



## CPANS Executive Committee Minutes of Meeting

Date/Time: October 3, 2006 5:00 – 6:30 PM

Place: Hyatt Regency - Calgary

Next Meeting: November 22, 2006

**Present:**

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

Regrets: Dave Slubik, Kristofer Siriunas, Mike Brown, Michael Bisaga (tried to connect by conference, but not available), Bob Becker

Item	Discussion	Actions Required
Call to order and introductions		
(1) Approval of minutes of the August 24, 2006	Moved to accept	Vern Albush moved Randy Rudolph Second. Passed
(2) Review Action Items	<ul style="list-style-type: none"> <li>o IPEP funds to be returned to A&amp;WMA, Paresh Thanawala to draft a letter for Vern's signature, which recognizes the source of funds.</li> <li>o Motion to accept new Executive Committee as outlined in Bob Mick's latest version of Officer's and Executive Committee drafted.</li> </ul>	<ul style="list-style-type: none"> <li>o Letter not complete, cheque was supposed to be presented, but was not available, so no action taken.</li> <li>o Vern Albush moved and Randy Rudolph second. Passed</li> </ul>
(3.0) Addition and Changes to Agenda	<ul style="list-style-type: none"> <li>o Steve Hart and Centennial scholarship</li> </ul>	<ul style="list-style-type: none"> <li>o Steve Hart urged CPANS EC to set up a centennial scholarship. (IPEP Funds could be used) The item was discussed and EC decided to fund a one-time prize of at least \$1,500 CAN to be awarded in the name of A&amp;WMA Centennial at our next AGM - Randy and Vern to arrange for the criteria and awarding. – no</li> </ul>

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		<p>motion passed.</p> <p>Note- this item is re-visited on Dec. 1, 2006 Special Meeting</p>
(4.1.1) Edmonton Luncheons from Mike Bisaga.	<ul style="list-style-type: none"> <li>o Work in progress</li> </ul>	<ul style="list-style-type: none"> <li>o Mike is to send Dan Pearson information with respect to all Luncheons for the web site</li> </ul>
(4.1.2) Calgary Luncheons from Piotr Staniaszek.	<ul style="list-style-type: none"> <li>o Piotr presented the activity plans for the luncheon to date.</li> </ul>	<ul style="list-style-type: none"> <li>o Mike and Piotr will review pricing for the luncheon and present this at the next meeting.</li> </ul>
(4.1.3) CPANS AGM from Robin Owen	<ul style="list-style-type: none"> <li>o Facility has been booked and Robin has idea's for the theme for the AGM</li> </ul>	<ul style="list-style-type: none"> <li>o Robin Owen will present the directors with three different theme's for this year AGM by Next Meeting</li> </ul>
(4.1.4) CALPUFF Training	<ul style="list-style-type: none"> <li>o Vern and Piotr are developing a budget for the course at MRC.</li> </ul>	<ul style="list-style-type: none"> <li>o Present cost at next meeting to develop registration form.</li> </ul>
(4.1.5) A&WMA Sections and Chapters Council	<ul style="list-style-type: none"> <li>o Discussion with one director attending the Sections and Chapters Council meeting. Mike Brown will attend the Sections and Chapters Council meeting.</li> </ul>	<ul style="list-style-type: none"> <li>o Mike Brown is to present costs for this trip and indicate if he is available to attend.</li> </ul>
(4.1.6) AWMA Centennial Celebrations	<ul style="list-style-type: none"> <li>o Vern to provide information for the celebration.</li> </ul>	<ul style="list-style-type: none"> <li>o Vern to undertake the writing of CPANS history (brief); all to look for historical facts/pictures of CPANS that can be submitted for ACE in 2007 in Pittsburgh.</li> </ul>
(4.1.7) ACE 2010	<ul style="list-style-type: none"> <li>o Randy Rudolph indicated that he and Bob Becker would have another meeting with Joe Lukas in December. The process has started with making contact with key individuals with respect to a theme.</li> </ul>	
(4.2) Treasurer Report	<ul style="list-style-type: none"> <li>o Require a Receipt from the bank to indicate that the Edmonton Luncheons invoices have been paid to complete financial statements.</li> </ul>	<ul style="list-style-type: none"> <li>o Xiaoying Cheng will contact the bank to gather proper</li> </ul>



AIR & WASTE MANAGEMENT  
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(4.3) Membership Report.	<ul style="list-style-type: none"> <li>○ Paresh Thanawala is in the process of updating the Local Membership and CPANS contact list. This will include full members and local members. We have 50 new members and 16 new members from conferences.</li> </ul>	<ul style="list-style-type: none"> <li>○ receipts.</li> <li>○ Paresh Thanawala will present more information by next meeting.</li> </ul>
(4.4) Website	<ul style="list-style-type: none"> <li>○ Dan indicated the costs of every change of Web site.</li> </ul>	<ul style="list-style-type: none"> <li>○ Dan Pearson will update the web site and include information with respect to AGM from Robin.</li> </ul>
(4.5) Marketing and Promotions	<ul style="list-style-type: none"> <li>○ Alison Fisher unavailable.</li> </ul>	
(4.6) Awards and Education.	<ul style="list-style-type: none"> <li>○ Kris Siriunas has indicated his resignation</li> </ul>	
(4.7) Newsletter	<ul style="list-style-type: none"> <li>○ Dave Slubiik was unavailable</li> </ul>	<ul style="list-style-type: none"> <li>○ Vern will indicate what we will do with this position by next meeting</li> </ul>
(4.8) Bylaws Review Sub-Committee	<ul style="list-style-type: none"> <li>○ Bob Mick has reviewed the bylaws and will develop a list of criteria with respect to revisiting present bylaws.</li> </ul>	
(4.9) Audit Committee	<ul style="list-style-type: none"> <li>○ Randy has attempted to contact accountant to start process.</li> </ul>	<ul style="list-style-type: none"> <li>○ Randy to contact accountant and start audit.</li> </ul>
(5.0) New Business	<ul style="list-style-type: none"> <li>○ Membership data base</li> </ul>	<ul style="list-style-type: none"> <li>○ Paresh Thanawala and Alison Fisher will develop a data base for membership</li> </ul>
(6) Adjournment	<ul style="list-style-type: none"> <li>○ Next meeting is proposed for Calgary November 22, 2006</li> </ul>	<ul style="list-style-type: none"> <li>○ Vern Moved and Bob Mick second.</li> <li>○ Vern to canvass Executive Committee to determine availability.</li> </ul>



**CPANS Executive Committee Meeting**  
**Tuesday, October 3, 2006**  
**5:00 – 6:30 p.m.**  
**Hyatt Regency Hotel, Gallery Room (2<sup>nd</sup> Floor)**  
**Calgary, Alberta**

**For those attending by EUB Hosted Conference Call:**

Calgary Dial-in number: 403-410-7545

Toll-free Dial-in number: 1 866-792-1318

Conference ID: 5579219

**“Light Food and Coffee/Tea Service will be provided”**

**All AV arrangements have been taken care for (screen, projector, cables, etc.)**

### **Agenda**

- 1.0 Approval of Minutes from August 24, 2006 (Bob Mick)**
- 2.0 Review Progress on Action Items arising from the Minutes of August 24, 2006 (Bob Mick) (15 minutes)**
- 3.0 Additions/Changes to the Agenda (Vern)**
- 4.0 Standing Items (45 minutes)**
  - 4.1 Upcoming Events:
    - 4.1.1 Edmonton Luncheon Meetings (Mike Bisaga)
    - 4.1.2 Calgary Luncheon Meetings (Piotr)
    - 4.1.3 CPANS AGM (Robin)
    - 4.1.4 CALPUFF Training (Vern and Piotr)
    - 4.1.5 A&WMA Sections and Chapters Council (Mike Brown)
    - 4.1.6 A&WMA Centennial Celebrations (Vern)
    - 4.1.7 ACE 2010 (Bob Becker/Randy)
  - 4.2 Treasurer's Report (Xiaoying)
  - 4.3 Membership Report (Paresh)
  - 4.4 Website (Dan Pearson)
  - 4.5 Marketing and Promotions (Allison Fisher)
  - 4.6 Awards and Education (Kris Siriunas)
  - 4.7 Newsletter (Dave Slubik)
  - 4.8 Bylaws Review Sub-Committee (Bob Mick)
  - 4.9 Audit Committee (Randy Rudolph)
- 5.0 New Business (2 hours)**
  - 5.1 Leadership Training (Tony van der Vooren, A&WMA President-Elect)
  - 5.2 If time permits: CPANS Vision Session (What do we want CPANS to be in four years when ACE 2010 is in Calgary)
- 6.0 Next Meeting (Vern)**