



Sea-to-Sky Chapter 54 Executive Meeting Agenda

January 27, 2016 11:30am – 1:30pm
Shabusen – 755 Burrard Street Suite 200
Vancouver, BC <http://www.shabusen.com/>

Welcome and Call to Order: President Gary Holisko called the meeting of the Executive Team to order at 11:35am.

1. Roll Call and Approval of Minutes: Secretary Rasadi Cortes confirmed the following members in attendance:

- Gary Holisko, President
- Kim Proudlove, Treasurer
- Rasa Cortes, Secretary
- Larry Dybvig, Education Coordinator/Chair
- Shannon Favaro, Professional Development Chair

Rasa moved to approve the last meetings minutes, seconded by Gary.

2. Presidents Report: The bylaws were submitted to Erik, the Chapter solicitor for final review. Waiting for his final comments.

3. Finance Committee Report: Kim Proudlove, SR/WA provided an overview of the Association's performance for the period ending December 31, 2015.

Current balance in Account is **\$32, 530.67**

Current balance in Investment Accounts (2) is **\$16,238.54.**

With Total Assets at **\$48,652.00**

Headquarters is pleased with Chapters bookkeeping and regular submissions of accounts.

Will receive a GST rebate of \$900.

4. Industry Career Path Update: Shannon Favaro SR/WA attended the Industry Career Path Webinar in January. Now the SRWAs have four categories that a member can choice from:

- a. Generalist
- b. Oil & Gas
- c. Electric
- d. Transportation

http://www.irwaonline.org/eweb/dynamicpage.aspx?webcode=irwa_get_credentialed

Members do not need to apply for candidacy.

5. Education Update: Larry Dybvig will attend CLIMB January 28-30, and will provide feedback on course. Planning on offering 6 courses in 2016, 3 in spring and 3 in fall.

Discussed Chair Credit to be given to member of Executive. Larry noted that that Credit is normally reserved for the Course Coordinator position.

- Motion by Kim Proudlove that Rasa Cortes to hold Course Coordinator position, Rasa accepted position.
6. **Membership Update:** Motion by Kim, seconded by Gary to change membership approval process.
Motion by Kim, seconded by Gary to reach out to members for candidates for the 2 free memberships that are still available for the Chapter. Gary will send email around to membership.
 7. **Upcoming Fall Forum, Vancouver:** Dates set for Friday September 30 and Saturday October 1, 2016 for Fall Forum. Larry will inquire if CLIMB can be held concurrently (possibly days before; 28/29).
Gary to extend invitation to Cdn Field Operations Manager, Jaime Rose Matthews to attend.
Discussion of tours options for attendees, one option raised was to visit FortisBC's new Tilbury LNG Plant. Shannon to confirm.
Discussed venue, possible options are River Rock Casino in Richmond or a hotel in downtown Vancouver. TBD
 8. **Newsletter and Website Management:** Gary discussed web management and hosting options with Phil (who created site for Chapter). He quoted a fee of \$5-6 per month to host and \$50 per month to manage.
Motion by Larry, seconded by Kim to have Phil manage the website for 6 months at \$50 per month and leave webhosting as is at \$5-6 per month.
Gary to convey to Phil.
 9. **Upcoming Chapter AGM and Election:** Discussed date, April 20 or 21. Fee will be \$20 per person for lunch, discussed 50/50 draw where Chapter 50% would go to the Education Fund.
Rasa to send out Call for Nominations email to members, will check bylaws in Leadership Toolkit.
Election committee will be Gary, Kim and Rasa.
We will use the Electronic balloting website that the Edmonton Chapter shared with us.
<http://electionbuddy.com/>
Discussed Guest Speaker options: someone from Fed Gov on environmental changes to pipeline industry; FBC Norm Stickleton maybe be an option as well, Shannon to discuss with him.
Chapter will leave Secretary and Treasurer Positions as is.
Executive Reports to be presented at AGM.
 10. **Nashville:** Voting Directors, Gary and Shannon, are attending the conference in Nashville. Chapter has one free registration; however will not pay for any additional costs, ie hotel, flight.
TBD
 11. **Other Business and Announcements:** Shannon offered that CRWEF Education has offered support in principle that the study session material will be updated as per our motion in last minutes.

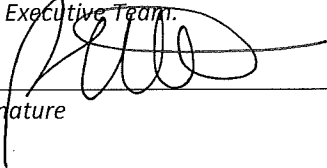
Motion by Rasa, seconded by Kim to offer support of \$500 to the Canadian suite at the conference. Kim to convey to Brian Taylor.

12. Next Meeting Date: The Chapter 54 Executive Team is scheduled to meet quarterly. The next meeting is tbd.

Adjourn: With no further business Rasa moved to adjourn, seconded by Kim. The motion passed unanimously at 1:32pm.

Minutes reviewed and approved by Chapter 54 Secretary, Rasadi Cortes for presentation at the next regular meeting of the Executive Team.

Signature



Date

February 3, 2016

