

August 27, 2010

---

Minutes of the meeting of August 27, 2010 held at “Serious Coffee” Parksville, BC

**Present:** Leon Cake Valerie Jenkinson  
Ron Stepaniuk Myriam Rachie  
Dick Stubbs Walter Spruyt  
Bob Timms  
Joe Woolls  
Pauline Berkmann (administrator)

**Absent:** Jim McKerr

The meeting was called to order at 11:00 am

**Waive Order of Business** for Valerie Jenkinson , World Water & Wastewater Solution to present data regarding On-site Training by WWWS.

12:15 pm **Return to Order**

**Minutes:** of June 25, 2010 were adopted as circulated.

Motion approved to appoint Walter Spruyt as Director at Large until 2011 Annual General Meeting.

**Financial Statements:** Reviewed – preliminary discussion on 2011 budget. It was noted that (based on potential revenue from 2010 membership dues of \$7,640.00) there will be a deficit of approximately \$1,000.00 by the end of 2010. Administrator instructed to review membership rates and make recommendations for 2011 – information to be available at the next scheduled board meeting.

**Old Business:**

CWSA – Website.

Administrator confirmed that the problems have not been resolved. The information currently posted – is out of date. She also confirmed that the CWSA owns the site, there are no maintenance charges but there is a small annual fee for the domain name.

Dick Stubbs to contact Ken Carter for assistance.

**August 27, 2010**

---

Administrator to request quote from qlogics to fix the current problems and install an admin button to allow access by the administrator to post new data. Also request quote for modifications to website to include advertising, courses and links. Log in to be removed. Administrator to email quote to board members ASAP.

**New Business:**

Fall Workshop – Discussion followed.

- Stepaniuk and Woolls to review courses available and to email their recommendations to Board ASAP for a one day course.
- Cake to review possible locations – Beban, City of Nanaimo, Parksville Community Hall
- Administrator to make recommendations on an administrative workshop for staff and trustees.
- 1<sup>st</sup> week of November suggested for the workshop subject to availability of suitable venue.

Mary Reynolds, Union Bay – Ombudsman.

Registered letter reviewed. Motion approved to receive and file.

Administrator instructed to review CWSA minutes for 2010 and search for any reference to CWSA filing a complaint with Ombudsman's office. If nothing in minutes CWSA will not respond to Ms. Reynolds as the complaint would be a private matter between the outgoing administrator and herself.

Next meeting tentatively scheduled for Friday, October 1, 2010 – 11:00 am at Serious Coffee in Parksville.

Meeting adjourned at 1:00 p.m

*Minutes approved in the meeting of October 15, 2010*