



Coastal Water Suppliers Association
MINUTES
Organizational Meeting of September 9, 2019

Present: Wendy Gregg
Leon Cake
Joe Woolls

Regrets: Vern Rogers

1. The meeting was called to order at 10:20 am by Wendy Gregg, Chair.
2. The Agenda was approved by consensus.
3. The Minutes of the Meeting held July 15, 2019 were distributed.

MOTION:

MOVED/SECONDED To adopt the Meeting July 15/19 minutes as circulated. M/S/C
Woolls, Cake

4. Business Arising
5. Administration
Administrator hire/orientation - general service agreement dated July 22, 2019 signed.
6. Directors and Officers Insurance.
One quote received – administrator to acquire two more quotes.
7. New Business
 - a. Member Replacement
Chair, W. Gregg to organize a letter to connect with CWSA members with updated information; including, announcing herself as a new member, a new administrator, new membership replacement, Annual Conference & Trade Show April 2020, fall workshop to resume 2020, training and education for the annual conference.
 - b. Membership Drive
Administrator to organize a letter requesting its members to identify their concerns and needs for training and education in preparation for the annual conference.
 - c. Fall Workshop
Due to replacing new members and getting the new administrator up to speed the fall workshop will resume in 2020.
 - d. Website Improvements
Administrator to inquire.
 - e. Annual Conference & Trade Show Planning – Spring 2020
 - Coast Bastion Hotel in Nanaimo, BC., confirm contract & conference date.
 - Schedule Administration & Operators Training & Education sessions at the same time.

- Administration/Trustee topics – water source protection & drought preparedness.
 - Environmental Operators Certificate Program Training Registrar. Register the event through EOCP as a special event to meet the criteria for Operators training requirements for CEU's at .6 per day.
Operator training list/contact Mike Ippen - eg. Hydrants, meters, reservoir, leak detection, unidirectional flushing, water conservation, water loss and metering.
8. Next meeting to be held at Cowichan Bay Water District office on October 21, 2019 at 10:15 am.
9. Meeting adjourned at 11:46 am.

MOTION:

MOVED/SECONDED To adopt the Meeting Sept 9/19 minutes as circulated. M/S/C
Woolls, Cake

Wendy Gregg, Chair

Date