Second by: Neil Kucharski Motion Carried	➢ Info

The meeting adjourned at 3:15 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,

Dave Krywiak
NASTT NW Chapter – Past Chair
Tel: (780) 917-7101
Email: dave.krywiak@stantec.com