

# Coastal Water Suppliers Association

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Minutes of the meeting of June 25, 2010 held at “Serious Coffee” Parksville, BC

**Present:** Leon Cake  
Ron Stepaniuk  
Dick Stubbs  
Bob Timms  
Pauline Berkmann (administrator)

**Absent:** Jim McKerr  
Joe Woolls

The meeting was called to order at 10:56 am

**Minutes** of the regular meeting of May 13, 2010 were adopted as circulated.

**Financial** – statement of current account activity since last meeting was reviewed and approved.

Administrator confirmed that the **2010 Simply Accounting** data (saved on version 2008 via flash drive) is not compatible with her own version which is 2005. The most cost effective way of handling this is to re-enter all of 2010 journal entries in the 2005 version. The project will be completed and available for review at the next regular meeting.

The question of whether CWSA received the **grant funds (for Business Plan)** submitted on their behalf by Village of Cumberland to Ministry of Community Development was brought to the table. Berkmann to check with Brenda Fisher and Financial Officer of Village for confirmation that the funds were received.

It was suggested that a **budget** (which would include travel expenses, honoraria etc) be compiled for preliminary review at the next meeting.

Berkmann to compile a **membership list** complete with status of dues – paid or outstanding. List to be split into regions and include contact information – this should make it easier for area director’s to contact members for input on various topics.

## **Old Business:**

Ministry of CD - letter regarding **grant for 2011**. It was agreed to postpone contacting the Ministry until a draft plan is completed with details on Fall 2010 Workshop and 2011 AGM.

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**Constitution.** It was noted that the Constitution is very lengthy and has many unclear or conflicting statements. Trustee Stubbs agreed to review and present suggested revisions at the next meeting. *(Any amendments would have to be approved by the membership at the 2011 AGM)* All trustees to forward any comments or concerns to Stubbs ASAP.

It was also noted that we do not have a Vice-President. Dick Stubbs was elected by acclamation.

## **New Business:**

**Fall Workshop** – considerable discussion resulted in the following:

Motion approved to form an education committee comprising of Trustees Stepaniuk and Cake. Stepaniuk will act as chair. Administrator to participate and record progress/details as required.

Stepaniuk to contact Valerie Jenkins, World Water and Waste Water Solutions, Bill Hyslop, EOCP and Mike Ippen, Public Works Saanich – to enquire whether they would be willing to facilitate 2 day workshops (2 topics/day) to be held in the Fall and at the AGM. Discussion should include:

Possible course content

Scheduling

Cost

Venues

Leasing of course material

Courses suitable for operators as well as ones suitable for administration staff and Trustees

Customized courses

Courses to cycle every three years (administrator would maintain a register of when, where, cost, location and who attended)

Berkmann instructed to contact various improvement districts to enquire on what their training budgets would be for a year.

Cake to check with INAC regarding membership and facilities.

Berkmann to:

- a) research managerial courses sponsored by CWSA in recent years;
- b) check the WWWW Water Solutions website for admin courses available on line;

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c) Check [www.civicbc.ca](http://www.civicbc.ca) for data regarding grants.

Suggested timeframe for Fall Workshop – between Oct 18 and Nov 5, 2010.

## **New Business:**

Website: Berkman confirmed that she has the instructions regarding editing the CWSA website however she has had no success in gaining access. Stubbs confirmed that he will discuss with Ken Carter, Bowser Waterworks. He is familiar with the website and has considerable computer knowledge. In the meantime all Trustees are requested to review the website for feedback on what can be done to improve/simplify its accessibility. In the interim Berkman to find out if CWSA owns the site, is there a contract and/or maintenance fee.

Suggested items to be included on the site:

Counter (to measure hits)

Links

Buy/Sell/Give Away

Links to Installation/Maintenance Manuals for various pieces of equipment pumps/hydrants etc

Items for discussion at the next meeting:

CWSA providing assistance for the preparation bylaws for water utilities

Radio Read Billing/Reading equipment – cost sharing

AGM Committee – venue/catering/education

Berkman to look into identity tags for the CWSA Board.

Next meeting tentatively scheduled for Friday August 13, 2010 at Serious Coffee, Parksville  
11:00 am

Meeting adjourned at 12:32 pm

*Minutes approved in the meeting of August 27, 2010*