

APSSCA MINUTES OF THE BOARD OF DIRECTORS MEETING – March 31st, 2016 Held at Black Knight Inn, Red Deer

Directors Present:

Marcus Cormier	J.R. Westera	Mike Brochu
Joe Murphy	Crawford Ritchie	

Absent:

Howard Heal	Pat White	Kim Hansen
Don Edgcombe		

Call to Order: The Chairman called the meeting to order at 9:30 a.m.

Acceptance of Meeting Agenda: The agenda was accepted as presented. On motion made by JR Westera, seconded by Crawford Ritchie, and carried, the agenda for March 31st, 2016 was accepted.

Acceptance of Last Meeting Minutes: On motion made by JR Westera, seconded by Crawford Ritchie and carried, the minutes of the Directors meeting held February 11th, 2016 were accepted. The Golf tournament start time was corrected

- **Business Arising from Minutes:**
- Marcus has sent off the letter to Kevin Jess Alberta Safety Services, no reply has been received, Marcus to follow up with Don Edgcombe to ask if he has been contacted by Mr Jess
- Bruce Taylor City Of Edmonton has agreed to present at our AGM in June
- Crawford Ritchie to approach Murray Heap EC to ask if he will speak at our AGM
- Board members agreed to cover reasonable travel expenses for Speakers at the AGM

Treasurer's Report: Joe Murphy presented the Treasurer's report with the financial update being as follows:

- Current bank balance as of March 18th 2016: \$12904.75
- CPCA are due us approximately \$13000.00 which Joe expects soon.
- Membership dues are starting to come in.

Correspondence: Membership invoices, annual newsletter and Golf tournament invites have gone out

POST Update: None.

CPCA Update: Marcus reported the AGM will be held in Quebec City, 3 pm Friday May 6th and will encompass a trade show.

- APSSCA needs to appoint a representative to the CPCA to take over from Pat White as he is not returning to the CPCA board next year.

APSSCA AGM:

- AGM date has been set for June 8th 2016 at 10.00AM. Deerfoot Inn and Casino, 11500 35th ST SE Calgary Tel 403-236-7529
- Invites to the AGM to be sent to all members and licensed technicians on an RSVP basis.
- Don Edgcombe offered to present on B139 at the AGM.
- Murray Heap to be approached to attend and speak at the AGM.
- Board members to reach out to all Stake holders they feel would benefit from attending the AGM and Speakers presentations.
- Kim Hansen and Howard Heal to approach prospective Board Members, two positions to be filled.

PM Training

Dates as follows:

PMH: June 6th 2016 8:30AM

PM1: June 7th 2016 8:30AM

PM2/PM3 June 8th 2016 8:30AM (Combined class)

Golf Tournament Review

- Golf tournament date is confirmed for June 9th 2016, 0800 Hrs shotgun start at the Sirocco Golf Course Calgary. Cost at \$ 150.00 per entrant. Hole sponsorship to remain unchanged at \$ 300.00
- Michelle Rae will invite all CPCA members to attend.
- It was decided not to hold a silent auction.

New Business

- Marcus shares a letter received from Image design, a web site developer. They would like to update the web site to a mobile friendly version, having reviewed web site stats it was decided not to proceed with a refresh at this point.

- **Contractor Liability**

It was decided to investigate our member's legal liability and obligations to report site deficiencies to Owners and recognize that fuel sites are not being maintained to an acceptable standard.

Board members decided to identify and cost specialist legal opinion regarding our legal obligations under due diligence to report.

It was decided to identify our main strategic priorities for 2016/17 during the AGM

Discussion turned to using webinar technology for future meeting and training

Adjournment: Meeting was adjourned at 12:28 p.m. Motion proposed by Mike Brochu and seconded by Crawford Ritchie

NEXT MEETING – June 8th 2016 at 9:30 a.m. at Deerfoot Inn and Casino Calgary