



Coastal Water Suppliers Association
Meeting Minutes of Monday, January 24, 2022 9:30 am
(Zoom-Virtual Safe Distancing-Coronavirus Pandemic, COVID-19)

Directors Present: Larry Dawe, Chair
Vern Rogers
Joe Woolls

Regrets: Leon Cake

Administrator: Caroline Stillinger

1. The meeting was called to order at 9:43 am by Chair, L. Dawe.

2. Approval of Agenda (Additions, Changes, Deletions)
Director, V. Rogers, addition to New Business 6., c., BCWWA Small Water Systems

MOTION:

To adopt the January 24, 2022 meeting Agenda.

Moved: Chair, L. Dawe

CARRIED

3. Approval of Minutes

a. The Minutes of the Meeting held September 7, 2021 were distributed.

MOTION:

To adopt the Meeting September 7, 2021 Minutes as circulated.

Moved: Chair, L. Dawe

CARRIED

b. The Minutes of the Meeting held November 1, 2021 were distributed.

MOTION:

To adopt the Meeting November 1, 2021 Minutes as circulated.

Moved: Chair, L. Dawe

CARRIED

c. The Minutes of the Meeting held November 25, 2021 were distributed.

MOTION:

To adopt the Meeting November 25, 2021 Minutes subject to the heading change to Directors meeting.

Moved: Chair, L. Dawe

CARRIED

4. Business Arising/Old Business

a. Constitution and Bylaws April 22, 2021 AGM Approved
Director, V. Rogers performed an editorial assessment.

MOTION:

To approve the following editorial changes, Bylaws Part 2 Membership and Voting, remove the 4th bullet point and to Part 3 Meetings of Members, Section 10. from Society Act to Societies Act to the final CWSA Constitution and Bylaws April 22, 2021.

Moved: Director, V. Rogers

Seconded: Chair, L. Dawe

CARRIED

5. Correspondence

- a. CAORDA Web Solutions, Website designer, Victoria, BC
Trish Jackson Mitchell, Account Manager
CWSA website - design & development upgrade proposal

MOTION:

To approve a thank you response letter to CAORDA Web Solutions website design & development proposal. The response letter to include the following items: an experienced developer, Wordpress training provided to CWSA Admin, Paypal registration for conference and credit payment processing, markups, site testing for review, and a clear completion date.

Moved: Director, V. Rogers

Seconded: Chair, L. Dawe

CARRIED

6. New Business

- a. 2021 Financials - appointment of Member/Audit
Member with financial experience (selected Member next meeting)

- b. Annual AGM Conference 2022

Order of the Provincial Health Officer - (Pursuant to Sections 30, 31, 32, 39, 54, 56, 67 (2) and 69 Public Health Act, S.B.C. 2008) - Gatherings and Events - January 17, 2022
[\(Pursuant to Sections 30, 31, 32, 39, 54, 56, 67 \(2\) and 69 Public Health Act, S.B.C. 2008\)](#)

Target conference dates, November or December 2022, dependent on the PHO Order to allow in-person gatherings and events.

Administrator to report a sequence of 2022 conferences.

- c. British Columbia Water & Waste Association (BCWWA) Small Water Systems Community Network project. Director, V. Rogers report: Small Water Systems Community Network online platform is funded by the BC Ministry of Health and is close to completion. The community network is intended to provide support to small water systems and resources throughout the province of British Columbia. Small water system supporters include the Sustainable Infrastructure Society and the Canadian Water Directory. CWSA to maintain liaison with BCWWA.

7. Financial Report - January 1 - December 31, 2021

Review - final report to be presented at the next meeting.

8. Next Meeting date to be held March 21, 2022 at 9:30 am.

9. Meeting Adjourned at 11:03 am.

Chair

Date