



Coastal Water Suppliers Association
Meeting Minutes of Monday, September 27, 2022 5:30 pm
Location: Zoom-Virtual-Safe Distancing-Coronavirus Pandemic
& in-person 2740 Weeks Rd, Shawnigan Lake, BC

Directors Present: Larry Dawe, Chair
Vern Rogers
Joe Woolls
Leon Cake

Administrator: Caroline Stillinger

1. The meeting was called to order at 5:39 pm by Chair, L. Dawe.

2. Approval of Agenda (Additions, Changes, Deletions)

a. Agenda

MOTION:

To adopt the September 27, 2022 meeting Agenda and accept the addition of CapriCMW Insurance Services Ltd., Directors & Officers Liability Insurance.

Moved: Chair, L. Dawe

CARRIED

b. CapriCMW Insurance Services Ltd.

Director, V. Rogers abstained from the meeting.

Directors & Officers Liability Insurance, second-year policy renewal, (no increase) for a one-year period November 12, 2022 - November 12, 2023.

MOTION:

To approve the Directors & Officers Liability Insurance second-year policy renewal for \$725.00

Moved: Chair, L. Dawe

Seconded: Director, L. Cake

CARRIED

3. Minutes

a. Approval of Meeting Minutes held June 20, 2022

Discussion: CAORDA Web Solutions, Victoria, BC: CWSA design, development & upgrade
Director, V. Rogers and Administrator, C. Stillinger to coordinate a website training date.

MOTION:

To adopt the Meeting June 20, 2022 Minutes.

Moved: Chair, L. Dawe

CARRIED

4. Business Arising/Old Business

N/A

5. Correspondence

a. Coast Bastion Hotel, Nanaimo, BC conference contract

Group Accommodation & Catering Contract for conference Nov 16th to 17th, 2022

Booking Conference rooms for Nov 17th are side/by side - breaks/lunch together

Admin Workshop/AGM/Tradeshow Nov 17th

Room size - "just Chemainus" (1/3 of the ballroom) - Headcount holds 35 people \$450

Previous conference is Chemainus/Port - Headcount holds 60 people additional \$450 (Directors decision to increase Room or keep 1/3 of ballroom)

Operator Training Nov 17th

Room Ladysmith - classroom setting - Headcount holds 15 people \$450

Hotel Room Guest Accommodation Bookings: Delegates receive a Group Discounted Rate/guests pay own room

*Contract: Deposit and prepayment incorporate only the meeting subtotals & approximate catering - actual catering, audio/visual additional money.

Operator Training Nov 16th

Room Malaspina - classroom setting - Headcount holds 15 people \$450.00

Discussion:

Administrative Workshop Event space - to increase room size in order for Members to be comfortable and have their own personal space.

Hotel room accommodations - CWSA (cost responsibility) guest room block or individual call-in.

Director, L. Cake recommended to advise Members to reserve hotel accommodation due to limited space and to list three nearby hotels and contacts in the event notice.

Meet & Greet (appetizers) Wednesday, November 16, 2022 Membership invitation at Minnoz Restaurant & Lounge, Coast Bastion Hotel, Nanaimo, BC.

MOTION:

To approve the Coast Bastion Hotel, Nanaimo, BC, CWSA Event contract for November 16 - 17, 2022 to increase the Administrative Workshop event to the larger conference meeting room to accommodate Members from restricted space, and to advise Members to reserve hotel accommodation due to limited space.

Moved: Director, V. Rogers

Seconded: Director, L. Cake

CARRIED

b. Registration Costs

Administration Workshop:

Member - \$150/person - Non-Member/\$200

Trades table - Member/\$195 - Non-Member/\$276

Director, L. Cake would like to initiate group rate discounts to all Members attending the event.

Group Discount Rates as follows:

One Member - \$150 per person - Non-Member/\$200

Two Members - \$125.00 per person

Three Members or more - \$100.00 per person

Trades table - Member/\$195 - Non-Member/\$276

Operator Training Courses:

Operator Trainers providing estimated costs:

Past Operator Training Course costs: Member \$275/person - Non-Member/\$350

(Operator Trainers providing cost estimates/details - awaiting response)

MOTION:

To approve the Group Discount Rates for the upcoming conference event for two Members to \$125.00 per person, three Members or more to \$100.00 per person, and a small increase to assist with operating costs for Operator Training Courses to \$295.00 for a CWSA Member and \$370.00 for a non-Member.

Moved: Director, V. Rogers

Seconded: Director, L. Cake

CARRIED

6. Conference, AGM, & Operator Training
 - a. Presentations (see CWSA Draft #2 Schedule Conference Nov 16 - 17, 2022)
Director, L. Cake contacting an emergency coordinator.
 - b. Operator Training (see CWSA Draft #2 Schedule Conference Nov 16 - 17, 2022)

7. Financial Report
 - a. Conference Budget/Balance Sheet/Income Statement
January 1 to August 31, 2022 Financials
Discussion: Budget numbers amended to reflect conference costs.

8. Next meeting date/location
Thursday, October 20, 2022 at 5:00 pm.

9. Next meeting date to be held October 20, 2022 at 5:00 pm.
Location: Online (via Zoom)

10. Meeting Adjourned at 5:39 pm.

Chair

Date