



Coastal Water Suppliers Association  
Meeting Minutes of Tuesday, August 4, 2020 9:30 am  
Held at 1665 Austin Place, Cowichan Bay, BC  
(Coronavirus Pandemic, COVID-19, Safe-Distancing)

Present: Chair, Wendy Gregg  
Directors: Vern Rogers  
Joe Woolls

Administrator: Caroline Stillinger

Regrets: Director, Leon Cake

1. The meeting was called to order at 10:15 am by Chair, Wendy Gregg.

2. Approval of Agenda

MOTION:  
MOVED/SECONDED To adopt the August 4, 2020 meeting Agenda. M/S/C  
Rogers, Woolls

3. The Minutes of the Meeting held July 13, 2020 were distributed.

MOTION:  
MOVED/SECONDED To adopt the Meeting July 13/20 minutes as circulated. M/S/C  
Rogers, Woolls

4. Business Arising  
N/A

5. Administration

a. 2020 CWSA Annual Conference, AGM, Operator Training & Trade Show, "Watershed Management," Tentative Dates: Wednesday, November 18<sup>th</sup> & 19<sup>th</sup>, 2020 – Due to the Coronavirus Pandemic, COVID-19 as ordered by the Province of British Columbia, Order of The Minister of Public Safety and Solicitor General, *Emergency Program Act*, Ministerial Order No. M098 and the British Columbia, Decision of The Registrar of Companies, Societies Act Section 71(3) limiting all public gatherings larger than 50 people. In order to support the safety and health of CWSA membership the in-person conference is cancelled.

2020 Virtual Conference proposed dates:

Operator Training – Tuesday, November 17<sup>th</sup> & Wednesday, November 18<sup>th</sup>

Annual Conference, Annual General Meeting, & Sponsorship – Thursday, November 19<sup>th</sup>

- Administrator - EOCP special event – virtual
- Administrator – contact speakers – options live or pre-recorded
- Chair, W. Gregg & Administrator - Options for Conference letter to speakers & membership including administration & Trustees
- Conference budget gifts \$1,500: Total spent to date \$630.00.
- Director V. Rogers - Draft session schedule, request for proposal, virtual conference set up

- Director V. Rogers – Suppliers/Sponsors (six)  
Video/2 mins
- Director J. Woolls - Operator Trainers  
Confined Space Entry Workshop EOCP (0.6 CEU's)  
Second operator training course to be determined.  
Asbestos Awareness: Asbestos Cement Pipe Repair and Maintenance (low enrollment)  
Confined Space Entry Workshop

MOTION:

MOVED/SECONDED To cancel the Asbestos Awareness: Asbestos Cement Pipe Repair and Maintenance due to low enrollment. M/S/C

Woolls, Gregg

- b. 2021 CWSA Annual Conference, AGM, Operator Training & Trade Show  
Coast Bastion Hotel

Tentative dates:

Wednesday, September 22<sup>nd</sup> & Thursday September 23<sup>rd</sup>, 2021

6. Financial Reports

Administrator to update conference (virtual) budget

7. New Business

N/A

8. Correspondence

Chair, Wendy Gregg, Options for Conference letter to speakers & membership including administration & Trustees, July 21, 2020.

- a. Rent a space large enough for social distancing (50 people max)
- b. Hold the conference and AGM via ZOOM on-line, participants attend in real time.  
Administrator report Aug 4/20: membership response (90%) in favour.
- c. Hold the conference and AGM only via ZOOM, pre-recorded.

9. The next meeting to be held at 1665 Austin Place, Cowichan Bay, BC (safe-distance-COVID-19-outdoor mtg), Monday, August 31, 2020 at 9:30 am.

10. Meeting adjourned at 12:30 pm.

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Wendy Gregg, Chair

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Date