

APSSCA MINUTES OF THE BOARD OF DIRECTORS MEETING –April 9, 2015

Held at Black Knight Inn, Red Deer

Directors Present:

Marcus Cormier
J.R. Westera

Cathy Coutu
Dave Jonasson

Howard Heal
Kim Hansen

Gerrit Dehaan

Absent: Pat White, Mike Brochu

- 1. Call to Order:** The Chairman called the meeting to order at 9:30 a.m.
- 2. Acceptance of Meeting Agenda:** The agenda was accepted as presented. On motion made by Kim Hansen, seconded by Dave Jonasson, and carried, the agenda for April 9, 2015 was accepted.
- 3. Acceptance of Last Meeting Minutes:** On motion made by J.R. Westera, seconded by Dave Jonasson and carried, the minutes of the Directors meeting held March 5, 2015 were accepted.
- 4. Treasurer's Report:** Draft financial statements were circulated for review. Revenues for CPCA royalties come after our year-end so these funds are not reflected in the current statements. The statements are showing a deficit of \$4500 due to timing of royalties receipt. Current bank balance is \$13,073.85.
- 5. Business Arising from Minutes:**
 - 5.1 Recruitment of Board Members for 2015/16* - Marcus has contacted 2 members who have agreed to let their names stand for director election.
 - 5.2 Certification of Installation for Backup Generators and Fire Pump Systems.* –An outline for OPCA's Generator Training Program (Level PM-5) was circulated. Directors were asked to review these training components to see if there were any additional modules that should be included in a proposed training program for Alberta. The training would provide practical experience from design to installations of generator systems. OPCA training for this level would likely not be till Fall 2015 or later. Petroleum Equipment Institute has a guide for generator systems.
ACTION: Kim Hansen to obtain a copy of the Generator Recommended Practices document from PEI.
 - 5.3 Alberta OH&S Safety Code Review* –The Spring Newsletter highlighted a few changes to the OH&S regulation and also advised members to visit the APSSCA website for a complete review of the changes..
- 6. Correspondence:**
 - 6.1 APSSCA Spring Newsletter & 6.2 CPCA Review Sessions* - has been circulated by email and mailed to members. References to CPCA training sessions should be changed to "Review and Testing Sessions" so participants may come prepared and realize that sessions are only a review of information and not a full training program. Training will not be offered in Edmonton this year. If companies have several participants they may submit a special request to CPCA for specific company training. CPCA Online Model Sessions for home study should be ready by year end. The intent is the online modules must be completed and passed prior to attending the sessions. Some modules may soon be ready and uploaded to the CPCA website by the end of April.
- 7. POST Update:** April 29/15 is the next scheduled meeting for POST. Howard intends to provide POST meeting minutes to presidents of Manitoba, Saskatchewan and BC contractor associations. Howard will request Michelle Rae's assistance when drafting the letter to smaller petroleum marketers

introducing the concept of a POST Western Chapter to determine if there is interest among the group. Suggestions were to also include Federated Coop, Centex, Gas Plus, Hughes and Domo when circulating the information. Kim offered to assist Howard in developing the list of companies to target.

8. CPCA:

8.1 CPCA AGM & APSSCA Representatives - The AGM will be held in Saskatoon (Parktown Hotel) on June 1st commencing 5:30p.m. Marcus will contact Pat White to see if he wishes to continue as Director and representative for APSSCA to CPCA.

9. APSSCA AGM – meeting to commence at 10:00 a.m., June 10th at Deerfoot Inn and Casino. Speaker suggestions were discussed and Directors were asked to bring forward any suggestions for other topics of interest. No additional names were brought forward for Director nominations.

10. Golf Tournament – June 11 at Sirocco Golf Club. Kids for Cancer will once again be onsite for the day.

11. New Business – Cathy advised the 2014 Alberta Fire Code will be available for purchase in May from the Queen's Printer.

12. Next Meeting – June 10, 2015 in Calgary

13. Adjournment - Meeting was adjourned at 10:45 a.m. by Kim Hansen and seconded by Gerrit Dehaan.