



NASTT NORTHWEST CHAPTER – JANUARY 13, 2010 BOARD MEETING – MEETING MINUTES

Date/Time: January 13, 2010 / 2:00 PM

Place: Stantec Office, Edmonton, AB

Next Meeting: April 28, 2010 at 2:00 PM

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

Absentees: Ken Chua, Dave Krywiak

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

Item:	Notes:	Action By:
1.0	Call To Order	
.1	Albert Kwan called meeting to order at 2:16 pm.	➤ Info
2.0	Approval of Last Meeting Minutes	
.1	Motion for approval of last meeting minutes: Mark Brand Second by: Neil Kucharski <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 (2009 Review & 2010 Planning) • Project of the Year (2009 Review) • Chapter Magazine • Website • Scholarship • Transfer of Treasurer • CIPP Short Course in Saskatchewan • Financial Planning • NASTT Website Updates 	➤ Info



Item:	Notes:	Action By:
	<p>New business</p> <ul style="list-style-type: none"> • Chapter Report for NASTT Board of Directors • 2010-2011 Directors Nomination <p>Other business</p> <p>Next Meeting</p> <p>Motion for approval of agenda: Brad Redpath</p> <p>Second by: Bill Boyes</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"> • 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. • Planning for the NASTT – Northwest Trenchless Conference to begin this month 	➤ Edmonton Section
.2	<p>Calgary Section Activities:</p> <ul style="list-style-type: none"> • Calgary's technical lunch program for 2009/2010 has been scheduled and speakers have been confirmed for January, February, and March. April is still to be confirmed. 	➤ Calgary Section
.3	<p>Northwest Trenchless Conference (Calgary Review):</p> <ul style="list-style-type: none"> • Review of the Calgary Conference: <ul style="list-style-type: none"> ○ 68 Short Course attendees ○ 132 Conference attendees ○ 23 exhibitors ○ Sponsorship for Conference was sold out • Instead of gifts for the speakers, it was decided to do a \$150 per speaker donation amount to a charity. A donation was made to Water For People in the amount of \$1,950.00 (13 speakers x 150) • Duane Strayer has noted that he would like to step down as chair of the conference. This is in order to get newer members more involved with the organization and planning of events. <p>Northwest Trenchless Conference (Edmonton 2010):</p> <ul style="list-style-type: none"> • Dan Willems will Chair the conference again this year with Alan Miller as Vice-Chair • First planning meeting is set for Jan 28, 2010 	➤ Conference Organizing Committee, Dan Willems, Alan Miller, Brad Redpath
.4	<p>Project of the Year:</p> <ul style="list-style-type: none"> • Three submissions were received for the Project of the Year • Winner was the U of A Hand Tunnel Project • Judges were Chris Brahler, Mike Wilmets, and Michelle Ramos • There was good debate between the judges on the Project of the Year 	➤ Project of the Year Organizing Committee



Item:	Notes:	Action By:
.5	<p>Chapter Magazine:</p> <ul style="list-style-type: none"> • Magazines published and delivered before conference. • We have received the advertising revenue cheque from Del • Duane Strayer made the suggestion of having 5-7 articles, and possibly trading articles with other chapters • Dan Willems suggested as our contract is now over with Del we should do a RFP for other publishers to do our magazines. Dan and Brad to have RFP ready to send out by mid February. Report back to the board by mid March and chose publisher by end of April in order to have magazine ready for 2010 Conference 	<ul style="list-style-type: none"> ➤ Info, Brad Redpath ➤ Dan Willems, Brad Redpath
.6	<p>Website:</p> <ul style="list-style-type: none"> • The website was recently 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. 	<ul style="list-style-type: none"> ➤ Dan Willems, All
.7	<p>Scholarship:</p> <ul style="list-style-type: none"> • Mark Brand and Dan Willems are continuing research on the Chapter scholarship. • At this time, a poster competition held in conjunction with the conference may be the simplest idea to implement. • Alan Miller mentioned that U of A has an online system for students to check what scholarships are available. • Possible scholarships for students from Alberta, Saskatchewan, and Manitoba. • Mark Brand and Dan Willems to conduct additional research and prepare a recommendation for the Board's consideration. Mark to get in touch with the new U of A professor. Dan Willems to follow up with NAIT. 	<ul style="list-style-type: none"> ➤ Scholarship Organizing Committee
.8	<p>Transfer of Treasurer:</p> <ul style="list-style-type: none"> • Transferring of Treasurer completed 	
.9	<p>Short Course in Saskatchewan:</p> <ul style="list-style-type: none"> • Duane Strayer suggested a possible change of venue location and topic as the New Technologies held at the Calgary Conference was well attended and given great reviews. • Decision made to call local business and the City of Saskatoon and put forth which short course they feel would be better. Either CIPP or New Technologies. If possible visit with local business at the beginning of March. • Deadline of middle of February for choosing which short course to put on. • Mark Brand or Duane Strayer to follow up with NASTT to see which instructors are available for mid June this year • Conference call to be held with NASTT-NW Board at beginning of March to see if we can realistically make this happen 	<ul style="list-style-type: none"> ➤ Duane Strayer, Mark Brand
5.0	New Business	
.1	<p>Financial Planning:</p> <ul style="list-style-type: none"> • "Not for Profit" qualifies as long as the board of directors is not financially gaining from this organization. The amount of money in the bank does not matter 	<ul style="list-style-type: none"> ➤ Closed



Item:	Notes:	Action By:
6.0	Other Business	
.1	NASTT Website <ul style="list-style-type: none"> • Albert to contact Angela Ghosh to update the www.nastt.org website with the current information regarding the northwest chapter board. 	➤ Albert Kwan
.2	Elections for 2010 - 2011 <ul style="list-style-type: none"> • Albert Kwan, Duane Strayer, and Mark Brand to form committee to find out what positions are up for election this year • Deadlines are: <ul style="list-style-type: none"> ○ March 1, 2010 for Nominations ○ March 15, 2010 Opening of voting ○ April 15, 2010 Closing of voting 	➤ Nomination Committee
7.0	Next Meeting	
.1	Next meeting scheduled for April 28, 2010 at 2:00PM.	➤ Info
8.0	Adjournment	
.1	Motion for adjournment: Albert Kwan Second by: Mark Brand <div style="text-align: right;">Motion Carried</div>	➤ Info

The meeting adjourned at 3:49 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,

Brad Redpath
 NASTT NW Chapter – Secretary
 Tel: (780) 917-7101
 Email: brad.repath@woseleyinc.ca