Canadian Chapter of IECA Board
Meeting Minutes

Meeting Date: June 13, 2017
Meeting Time: 12:00 PM EST
Meeting Location: Teleconference
Meeting Called by: Glenn MacMillan
Note Taker: Georgina Zynda

Attendees:
Glenn MacMillan, Trent Hatfield, Robert Wills, Harry Reinders,, Camilla Melrose, Mark Myrowich, Victoria LaLonde, Giles Rivard, Georgina Zynda

Absent: Ron Bisaillon, Risa Olekshy

Agenda Topics:
- Welcome and Intro Glenn MacMillan
- Introduction of new board member Camilla Melrose
  Replaced Jamie McCamon
- Upcoming events
- TRIECA
- Insurance update
- Budget
- CSA Inspection and Monitoring Standard Update
- Shadow Program update
- Committee Updates
- ETV Interpretation Spreadsheet Tool
- Membership Renewals
- Other information

Upcoming Events:
Halifax- Update by Camilla
  - Postponed to late October
British Columbia- Update by Trent

- ESCABC hosting a Conference in Coquitlam on November 7, 8 and 9th
- Meeting tomorrow (06/14/2017) Will receive updates tomorrow

Calgary- update by Glenn

- Targeting the end of November for the next CISEC course
- Next April 2018/ Proposed Wetland/LID/ESC Conference

Saskatchewan

- Tim not available for updates

Manitoba

- Risa not available for updates

TRIECA

- Glenn is proposing to use videotape along with the conference as scheduled.
  - Proposal for a goal to obtain a sponsor to pay for the video conference tracks as it will cost approximately $2500.00 per track.
  - Proposing 8 different videos.
  - Lots of agreement from the board that this would drive education and membership.
  - Call for abstracts to go out next week.

Event Liability Insurance

- The Chapter purchased liability insurance for TRIECA, Quebec Symposium and Halifax Conference
- Need to cancel the Halifax insurance as it has been postponed

Budget

- Mark is having difficulty with the budget due to the membership numbers, committee and event revenue.
- Meeting with IECA Headquarters (Georgina, Simin and Sharan) to discuss the budget and SOP’s
• Chapter will be receiving quarterly cheques from the US office in the future
• Need to budget for translating materials and website pages into French, e.g. approx. $2,000 a year - Giles will keep updated.

CSA Standard for ESC:

• Raised sufficient funds to undertake Phase 1 (Inspections and Monitoring Standard). Expected to start in June and be completed by Dec 2018
• Glenn will Chair the Technical Committee, Trent will be Vice-Chair
• Robert Wills will participate on the Technical Committee
• A Technical Subcommittee will be established for Phase 1. Two additional subcommittees will be established in the future
• There is a process to sending invoices - the Chapter is the client to develop for CSA. There needs to be a requirement saying the Chapter has the right to lead.
• There are 2 more phases - Installation phase and the longest phase which is Planning and Design, which is the longest process.

Shadow Program:

• Harry is still promoting and looking for companies to sponsor the program.

Committees:

• Erosion Sediment Control (ESC) (led by Ron) – Not available for updates
• Stream Restoration (led by Harry)
  o Minutes of first meeting are on the website
  o Still figuring out Ontario
  o National channels Initiative might join the Stream Committee
• Stormwater (led by Glenn and Giles)
  o Giles Daughter is putting together the website and manual translation into French

ETV Spreadsheet Tool

• Beta testing will begin in the next few weeks.
• The newsletter will mention product by the end of August.
Membership Renewal

- No new updates- Georgina will contact Victoria and will discuss plans to call and contact expiring and expired members.

Other:

- Website assistance with graphics. The Chapter will contact Jan Rabern- IECA Headquarters Marketing Director for graphics for the website.
- Glenn emailed everyone to encourage them to vote for the bylaws. The end of voting is June 21st.
- Next meeting will be July 17, 2017

Adjourned at 1:42 PM EST

IECA Contacts- Main Number- (303) 640-7554

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<thead>
<tr>
<th>Staff</th>
<th>Title</th>
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<tbody>
<tr>
<td>Sharan Wilson</td>
<td>Executive Director</td>
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<tr>
<td>Gretchen Bliss</td>
<td>Meeting Manager</td>
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<td>Simin Cyrus</td>
<td>Accountant</td>
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<td>Joanna Fetherolf</td>
<td>Education Director</td>
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<td>Jan Rabern</td>
<td>Marketing Director</td>
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<td>Georgina Zynda</td>
<td>Chapter Development, Customer Service Manager</td>
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