



APSSCA BOARD OF DIRECTORS MEETING

Meeting Minutes

Meeting Held by Web Conference Call

30 April 2021

1. Call to Order

Marcus Cormier called the meeting to order on 30 April at 10:03am

Roll Call

The following members were present: Marcus Cormier, Howard Heal, Joe Murphy, Don Edgecombe, Rob Thomson, Kim Hansen, Jason Eaton , Al Lemoine

2. Approval of Meeting Agenda

Motion put forward by Kim Hansen and seconded by Salman Mohiuddin that proposed agenda for meeting of 30 April be approved. Motion carried.

3. Approval of Minutes from Last Meeting

Motion by Rob Thomson, seconded by Jason Eaton and carries. The minutes of the Directors Meeting held on 4 February 2021 were accepted.

4. Business Arising from the Minutes

4.1 APSSCA Administration- Executive Director

Don Edgecombe appointed as Executive Director. No voting is required as by-laws allow for position. Don would like clarification on whether he also has a vote: Marcus will look at by-laws and confirm. Don also noted his company cannot be an APSSCA member as the Executive Director can't be associated with any specific member organization.

4.2 Copy of Annual Return

4.3 Annual Renewal Letter with 2021 Discount

Don sent out annual renewal letters on 26 April which included the membership fee reduction of 50% to \$100 for the year. Don has noted *c.* half of members have not created a log-in on the APSCAA website. Don sent an email out on 29 April asking these members to create a log-in which will hopefully encourage online payment of fees. In addition, 18 members never paid their

membership dues last year, the general consensus among directors was that an attempt should be made to collect these overdue fees. Joe mentioned an issue with resetting ones password on the website: Don will investigate.

4.4 Social Media Platform- LinkedIn

APSSCA now has a presence on Linked-In with 125 followers. Don Edgecombe is the main administrator and will be responsible for posts etc.

5. Treasurer's Report

5.1 Current Balance

Current balance as of 30 April 2021 in \$48,911.00. Joe moved the accounting from MNP to his accountant Tim who will have financials ready by last week in May in preparation for the AGM in June. APSSCA will realize c. \$2500 in savings by having Tim do our financials vs MNP

5.2: 31 January 2021 Year End for AGM

A motion to change the bylaw regarding APSSCA year end to 31 December to be voted on at the AGM. As per APSCAA bylaws, this motion to change the year end must be circulated to the membership a minimum of 30 days prior to the AGM. Marcus will create and circulate this notice

6. Executive Directors Report

PTMAA had excess funds in its bank account and donated these funds to various charities in the province (\$500k to Food Banks Alberta, \$15k donation to APSSCA, \$7500-\$75k to various charities, Kids Cancer Care donation made by PTMAA on behalf of APSSCA). Don asked what should be the medium of choice for production notices, bulletins, etc.? Through APSSCA email distribution list for specific communications and LinkedIn for general industry news and educational opportunities.

7. Correspondence

Alberta Safety Codes Council will no longer be offering exams for tank removal certification. These exams and subsequent certification are to be obtained through the CPCA. Don will modify APSSCA website to reflect this change

8. POST Update

New LOTO checklist now available on the POST website

9. CPCA

9.1 Training, Review, and Exams During COVID19

Marcus to follow-up with Michelle regarding training in Calgary. Joe mentioned CPCA has not switched to online training & certification and is wondering when this will happen. Howard replied that they actually *have* moved to an online platform with socially distanced testing and

will reach out to CPCA and provide Joe with more information. Reminder regarding PM renewals: ensure techs are registered online with CPCA for all future training/ exams.

10. Annual Golf Tournament

Due to COVID19 restrictions at the time, the Notion of moving the tournament to September was floated at the last meeting. It is thought that current restrictions would preclude a June golf tournament however, Howard and Jason are going to explore the possibility of having a socially distanced tournament with no reception after, sealed food at certain holes, etc. Howard and Jason to discuss feasibility on the evening of 3 May.

11. New Business

None

12. Next Meeting Date

The next meeting will be the Annual General Meeting on 24 June 2021. Due to the state of COVID19 in the province, this meeting will be held virtually.

13. Adjournment

On a motion by Kim Hansen, seconded by Jason Eaton, Marcus Cormier adjourned the meeting at 11:56am