

**National Executive Council - Teleconference Meeting  
December 2, 2000**

Agenda Item	Action
Meeting commenced at 7:00 a.m.	
<p>1. ROLL CALL: Robert Bradbury (National President/Exec. Director), Victor Mah (AB), Mike Minor (for Suzanne Lychowyd-Shaw ON), Rich Bader (SK), Scott MacLean (NB), Claudia Kurzac (BC), Charlie Young (Imm. Past Pres.), Debra Losito (Exec. Asst.)</p> <p>REGRETS: Michael Florians (NS/PEI), Tim Ness (MB), Cal Morgan (NF/LAB)</p>	
<p>2. APPROVAL OF AGENDA:  <b>Motion to approve Agenda as presented. Moved by Charlie Young, second Victor Mah. All in favor. Carried.</b></p> <p>Add items under:            Old Business: Past Presidents Committee (n).            New Business: Status of Past President (m), NSF Update (n), Historian – storage materials (o), Health Canada Survey (p).</p>	
<p>3. APPROVAL OF MINUTES OF POST CONFERENCE MEETING            APRIL 12, 2000:  <b>Motion to table minutes till next meeting. Moved by Charlie Young, second by Claudia Kurzac. All in favor. Carried.</b></p>	
<p>4. <u>BUSINESS ARISING:</u></p>	
<p>a) Financial Report (Claudia Kurzac, Rob Bradbury): Discussed current status. Motion to receive oral report as presented. <b>Moved by Claudia Kurzac, second by Victor Mah. Discussion. All in favor. Mike Minor opposed. Carried.</b></p>	
<p>b) Membership &amp; Benefits (Scott MacLean): Scott MacLean shared information from Mani Life regarding benefits. They will be sending out a proposal to Rob Bradbury and Scott MacLean shortly. Monex – insurance company, Scott MacLean is looking into benefits available. Mike Minor mentioned that there is some concern regarding not receiving any portion from Affiliate and Corporate members for the original sign-up. To be revisited in April 2001. Background information to be provided at that time. If we need to purchase any items (i.e. rings) it will cost us money to make money. Victor Mah discussed how their branch takes orders once or twice a year. Rob Bradbury to contact Jeff Simpson – Aquatic Life.</p>	<b>Scott MacLean</b>
<p>c) Advocacy Committee – Terms of Reference (Cal Morgan):            NEC members to take a look at the Terms of Reference to make sure they are clear so that the committee can answer questions for the members. Any concerns are to be sent to Cal.</p>	<b>Rob Bradbury</b>
<p>d) Communication Strategy – Walkerton (Young, Morgan):</p>	<b>NEC Executive</b>

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<p>e) Conference 2000 Update (Kurzac): National share of profit is approximately \$5000. Discussed Conference Binder and reproducing the manual so that each Branch President has a copy. Mike Minor discussed concerns with Ontario conference 1998 and how they are dealing with previous problems.</p>	
<p>f) Protocol for 50 year Members (Executive Director): Ontario apparently has a 50 year pin. Rob Bradbury to send 50 year member a note. Discussed 25 year members and protocol for presenting pins to members by presidents.</p>	<p><b>Rob Bradbury</b></p>
<p>g) Policy &amp; Procedure Manual (Charlie Young): Frustrated due to lack of response from other members on the committee. Table of Contents – (purpose &amp; items) has been sent out but no feedback has been received. Binder explains cost-sharing, per diam, use of National logo ...</p>	<p><b>Charlie Young Rob Bradbury</b></p>
<p>Charlie Young to send it to Rob Bradbury and Rob will take a look at it and assemble it.</p>	<p><b>Charlie Young Rob Bradbury</b></p>
<p>h) Orientation Manual (Charlie Young): Rough draft sent out in July with no feedback. Table of Contents includes suggestions on what should be included for new Members. Charlie Young to send to Rob Bradbury to assemble.</p>	
<p>i) Website Initiatives (Scott MacLean): Tele-conference meeting last Friday, November 24, 2000. Concensus that everyone should register their site. Some branches do not charge to post ads but National does (\$50). Trying to standardize web pages and links. Basic information the same on each site but they do not have to look the same. We are funding the NF/Lab branch for their link for the first year. Mike LeBlanc looking at designing a membership form so that members can fill out the information on the site, print it off, and mail or fax the form in. <b>Motion to honour Mike LeBlanc with a cheque for \$300 by Scott MacLean, second by Claudia Kurzac.</b> Discussion regarding standardizing payment to Mike LeBlanc. Should be more consistent. <b>Motion amended to \$350 by Scott MacLean, second by Claudia Kurzac. All in favour. Carried.</b> To be standardized in the spring.</p>	<p><b>Claudia Kurzac</b></p>
<p>j) IFEH World Congress Bid (President): Last IFEH World Congress was in Oslow Norway. Australia has done one before. Charlie Young suggested that we should have a booth at our conference in Winnipeg. Discussion on bid from Vancouver. Rob Bradbury suggested striking a committee. <b>Motion to accept committee as proposed, with the ability to add members by Claudia Kurzac, second by Scott MacLean.</b> Discussion to attach a dollar figure to set up preparations for this bid. Federal grants?? Tourism BC, videos ... Something to present in San Diego. Committee: Claudia Kurzac, Nick Losito, Rob Bradbury. <b>Motion to included seed money of \$3000 by Charlie Young, second by Scott</b></p>	<p><b>Claudia Rob Bradbury Nick Losito</b></p>



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<p>regarding this.</p> <p>e) Financial Instruments – GIC - \$10K (Executive Director/Claudia Kurzac): <b>Motion to invest \$15000 in a GIC (3 x \$5000) with at least 3 of the 4 signing officers to agree to cashing them by Claudia Kurzac, second by Charlie Young. Discussion.</b> Charlie suggested that the GIC's should appear in the financial statements annually. Minimum of 10% to be moved into a reserve fund later. Discussed NEC should finalize decision to cash the GIC's. <b>Motion amended to include any manipulation to the GIC's to be approved by the NEC by Claudia Kurzac, second by Charlie Young. All in favor. Carried.</b></p> <p>f) Media Relations/CIPHI Listing (President): previously discussed.</p> <p>g) Honourary Membership (President): To provide them with the E.H.R. and to start with the Spring Edition 2001. List to be forwarded to Debra Losito.</p> <p>h) Continuing Education Partnership (President): Charlie Young stated that there have been a few people who have contacted him at BCIT regarding completing their degree through distance education. Proposal from UCCB to do with a French course, will send to us shortly. Nothing happening in the other two colleges (Concordia and Ryerson). All four schools are Affiliate members.</p> <p>i) Possible Dues Increase for 2001 AGM (President): Need to wait for a budget and justify why we need to increase the dues, what the money will be used for. To be discussed with the members in advance (E.H.R.) and the AGM in the Spring of 2002. To be implemented in 2003 if agreed upon.</p> <p>j) Certificate for Roy Hickman (Charlie Young): has been updated/corrected and resent.</p> <p>k) BOC Membership Status (President/Young/Kurzac): Sitting member recently appointed to the BOC. <b>Motion to radify appointment of Randy Ash as Sitting member to the BOC pending receipt of the letter by Claudia Kurzac, second by Charlie Young. All in favour. Carried.</b></p> <p>l) Liability Insurance/Bonding (Claudia Kurzac): Liability Insurance - Officers and Directors Liability Insurance \$3200 for 1 million dollar coverage. Cost sharing to pay for this policy are to be based on membership. Bonding – Claudia Kurzac filling out a form so that all signing officers and Debra Losito are covered.</p> <p>m) Protocol for Web Posting Minutes (Executive Director): Sanitizing for the web before placing them. Rob Bradbury to send out information on this.</p>	<p style="text-align: center;"><b>Claudia Kurzac</b></p> <p style="text-align: center;"><b>Tim Roark</b> (Historian)</p> <p style="text-align: center;"><b>Claudia Kurzac</b></p> <p style="text-align: center;"><b>Rob Bradbury</b></p> <p style="text-align: center;"><b>Rob Bradbury</b></p>
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n) Status of Past President (Charlie Young): Plans to resign from BCIT in June 2001. Concerns regarding being in this position (Past President) once retired. Rob Bradbury to discuss with Charlie Young in person. Mike Minor offered compliments about Charlie's work with the association.

**Claudia Kurzac**

o) NSF Update:

p) Historian - Storage of Materials: **Motion to pay for storage locker which is heated and dry and to pay for the shipment of materials to that location for a 2 year period by Charlie Young, second by Rich Bader. All in favour. Carried.** Suggestion that Tim Roark (Historian) lets us know where the items are stored and provides us with a spare key.

**Claudia Kurzac**

q) Health Canada survey (Rob Bradbury):

6. Next Meeting date: to be announced.

7. Payment of Bills: **Motion to pay bills by Charlie Young, second by Rich Bader. All in favour. Carried.**

**Motion to end meeting by Charlie Young.**