



CPANS Executive Meeting Notes

Date/Time: 16 December 2005, 10-11 a.m.

Place: Conference Call

Next Meeting: 18 January 2006, 9 a.m. to 2 p.m. in Calgary

Attendees: Randy Rudolph, Ahmed Idriss, Dave Onuczko, Robin Owen, Melissa Joy, Paresh Thanawala, Piotr Staniaszek.

Regrets: Lawton Shaw, Alison Fisher, Kristina Friesen, Mike Bisaga, Dale Mangan, Dan Pearson, Bob Mick, Xiaoying Cheng, Jason Schultz.

Distribution: Attendees/Regrets

Items:

	Issue	Discussion	Actions
1.	Call to Order	Introductions	
2.	Adoption of minutes from 18 Oct 2005 meeting	Minutes need to be completed within two weeks and appropriately edited for posting on the CPANS website.	<ul style="list-style-type: none">Deferred to next meeting due to small number of meeting attendees
3.	CALPUF Model Course	Ahmed confirmed the course will be hosted by CPANS during 20-24 Feb 2006, most likely at the MRC downtown campus. Total cost to CPANS is expected to be \$16,500. Joe Scire to be the lead instructor.	<ul style="list-style-type: none">Paresh to follow up with Terry Dowsett for MRC spaceAhmed to prepare conference noticePiotr and Kristina to send preliminary announcement out to mailing lists
4.	2006 CPANS AGM	Dates narrowed to 29 March or 5 April 2006. Most likely location is NAIT.	<ul style="list-style-type: none">Robin to use Ahmed's task list to establish conference roles before Christmas



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			<ul style="list-style-type: none"> Randy to assist with assembling tech program
5.	Executive Nominating Committee	Proposed nominating committee to fill vacancies in the executive for the 2006-2007 season. Goal is to establish a strong board during the build up to ACE 2010, with a combination of experience and youthful energy. Proposed members: Ahmed Idriss – chair, Lawton Shaw, Paresh Thanawalla, Joe Lukacs, Randy Rudolph	<ul style="list-style-type: none"> Randy to send proposed committee members to executive
6.	Next Executive Meetings	Next meetings in 2006: 18 January (confirmed), 22 February, AGM (29 March or 5 April)	<ul style="list-style-type: none"> Randy to send email confirming dates
7.	External Financial Audit	Discussed need for independent audit of finances using Larry Doyle, for year ending 30 April 2006. This information would not be available for the 2006 AGM.	<ul style="list-style-type: none"> Motion by Paresh, seconded by Robin. Passed Randy to provide update on cost estimate and need for CPANS incorporation
8.	Next Newsletter	Discussed need for next newsletter in time to announce CALPUFF course and AGM	<ul style="list-style-type: none"> Dave to publish newsletter in Jan 2006 Robin to provide AGM announcement Ahmed to provide CALPUFF announcement Randy to write Pres msg
9.	CPANS Contribution to A&WMA centennial	Discussed potentials such as: providing cash in kind, provide CD copies of recent CPANS conferences.	<ul style="list-style-type: none"> Randy to get additional ideas from Steve Hart Paresh to contact Dnnis Mitchell for ideas
10.	Membership expansion	Discussed alternatives for expanding memberships in the run-up to ACE 2010. The preference expressed was not to draw free memberships at luncheons but to do so at AGMs. It was considered that free memberships were little valued by those that receive them. It was considered critical that at each luncheon the benefits of A&WMA membership should be promoted.	<ul style="list-style-type: none"> Paresh to assist Michael to get a membership drive going Piotr and Kristina to commit to promoting



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			memberships at luncheons <ul style="list-style-type: none">• Michael to consolidate list of members and contacts
11.	Adjournment		