

British Columbia Onsite Sewage Association
Board of Directors Meeting Minutes
Best Western – Delta
February 25, 2013

Present in Person:

Steve Warren, Denis Francoeur, Rob Feldhaus, Jeff Hay

Present by Telephone Conference

Carla Ohmenzetter

Absent

Elliott Proctor, Greg Smith

Staff & Guests

John Rowse, Executive-Director
Frank Hay, Past President

1. Quorum & Call to Order

Quorum declared and meeting called to order by Chairman, Steve Warren.

2. Action Items

- (a) John Leech invited to attend BCOSSA Board Meeting. He will attend with an agenda of items to discuss.
- (b) AGM held on Jan12, 2013
- (c) Letter received from V, Roth regarding the Kamloops training. A letter in reply is to be sent advising of the WOWTC as administered by BCOSSA policy.

3. Minutes of Previous Meetings

Resolution # 271

Motion by: C. Ohmenzetter, Seconded by: J Hay

That the minutes of the Sept 11, 2012 Board of Directors meeting be adopted.

CARRIED

Resolution # 272

Motion by: D. Francoeur, Seconded by: J Hay

That the minutes of the Oct. 30, 2012 Board of Directors meeting be adopted.

CARRIED

4. Annual General Meeting Report

The Board discussed the notes made at the AGM with the comments from the general membership. Staff supplied a listing of these items.

5. Election of Officers

Resolution # 273

Motion by: R. Feldhaus, Seconded by: J. Hay

That the officers of the Society be:

President	Steve Warren
Vice-President	Greg Smith
Treasurer	Denis Francoeur
Secretary	Carla Ohmenzetter

CARRIED

6. Treasurer's Report

The financial statements for the fiscal period ended Jan 31, 2013 were discussed.

IN-CAMERA

Board discussed staff and consultants costs.

Resolution # 274

Motion by: J Hay, Seconded by: R. Feldhaus

That the WOWTC instructors' costs for food be a per diem of \$55.00 per day for travel days and instructing days.

CARRIED

7. Code of Conduct and Confidentiality

Board members to sign and provide to the office.

8. Business Planning and Marketing

The Board discussed at great length the plans for re-branding and positioning the Association.

ACTION ITEM

John Rowse to develop work plan on the newly agreed to branding and positioning for BCOSSA as outlined in the discussions. A draft is to be ready by end of April.

9. National Outreach

The Board was updated on the developments with out-of-province course delivery.

10. BC SPM

The stakeholder draft is expected to be out within the first week of March 2013.

11. Accredited Treatment Methods

As requested by the general membership at the AGM, the Board reviewed a draft proposal for the listing of treatment methods that are installed in BC and are accredited under the National Standards of Canada system through the Standards Council of Canada.

Revisions were made and disclaimer to be added.

Resolution # 275

Motion by: R Feldhaus, Seconded by: D Francoeur

That the BCOSSA website post the accredited treatment methods with the revisions and disclaimer added.

CARRIED

12. Membership Fee Discounts

Resolution # 276

Motion by: J Hay, Seconded by: R Feldhaus

That the BCOSSA membership fees have discount for 3 year membership paid in full in order that the 3 year membership fee would be \$550.00 rather than the usual \$600.00.

CARRIED

13. Next Board Meeting

Next Board meeting to be held in Delta, BC on May 27, 2013

14. Adjournment

Meeting adjourned at 2:30 PM