



Annual General Meeting

June 24, 2018 11:00 AM

Meeting Room: Salon 2

Shaw Conference Centre - Jasper Avenue Edmonton, AB

1. Call to Order – President Bill Giese called the Annual General Meeting to order at 11:00 am

Members Present:

William Giese, Chapter 48, billgiese@synergyland.ca
Shannon Favaro, Chapter 54, Shannon.favaro@fortisbc.com
Nancy Sinclair, Chapter 63, nancy.sinclair@ontario.ca
Jenna Wood, Region 10, jenna.wood@evolveinc.ca
Dawn MacDougall, Chapter 65, dtmacdougall@gov.pe.ca
Stew Anderson Chapter 66 stewarderson@evolveinc.ca
Koby Godwin, Chapter 62, koby.godwin@gov.ab.ca
Rod Graves, Chapter 29, rod.graves@niagararegion.ca
Josie Tomei, Chapter 29, josie_tomei@cpr.ca
Lauralee Harrison, Chapter 62, Lauralee.harrison@gov.ab.ca
Mindy Murphy Gunn, Chapter 65, mindy.murphygunn@gnb.ca
Gordon MacNair, Chapter 63, gordon.macnair@ottawa.ca
Arlene Mackenzie, Chapter 62, arlene.mackenzie@gov.ab.ca
James Hardy, Chapter 65, james.hardy@novascotia.ca
Sandy Grigg, Chapter 29, sandygrigg@outlook.ca
Kelly Boudreau – Chapter 29, Kelly.Boudreau@veracityres.com
Chris Dietrich – Chapter 29, Chris.Dietrich@veracityres.com
Chris Thompson – Chapter 48, chris.thompson@contractlandstaff.com
Jay Wong – Chapter 29, jay.wong@rogers.com
Brenda Boyle, Chapter 65, bjboyle@gov.pe.ca
Cynthia Dubeau, Chapter 63, Cynthia.dubeau@ottawa.ca
Kim Millar – Chapter 63, kimberley.millar@ottawa.ca
Marcia Martin – Chapter 63, Marcia.martin@ottawa.ca
John Adams – Chapter 63, john.adams@ontario.ca
Vicki Wong – Chapter 29, vickiwong.realty@gmail.com
Justin Wylie – Chapter 48, Justin.wylie@altalink.ca
Larry Mathies, Chapter 79, lmathies@saskenergy.com

Mark Rieck- IRWA HQ, rieck@irwaonline.org
Fred Nasri, IRWA HQ, nasri@irwaonline.org
Jerry Colburn – IGC, colburn.jerry@gmail.com
Jeff Jones – IGC, jjones.srwa@gmail.com
Aimie Mims - IGC, aimie.mims@hdrinc.com
Sharon Slauenwhite – IGC, snslaunenwhite@gov.pe.ca
Ana Rausch – IGC, ana.rausch@percheronllc.com

2. Quorum – CRWEF Vice Chair Shannon Favaro confirmed Quorum
3. Welcome and Introductions – President Bill Giese gave welcoming remarks and introduced Board of Directors, IEC members, Jerry Colburn, International President, Jeff Jones International President-Elect, Aimie Mims, International Vice-President, Sharon Slauenwhite International Treasurer, Ana Rausch, International Secretary and past International Presidents and special guests.
4. Special Business-Donation Announcements – President Bill Giese requested that anyone that wished to make a donation to CRWEF to come forward. Vicki Wong on behalf of Chapter 29 presented donation of \$3500. Thanks to Chapter 29 for their generous donation.
5. Approval of Minutes: The minutes from the 2017 AGM had been posted on the CRWEF website for a number of months and were forwarded along with the Notice of AGM and Notice of Election. President Bill Giese made a motion to accept and approve the minutes. Jenna Wood moved to approve the Minutes of the 2016 AGM. Rod Glaves seconded. No discussion. Motion carried.
6. Business from Minutes:
 - a) Financial Report – Nancy Sinclair Treasurer/Secretary provided copies of the Financial Statements as prepared by the accounting firm of Calvista reflecting transactions occurring up to June 15, 2018. They do not however reflect the full income & expenses for the fiscal year of 2017/18.

At the 2017 Annual General meeting discussion took place to have a formal audit every 3 years. As a result a motion was passed to waive the requirement for a formal audit for 2017.

Motion to waive the audit requirement for 2018 - Josie Tomei so moved; seconded James Hardy; motion carried

Motion to accept financials – Sandy Grigg; seconded: James Hardy; motion carried

- b) 2018/2019 Budget : Presented by Nancy Sinclair, Treasurer/Secretary noting that the statement included place holders for anticipated additional travel costs and leadership development program costs which will be spoken to under New Business. This is not an indication of approval of these items.
- c) Scholarship – Nancy Sinclair Treasurer/Secretary advised that this year's \$2500 scholarship award was awarded to Bridget Willemse of Kingston Ontario who will be entering an Economics Program at University of Toronto this fall. We made significant efforts this year to advertise the scholarship program and it appears to have paid off with a record 18 applicants.
- d) Website – The website continues to be updated throughout the year. In an effort to reduce spam and increase security, a contact us form has been added. Regions & Chapters are invited to post notice of upcoming events such as Region Forums or Educational Seminars on the CRWEF site. Contact Nancy Sinclair if you'd like to do so.

- e) Sponsorship Program – Shannon Favaro, Vice President reported that it had been a fairly quiet 17/18 year – 2 applications in the fall of 2017 one on behalf of Chapter 29 Northern Initiative. The event was reviewed and approved for \$1000 but later request was withdrawn as event was profitable. A second request on behalf of Chapter 63 was reviewed and approved for \$1000. The Chapter met all requirements and funding was provided.

Sponsorship request form is available online however no applications were received for 2nd intake. The program continues to run and chapters/regions planning events are encouraged to apply. CRWEF is open to reviewing all applications.

No applications have been received for the International sponsorship program. Suggestion from the members is to work with the International Liaison Committee to determine if there are international chapters that require assistance for growth & development. Discussion of increased outreach to the international chapters through that group.

- f) Fundraising/Booth - Shannon (Ian/Val) – Two conference registrations were raffled at the Alaska conference last year. Winners were: Mary Ann Wetzell of San Bernardino; 2nd registration donated back to the CRWEF. Thanks to Dan Beardsley, IRWA Past President for your generous donation.

This year, Val & Ian are again at the booth. Ian noted that we've got a draw by donation, for a registration and will be displaying info on scholarship & sponsorship at the booth.

- g) Monday Night Event – Koby Godwin, Region 10, – advertised the Monday night event at Knoxville, Edmonton in support of CRWEF & RWIEF. As a Canadian event, this year's profits will be split 90% to CRWEF, with RWIEF getting the remaining 10%. Many thanks to Koby and the organizing committee & volunteers for planning this terrific event.

- 7. Motion to ratify all administrative decisions made by CRWEF Board of Directors for fiscal 2017/18.

Moved by Sandy Grigg; Seconded by Rod Graves; motion carried.

- 8. Nominations and Election of Officers – incoming regions:

Region 8: Rod Graves – Chair
James Hardy – Vice

Region 10 Jenna Wood – Chair
Koby Godwin – Vice

Arlene McKenzie of the nominations and elections committee identified that under present terms of bylaws for the CRWEF it is not necessary to nominate or confirm the incoming region officers as their positions are automatically part of the composite of the CRWEF. Their positions as chairs & vice chairs for the region will be confirmed at the International Board of Directors meeting later in the week.

9. New business:

- a) CRWEF Spring/Fall Forum Attendance-Travel Budget – Bill expressed that the executive is finding that there is still miscommunication at the member or chapter/region level. We have monthly telephone meetings. Suggested that the cost of travel to spring/fall region forums be provided for a member of CRWEF to attend.
- Discussion on doing a video for posting or other forms of communications

Motion – Budget of \$2000 to have the CRWEF elect to attend the spring & fall forums. Sandy Grigg moved to accept – Seconded Ian McNary

Motion not carried: Not all board members are in agreement. Many don't feel that there is a need for further representation as the Region members are in attendance on behalf of the CRWEF and have managed the communications in the past. As a not for profit, members do not want the majority of budget used on travel. As we will already have at least 2 BOD members at the region meetings (Region Chairs/Vice-Chairs) no need for executive to attend as well. Executive encouraged to find other ways of communicating ie Provide monthly or bi-monthly communications to the regions/chapters and only travel requested/required by the region.

Amended motion – Propose a budget of \$2000 to have the CRWEF elect to attend the spring & fall forums for a one year trial.

Moved – Sandy Grigg; Seconded – Ian McNary; By show of hands – 5 in favour, 10 opposed.

Motion not passed.

- b) Course 235 Update – Janet Walker to teach in the fall with 2 instructors coming to meet certification requirements

Environmental Series update – Presentation by Gord MacNair, City of Ottawa and Kim Millar, City of Ottawa & co-chair of the environmental COP, as well as Janet Walker on behalf of the Environmental Community of Practice

- Have numerous concerns regarding environmental courses particularly 604 which is a mandatory course for SRWA
- Concerns have been brought to the Environmental Community of Practice by participants that course materials for both Canadian & international versions are out of date and do not reflect current regulations and practices
- Course would be designed in house under the oversight of the COP
- Written by environmental professionals
- 603/604 combinations to examine the Environmental testing – Phase 1, 2 & 3 would be the priority
- \$20,000 cost for licensing, print etc., requesting 100% of funding from CRWEF

- Want to also bring back the certification for the environmental professional

Motion to fund the \$20,000 request of the Environmental Community of Practice for updating/rewriting of both the Canadian and American Environmental course contents. First: Jenna Wood, Seconded by James Hardy – motion carried.

c) Leadership Development Program – Mark Rieck

Leadership development program was launched 10 years ago and now looking for updating. Competency based leadership development is crucial to the development of the association. Mindgym – global organization Headquartered in New York & London, has been vetted by Diedre and piloted. HQ would like to develop an emerging leaders program – an 18 month program, 3 live weekend courses.

Have identified a Mindgym -90 minute program which would be introduced to the region forums which would focus on style and how to interact with people with different styles. Cost of approx.. \$3000/20 people. IRWA is funding \$40,000 to train up to 100 people. Asking for \$6,000 to fund program for the 2 Canadian regions.

Motion to approve funding of \$6000 to support the cost of delivering the cost of the program to the two Canadian regions:

Moved: Sandy Grigg; Seconded Jenna Wood; motion carried.

d) Other New Business – Region 2 will be hosting a Forum & Transportation Symposium on April 10, 2019 (details are posted on the IRWA Chapter 74 website).

10. President's Report: Bill Giese – Bill thanked everyone for coming to the AGM and recounted some of the events of the year including the sponsorships and scholarships previously noted. He stressed that the sponsorship program was intended to include international requests and hoped that through the COP's and member contacts that the sponsorship program would be highlighted to international chapters. Bill made special mention of the support of the CRWEF for the Monday Night event for wish the CRWEF would get 90% of the profit and urged members to get their tickets and attend the event. Volunteers were solicited from the membership to assist with the evening auction. CRWEF & RWIEF Presidents would be at the door to greet members as they arrived. With respect to fundraising he further urged members to stop by the CRWEF booth on the conference floor and participate in the chance to win a free conference registration for next year. In general, Bill highlighted the activities over the past several years undertaken by the executive to get the CRWEF financial house in order

including the completion of the audit last year and up to date tax filings. He stressed the desire to stay the course and ensure the benefits to the members through course promotion and development are delivered.

11. 2019 CRWEF Annual General Meeting

Motion to approve that the 2019 will take place in Portland Oregon

Moved: Stew Anderson; Seconded: Sandy Grigg; motion carried.

12. Adjournment