

# Canadian Chapter of IECA Board Meeting Minutes

Meeting Date: June 13, 2017

Meeting Time: 12:00 PM EST

Meeting Location: Teleconference

Meeting Called by: Glenn MacMillan

Note Taker: Georgina Zynda

Attendees:

Glenn MacMillan, Trent Hatfield, Robert Wills, Harry Reinders,, Camilla Melrose, Mark Myrowich, Victoria LaLonde, Giles Rivard, Georgina Zynda

Absent: Ron Bisailon, Risa Olekshy

## Agenda Topics:

- Welcome and Intro Glenn MacMillan
- Introduction of new board member Camilla Melrose  
Replaced Jamie McCamon
- Upcoming events
- TRIECA
- Insurance update
- Budget
- CSA Inspection and Monitoring Standard Update
- Shadow Program update
- Committee Updates
- ETV Interpretation Spreadsheet Tool
- Membership Renewals
- Other information

## Upcoming Events:

Halifax- Update by Camilla

- Postponed to late October

#### British Columbia- Update by Trent

- ESCABC hosting a Conference in Coquitlam on November 7, 8 and 9th
- Meeting tomorrow (06/14/2017) Will receive updates tomorrow

#### Calgary- update by Glenn

- Targeting the end of November for the next CISEC course
- Next April 2018/ Proposed Wetland/LID/ESC Conference

#### Saskatchewan

- Tim not available for updates

#### Manitoba

- Risa not available for updates

#### TRIECA

- Glenn is proposing to use videotape along with the conference as scheduled.
  - Proposal for a goal to obtain a sponsor to pay for the video conference tracks as it will cost approximately \$2500.00 per track.
  - Proposing 8 different videos.
  - Lots of agreement from the board that this would drive education and membership.
  - Call for abstracts to go out next week.

#### **Event Liability Insurance**

- The Chapter purchased liability insurance for TRIECA, Quebec Symposium and Halifax Conference
- Need to cancel the Halifax insurance as it has been postponed

#### **Budget**

- Mark is having difficulty with the budget due to the membership numbers, committee and event revenue.
- Meeting with IECA Headquarters (Georgina, Simin and Sharan) to discuss the budget and SOP's

- Chapter will be receiving quarterly cheques from the US office in the future
- Need to budget for translating materials and website pages into French, e.g. approx. \$2,000 a year- Giles will keep updated.

#### **CSA Standard for ESC:**

- Raised sufficient funds to undertake Phase 1 (Inspections and Monitoring Standard). Expected to start in June and be completed by Dec 2018
- Glenn will Chair the Technical Committee, Trent will be Vice-Chair
- Robert Wills will participate on the Technical Committee
- A Technical Subcommittee will be established for Phase 1. Two additional subcommittees will be established in the future
- There is a process to sending invoices- the Chapter is the client to develop for CSA. There needs to be a requirement saying the Chapter has the right to lead.
- There are 2 more phases- Installation phase and the longest phase which is Planning and Design, which is the longest process.

#### **Shadow Program:**

- Harry is still promoting and looking for companies to sponsor the program.

#### **Committees:**

- Erosion Sediment Control (ESC) (led by Ron) –Not available for updates
- Stream Restoration (led by Harry)
  - Minutes of first meeting are on the website
  - Still figuring out Ontario
  - National channels Initiative might join the Stream Committee
- Stormwater (led by Glenn and Giles)
  - Giles Daughter is putting together the website and manual translation into French

#### **ETV Spreadsheet Tool**

- Beta testing will begin in the next few weeks.
- The newsletter will mention product by the end of August.

### **Membership Renewal**

- No new updates- Georgina will contact Victoria and will discuss plans to call and contact expiring and expired members.

### **Other:**

- Website assistance with graphics. The Chapter will contact Jan Rabern- IECA Headquarters Marketing Director for graphics for the website.
- Glenn emailed everyone to encourage them to vote for the bylaws. The end of voting is June 21<sup>st</sup>.
- Next meeting will be July 17, 2017

**Adjourned at 1:42 PM EST**

### **IECA Contacts- Main Number- (303) 640-7554**

<u>Staff</u>	<u>Title</u>
Sharan Wilson	Executive Director
Gretchen Bliss	Meeting Manager
Simin Cyrus	Accountant
Joanna Fetherolf	Education Director
Jan Rabern	Marketing Director
Georgina Zynda	Chapter Development, Customer Service Manager

