



Coastal Water Suppliers Association
Meeting Minutes of Monday, October 20, 2022 5:00 pm
Location: Zoom & in-person 2740 Weeks Rd, Shawnigan Lake, BC

Directors Present: Vernon Rogers
Joe Woolls
Leon Cake

Regrets: Chair, Lawrence Dawe

Administrator: Caroline Stillinger

1. The meeting was called to order at 5:09 pm by Director, Vernon Rogers (Acting Chair).
2. Approval of Agenda (Additions, Changes, Deletions)

MOTION:

To adopt the October 20, 2022 meeting Agenda as presented.

Moved: Acting Chair, V. Rogers

Seconded: Director, L. Cake

CARRIED

3. Minutes

- a. Approval of Meeting Minutes held September 27, 2022

MOTION:

To adopt the Meeting September 27, 2022 Minutes.

Moved: Director, L. Cake

Seconded: Director, Joe Woolls

CARRIED

4. Business Arising/Old Business

- a. BCWWA Small Water Systems Community Network (BCSWSCN)

Draft spotlight article to introduce CWSA and explain what CWSA does and why the association is valuable to the Community Network.

Review: CWSA article provided by Chair, L. Dawe

Additional items to include the CWSA Constitution and Mission Statement.

5. Correspondence

- a. Water Supply Association of BC (WSABC) Board Meeting Invitation

to CWSA Directors & Administrator Wednesday, October 19, 2022

Chair, L. Dawe and Director, V. Rogers were in attendance.

Topics: Membership/drought conditions resulting from of climate change, and Improvement Districts gaining access to government grants.

Invitation for CWSA Directors to attend the WSABC Annual Conference November 3 - 4, 2022.

CWSA to liaison and share association operations including, the annual conference, spring workshops, and educational resources.

- b. Environmental Operators Certificate Program (EOCP)

Approved the CWSA Conference Registration - Administration Workshop

(Special Event) CEU'S are assessed by the administration workshops presentation time.

Operators attending the Administrative Workshop can acquire EOCP (0.5 CEU'S)

6. Conference, Administrative Workshop, AGM, Trade Show & Operator Training
 - a. Program (see CWSA Draft #3 Schedule Conference Nov 16 - 17, 2022)
 - b. Coast Bastion Hotel, Nanaimo, BC (CWSA contract complete)
Setup of Event/Audio Visual Requirements (equipment via zoom) Food and Beverage in progress
 - c. Sponsors Trade Show - schedule (coffee breaks/midday break/end of presentations)
 - d. Advertising - Administrator to extend to associates & water systems
 - e. Annual General Meeting & Elections
One vacant position available and all four current CWSA Director positions are up for renewal.
Director, L. Cake: Administrator to hold the election
 - f. Conference Prizes & Gifts: Directors, L. Cake & J. Woolls to arrange and choose prizes.
 - g. Conference Registrants: Administrator to report weekly to Directors.
7. Financial Report
 - a. Conference Budget/Balance Sheet/Income Statement
January 1 to August 31, 2022 Financials
Discussion: Draft budget numbers amended to reflect conference costs and draft revenue/income statement.
8. Next meeting date to be held November 8, 2022 at 5:00 pm.
Location: Online (via zoom) & in-person 2740 Weeks Rd, Shawnigan Lake, BC
9. Meeting Adjourned at 6:15 pm.

Chair

Date