

Canadian Chapter of IECA Board

Meeting Minutes

Meeting Date: December 7, 2016
Meeting Time: Noon – 1:00 PM EST
Meeting Location: Teleconference
Meeting Called BY: Glenn MacMillan
Note Taker: Aileen Holland

ATTENDEES:

Glenn MacMillan, Harry Reinders, Giles Rivard, Ron Bisailon, Risa Olekshy, Mark Myrowich, Robert Wills, Tim Egler-Wiome, Trent Hatfield, Aileen Holland

ABSENT: Jamie P. McCamon

AGENDA TOPICS:

- Welcome and Intro Glenn MacMillan

EVENTS:

TRIECA –

- Target of 700 people to attend
- 10% discount for IECA members
- Almost sold out for exhibiting i.e. 5 exhibit booths left
- www.trieca.com for details
- Line up of speakers -all notified

Montreal – April 11th

- Workshop on LID on the first day
- Considering a second day focused on Erosion and Sediment Control
- Quebec will be releasing and implementing a new Stormwater manual in 2017. New requirements and process for approving development applications
- New manual will be posted on Chapter website when completed

Halifax – June 22-23

- 2 day SWM/LID Conference in Halifax with small tradeshow
- Chapter to partner with the Clean Foundation to host event
- CSA will present on standards for stormwater and erosion and sediment control
- Booth opportunity for Chapter and discounted registration for IECA members

Manitoba

- Planning is in preliminary stages.
- Watershed group is interested in working with IECA
- Lisa, Mark and Tim to have off line discussion and report to Board at next meeting.

Calgary - May

- May – potential ALIDP collaboration with IECA Canada
- Perhaps discount to IECA members.
- Rob and Glenn to discuss with ALIDP and report back to the Board

British Columbia

- UBC interested in doing a SWM/LID Conference with the Chapter next fall
- ESCABC interested in doing an ESC Conference in Vancouver next fall
- Glenn and Trent to discuss details and report back to the Board

Toronto -John McCullah – June 5th and June 6th

- John has been booked to deliver a 2 day Natural Channel Design and Implementation Course
- Day one – In class training
- Day two – Field Training
- Glenn to see if John is interested in delivering similar course in Montreal right after Toronto event

CONFERENCE/TRAVEL ASSISTANCE FOR BOD'S:

- Discussion about assisting board members with travel expenses to IECA Annual Conference in Atlanta. Northern Plains usually help a couple of government board members to go.
- Help for those that need it to go to conference.
- Wait to find out how the chapter funding and budget goes. Not this year = maybe next year. Set our feet down before going down that road.
- Risa - Might be a valuable time during the start up year. Set aside a certain amount of money and split it between those who are interested.
- Mark - Northern Plains chapter money came to Canada because it was easiest to convert since it was already in Canadian dollars. Money will continue to come in from any new member that comes in to IECA and also through event revenue. What do we do with that money? What is our fiscal management practice as a group? Do we grow this account and at what point to we have excess funds? It is important to get together physically as a group however - Is this a good use of the membership money? Does it make the group stronger as a whole? What is best for group as a whole?
- Ron – due to the fact that we are so young we don't have a track record of how money is coming in and we have such a large area in Canada that we defer until next year when we have a better vision on how we will do in membership and event profit. Too early in our group to do this right off the bat.

- **MOTION:**

Motion made by Glenn MacMillan and seconded by Mark Myrowich to:

Defer spending money at this moment on sending board members to the IECA Annual meeting and concentrate on education in IECA and marketing. And consider this in the future when we know what our income and expenses are at the end of the year when we have a clear fiscal future.

Action: Mark to prepare budget for the next meeting.

VOTE: MOTION CARRIED

ENVIRONMENTAL CONNECTIONS CONFERENCE – CHAPTER MEETING

- Who is going to EC17?
Mark, Harry, Glenn, Robert, Risa ?, Ron, Tim
- February 22nd at 5:00 pm Chapter meeting in Atlanta

MARKETING PLAN:

- Sent to Board
- Make sure you join Canadian Chapter Linked in Group
- Please be sure to link from your company website to chapter website
- Place board minutes and marketing plan to website

FREE STUDENT MEMBERSHIPS:

- Have 40 Student membership to give out to Canadian Chapter by year end.
- If you know professors – please let Glenn know.
- University of Calgary
- Montreal
- Community Colleges etc
- Aileen to circulate student membership package to the Board members

MOU WITH EROSION AND SEDIMENT CONTROL ASSOCIATION (ESCA) OF CANADA:

- Had a meeting with ESCA Canada. Draft of MOU sent from ESCAC. Waiting for updated version. Hopefully by Friday. Agreed that ESCA Canada would focus on certification programs and IECA to focus on broader education. We will send out the draft MOU to all members to review before signing.
- Risa – Fundamental change for ESCAC and cannot be undertaken lightly. Surprised if you see anything by Friday. ESCAC plans to have a meeting before Christmas to discuss the reworking of MOU.

COMMITTEES:

- Three Committees will be established to help drive what IECA Canada will deliver
- One page terms of reference will be developed for each committee
- Harry and Glenn will develop a draft Terms of Reference template to be used
- Each committee to report to Board.

WEBSITE:

- Guidelines, research papers, educational events and resources needed for resource library
- How can we help our members? List them on our website?
- Any thoughts on what to put on website should be sent to Glenn. Want to get information from everywhere in Canada.
- Translate items to French on the website – or at least main topics.
- Perhaps use dues income from Quebec to have website in French.
- Glenn to send word document to Giles to translate to French
- Aileen to send list on how many members are from Quebec.

LIABILITY INSURANCE:

- Mark got a quote form insurance company in Manitoba. Same company Northern Plains used.
- 3 years option. Million dollar per claim for \$600 per year
- Good to have to protect our chapter
- We can reassess later
- **MOTION:**
Motion made by Glenn MacMillan and seconded by Harry Reinders to:
Purchase Liability insurance at \$600 per year that covers up to a million dollar claim.

VOTE: MOTION CARRIED

AOB:

- Canada 150 initiatives – might be money to tap into. Seed funding for our new chapter. October 21st deadline. We missed the boat.
- Any other funding sources that IECA Canada can tap into?
- Glenn to ask Amanda Ingriselli (Marketing Coordinator volunteer) to research funding opportunities
- Potential free webinars for IECA members (Chapter to host in 2017)
 - *New CSA standards for Stormwater and Erosion and Sediment Control*
 - *Environmental Technology Verification*

NEXT MEETING: JANUARY 18, 2017 AT NOON – 1:00 PM EST

ADJOURNED AT 1:20 PM EST

IECA Contacts - Main IECA Number 303-640-7554

Staff	Title
Sharan Wilson	Executive Director
Gretchen Bliss	Meeting Manager
Joanna Fetherolf	Education Director
Aileen Holland	Membership Director
Georgina Zynda	Chapter Development