



NASTT NORTHWEST CHAPTER – APRIL 28, 2010 BOARD MEETING – MEETING MINUTES

Date/Time: April 28, 2010 / 2:00 PM
 Place: Stantec Office, Edmonton, AB
 Next Meeting: AGM at Chicago No-Dig, May 2, 2010 at 4:30 PM (Central), 3:30 PM (Mountain)
 Attendees: Bill Boyes (call in)
 Mark Brand
 Ken Chua
 Dave Krywiak
 Albert Kwan
 Duane Strayer (call in)
 Dan Willems

Absentees: Brad Redpath, Neil Kucharski

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

Item:	Notes:	Action By:
1.0	Call To Order	
.1	Albert Kwan called meeting to order at 2:10 PM.	➤ Info
2.0	Approval of Last Meeting Minutes	
.1	Motion for approval of last meeting minutes: Duane Strayer Second by: Mark Brand	➤ Info
	Motion Carried	
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 • Short Course in Saskatchewan New business <ul style="list-style-type: none"> • Promotional Items • AGM 	➤ Info



Item:	Notes:	Action By:
	<ul style="list-style-type: none"> • Financial Report • Director Election Results • Society Annual Return • Trenchless Track at Western Canada Water Conference Other business Next Meeting Motion for approval of meeting agenda: Albert Kwan Second by: Bill Boyes <div style="text-align: right;">Motion Carried</div>	
4.0	Ongoing Business Updates	
.1	Edmonton Section Activities: <ul style="list-style-type: none"> • Edmonton’s 2009-10 technical lunch program wrapped up on April 22, 2010. Six technical lunches were held between September 2009 and April 2010. Average attendance was 30 to 35 people. • The Edmonton Section will be reviewing how it will handle member registration for the technical lunches as there has been some ongoing issues with some people claiming to be members, but not listed as current members on the Chapter member list. • Dave will be talking to Angela Ghosh at No-Dig to see if a comprehensive member list for NASTT can be released for the Chapter’s use. • The Edmonton Section working with the City of Edmonton, Drainage Services, Design and Construction group to work out a procedure for group payment of attendees of the technical lunches in the future. 	➤ Edmonton Section
.2	Calgary Section Activities: <ul style="list-style-type: none"> • Calgary’s technical lunch program for 2010 is ongoing. Three technical lunches have been held since January. The next technical lunch is scheduled for September. 	➤ Calgary Section
.3	Northwest Trenchless Conference (Edmonton 2010): <ul style="list-style-type: none"> • Dan Willems will Chair the conference again this year with Alan Miller as Vice-Chair. • Conference is scheduled for November 17 (conference) and 18 (short course) at the Fantasyland Hotel in West Edmonton Mall. • Three planning meeting have been held since late-January 2010. • Sam Ariaratnam, current ISTT chair, has been confirmed as the keynote speaker. • NASTT’s HDD Short Course has been booked. Sam Ariaratnam and Jason Lueke have been confirmed as the instructors. • Call for Abstracts has been posted on the website. 	➤ Conference Organizing Committee
.4	Project of the Year: <ul style="list-style-type: none"> • The Call for Applications is posted on the website. Submission deadline is August 31, 2010. • No submissions to date. • Following discussion regarding potential perception of a conflict of interest by award judges, Dan Willems was assigned to draft some award submission/judging rules for Board review and approval. 	➤ Project of the Year Organizing Committee



Item:	Notes:	Action By:
.5	<p>Chapter Magazine:</p> <ul style="list-style-type: none"> • Kelman and Associates has been contracted to provide publishing services for the Chapter magazine now that the contract with Del Communications has expired. • Magazines to be published and delivered before the Northwest Trenchless Conference. • Brad Redpath is coordinating with the publisher in developing this year's publication. 	➤ Magazine Committee
.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. • Dan to forward the Board the statistics for website visitor traffic since the Saskatchewan short course notice was issued on April 22, 2010. 	➤ 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. • Dr. Alireza at the U of A is working with his students to set up a new Student Chapter. Options for reinstating the scholarship will be reviewed with Dr. Alireza. 	➤ Scholarship Organizing Committee
.8	<p>Short Course in Saskatchewan:</p> <ul style="list-style-type: none"> • Duane Strayer is coordinating the planning committee for the short course. • The NASTT New Installations short course has been booked for June 16, 2010 at the Park Hotel in Saskatoon. • Instructors will be Craig Camp and Glenn Boyce. • Neither Mike Willmets nor Angela Ghosh are available to attend. • An email notice regarding the short course was issued on April 22, 2010. • An advertisement for the short course was placed in Western Canada Water magazine. Dan Willems and Dave Krywiak wrote an article on New Installation methods to accompany the advertisement. The magazine should be delivered by the end of April. • The goal is for 20 to 30 attendees. • A potential conflict with a water rehabilitation workshop/field visit was discovered on April 23, 2010. Duane has contacted the workshop organizers, a group called Communities of Tomorrow, to make them aware of our short course date and try to ensure our events do not conflict with one another. • Duane Strayer, Brad Redpath, Mark Brand, and Bill Boyes are planning to attend the short course to represent the Chapter. Dan Willems may also attend. • Extended discussion revolved around the Chapter reimbursing travel expenses for Directors wishing to attend the short course to represent the Chapter, to an upset limit of \$500 (receipts must be provided). <p>Motion for approval of Chapter to reimburse travel expenses for Directors attending the Saskatchewan Short Course to represent the Chapter: Albert Kwan Second by: Duane Strayer</p> <p style="text-align: right;">Motion Carried</p>	➤ Saskatchewan Short Course Organizing Committee
5.0	New Business	



Item:	Notes:	Action By:
.1	<p>Promotional Items:</p> <ul style="list-style-type: none"> • The Edmonton Section is planning to replenish its supply of golf shirts for promotional giveaways. • Dan Willems to select some options for the new golf shirts and circulate to the Board for order approval. • Calgary Section will participate in the shirt order. Dan Willems to coordinate with Duane Strayer to ensure sufficient shirts are ordered for both Sections. 	➤ Dan Willems, Duane Strayer
.2	<p>AGM:</p> <ul style="list-style-type: none"> • The AGM will be held at No-Dig and is scheduled for May 2, 2010 at the Schaumburg E. Room in Renaissance Schaumburg Hotel & Conference Center in Schaumburg, Illinois for 4:30 PM (Central). • Agenda: <ul style="list-style-type: none"> ○ Call to Meeting ○ Comments on Previous AGM Minutes ○ Activities Reports ○ Treasurer Report ○ Rectification of Election Results ○ Others • The website has already been updated with information regarding the AGM. • Albert will issue an email notice to the Chapter membership confirming the time, location, and agenda for the AGM. • A speaker phone has been arranged to allow teleconference with any interested members. Albert will include teleconference instructions in his email notice for any members wishing to phone in. • As Canada-Pacific representative, Dave Krywiak will be providing a Chapter update to the NASTT board. 	➤ Albert Kwan, Dave Krywiak
.3	<p>Financial Report:</p> <ul style="list-style-type: none"> • Mark Brand to prepare an annual Chapter financial report for the AGM. 	➤ Mark Brand
.4	<p>Director Election Results:</p> <ul style="list-style-type: none"> • Nominees Duane Strayer (1-year), Siri Fernando (2-year), and Dan Willems (2-year) were all elected to the Board. • Brad Redpath to circulate the official elections results to the Board for information. 	➤ Brad Redpath
.5	<p>Society Annual Return</p> <ul style="list-style-type: none"> • Albert Kwan and Mark Brand to review and update with the annual Financial Report and latest Board of Directors information, and file with Alberta Registries. 	➤ Albert Kwan, Mark Brand
.6	<p>Trenchless Track at Western Canada Water Conference</p> <ul style="list-style-type: none"> • Dave Krywiak has coordinated with Western Canada Water to arrange for a Trenchless track at their annual conference, scheduled for September 21 to 24, 2010 in Calgary. • Dave Krywiak and Dan Willems will coordinate with the Board to find 6 papers to fill the track. Two papers have already been submitted. • Dave Krywiak to email Ian Morley and Bill Boyes at the City of Calgary to confirm a moderator for the track. 	➤ Dave Krywiak, Dan Willems, Bill Boyes



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6.0	Other Business	
.1	None	➤ Close
7.0	Next Meeting	
.1	AGM at Chicago No-Dig, May 2, 2010 at 4:30 PM (Central), 3:30 PM (Mountain)	➤ Info
8.0	Adjournment	
.1	Motion for adjournment: Mark Brand Second by: Bill Boyes Motion Carried	➤ Info

The meeting adjourned at 3:30 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
Tel: (780) 917-7005
Email: dwillems@nastt-nw.com