



CPANS Executive Committee Minutes of Meeting

Date/Time: June 30, 2006
 Place: Conference Call
 Next Meeting: July 20, 2006 Edmonton

Present:
 Dan Pearson, Bob Becker, Piotr Staniaszek, Allison Fisher, Xiaoying Cheng, Randy Rudolph,
 Vern Albush, Robin Owen, Bob Mick,

Regrets: Paresh Thanawala, Dave Slubik, Kristofer Siriunas, Michael Bisaga,

Item	Discussion	Actions Required
Call to order and introductions		
(1) Approval of minutes of the March 1, 2006, April 5, 2006.	Vern questioned the pricing of the advertising for the web site. The price is \$50.00 per ad space.	Robin moved acceptance of the March 1, 2006 Minutes Second by Vern Randy Moved acceptance of the April 5, 2006 Minutes Second by Vern
(2) Executive List Update	Vern has suggested changes to positions and agendas of the Executive Committee for the 2006-2007 year. These changes are based on the following observations of CPANS: <ul style="list-style-type: none"> o Much changed since the last time when Vern Chair o There has been good progress on turning the CPANS professional o Member's services are superior from Vern first term as Chair. o Now have luncheons (2), AGM, Specialty Conf., ACE and Centennial – need to focus our work schedules and get things done in advance o CPANS is a great organization for all; has become steadily better each year o Web site is our store front and commands our focus, attention and daily updating <ul style="list-style-type: none"> o E.g., Local Associate membership form on CPANS website needs to 	Vern presented a "Proposed Sub-Committees for Discussion and Consideration by the Executive Committee".



	<p>be updated to reflect the \$100 CAN fee (now says \$30).</p> <ul style="list-style-type: none"> ○ Let's refrain from referring to "the CPANS Board" in any written materials or minutes, we have an Executive Committee as defined in our Bylaws; we have no "Board". ○ Need to pay attention to Governance (adherence to A&WMA constitution and policy and CPANS Bylaws). We need to ensure we do what the Bylaws say we must do each year and do it in a timely and professional (i.e., transparent, fair) manner. ○ Fund raising begins now and continues all year round 	
<p>(2b) Proposed Sub-Committees for Discussion and Consideration by the Executive Committee</p>	<p>For this year, Vern proposed we consider a sub-committee approach for Director's involvement in developing Business Plans (work and budget). The purpose of having sub-committees is to:</p> <ul style="list-style-type: none"> ○ Encourage communication and sharing of work among members of the Executive Committee ○ Build teams of resources to share the work, generate ideas, grow the portfolios, and quickly resolve issues for members ○ Facilitate developing a business plan for the year, that outlines proposed activities and estimate revenue and expenses ○ Ensure commitments made can be executed <p>The Sub Committee is listed as Attachment One</p>	<p>Between now and July 20 (our next meeting in Edmonton) each sub-committee needs to work together to produce a business plan that includes:</p> <ul style="list-style-type: none"> ○ Activities – mandated by Bylaws ○ Activities - committed to by sub-committee ○ Activities – additional proposed (for discussion) ○ Budget implications (estimated costs and revenues) for each activity ○ Human resources implications for each activity ○ Each sub-committee will present their plan to the entire Executive Committee for discussion, refinement and sign-off at the July 20th meeting. ○ Proposed evening social event following the full day (or partial day) meeting (for those who want to stick around) at Northlands Park Horse Races (thoroughbred) (5 – 9, or beyond). Vern to check out



AIR & WASTE MANAGEMENT
ASSOCIATION
Canadian Prairie & Northern Section

		costs and supply information to Executive prior to July 8 th .
(3a) Fiscal Year End	Xiaoying Cheng presented the fiscal report for CPANS.	A copy of the document will be sent to Executive Committee
(3b) IPEP Funds	\$2,380.00 was returned to CPANS from the IPEP and it was agreed to donate the funds to AWMA.	Paresh and Randy will discuss the donation of the IPEP funds to AWMA and report back to Executive Committee with their decision.
(3c) CASA Nitrogen Symposium Fall 2006	Executive Committee was asked to sponsor the Symposium for \$1,500.00. The Executive Committee felt that non-profit organizations do not give cash sponsorship to other non-profit organizations. It was felt that we could give support through our website and other methods we have in place to communicate to our members of the symposium, but would not provide funding for the event.	Piotr will approach CASA with our decision. Piotr conveyed our position to CASA, but given CASA cannot advocate any one organization over another, there was no opportunity to agree to reciprocal promotion. No further action required.
(4a) Conferences	Piotr and Randy attended the A&WMA Annual Conference and Exhibition (ACE) 2007. They noted there were fewer paper's presented than the last meeting, and that attendance was also down, especially in the trade show area.	
(4b) Membership	Vern asked Mike Brown if he would accept the position as membership director.	Mike will make his decision on this position prior to the next meeting and communicate his decision to Vern.
(4c) 2010 ACE Planning	Bob Becker has accepted the position of the CPANS liaison to the 2010 ACE organizing committee. His role is to ensure expectations on both side are clearly understood and to assist with sponsorship fundraising as required.	
(5) Bylaws	The question of whether our CPANS Bylaws need to be reviewed this year was raised.	Executive Committee will advise the Chair as to their position at the next meeting. If we decide to proceed, the Chair will strike a Bylaws Review Committee as per the existing Bylaws (chaired by the Secretary of the CPANS).
(6) Adjournment	Next meeting is proposed for Edmonton July 20, 2006	Vern Moved and Bob second. Vern to canvass Executive Committee to determine availability.



Proposed agenda items:

Attachment One

Sub-Committee Membership

Membership and Communications

Marketing & Promotion Director (Allison Fisher)
Communication Director & Newsletter (Dave Slubik)
Membership Director (Mike Brown – TBD)
Website Director (Dan Pearson)

Awards and Education (also works closely with Membership and Communications)

Student Affairs Director (Robin Owen)
MRC Student Chapter Director (Vanessa)
Awards and Education Director (Kris Siriunas)

Event Planning (works closely with Membership and Communications)

Calgary Luncheon Director (Piotr Staniaszek)
Edmonton Luncheon Director (Michael Bisaga)
Technical Director (Determined on a case by case basis)

- CPANS AGM at Mount Royal College (Robin Owen – General Conf. Chair)

ACE Representative (Bob Becker) Backup is Michael Brown
A&WMA Centennial Celebrations (Vern Albush)
- *Note – sub-committee will consider a Manitoba or Saskatchewan local events.*

Governance and Executive Recruitment

Chair (Vern Albush)*
Vice Chair (Michael Brown)
Past Chair (Randy Rudolph)
Secretary (Bob Mick)
*Senior Governance Advisor to the Chair (Paresh Thanawala)

Sections and Chapters Council Representative (Mike Brown) Back-up as per Executive Direction