



# **APSSCA BOARD OF DIRECTORS MEETING**

## ***Meeting Minutes***

### **Meeting Held by Web Conference Call**

**16 December 2021**

#### **1. Call to Order**

Marcus Cormier called the meeting to order on 16<sup>th</sup> of December at 9:35 AM.

#### **Roll Call**

The following members were present: Marcus Cormier, Howard Heal, Kim Hansen, Jason Eaton, Al Lemoine, Ewen Campbell, Salman Mohiuddin, Brad Egeland. Also: Don Edgecombe  
Regrets: Joe Murphy

#### **2. Approval of Meeting Agenda**

Motion put forward by Kim Hansen and seconded by Ewen Campbell that the proposed agenda for meeting of 16 December 2021 be approved. Motion carried.

#### **3. Approval of Minutes from Last Meeting**

Motion by Salman Mohiuddin, seconded by Jason Eaton and carried. The minutes of the Directors Meeting held on 30<sup>th</sup> April 2021 were accepted.

#### **4. Business Arising from the Minutes**

None.

#### **5. Treasurer's Report**

Treasurer not available to provide report but sent a message, reporting that the current bank account balance is \$49,176.53

#### **6.0 Officer and Committee Member Appointments**

Marcus Cormier will stay on as President

Kim Hansen will remain as VP

Joe Murphy will remain as Treasurer

Ewen Campbell volunteered to act as Secretary

Howard Heal and Jason Eaton will serve on the Membership Committee as well as the Annual Golf Tournament Organizing Committee

Ewen Campbell and Kim Hansen will serve on the Audit Committee

## **6. Executive Directors Report**

Most of E.D.'s time involved maintenance of the website and membership issues. Some companies were misclassified as "Active" and did not fit the requirements. They were changed to "Associate". Memberships are staggered through the year so payment and issuance of certificates ongoing. Several articles have been written and posted to the APSSCA home page, with links from LinkedIn. Some members have been late in paying membership fees so follow-up required to those companies.

## **7. Correspondence**

No correspondence expected or to be generated from the Board.

## **8. POST Update**

Howard gave an overview of POST business. Safety checklists have been reviewed and will be updated. A POST forum is expected where company representatives will review materials to identify developments that should be included with training. There was discussion about APSSCA's contribution to the forum. This is expected to occur during the OPCA AGM and Carwax get-together. It was suggested that Howard, Michelle Rae and Don have a meeting to discuss participation. Howard showed the Board the new POST 9-point Life-Saving Rules. It was agreed that APSSCA should raise awareness of POST through its website. Howard also reported that the Standby Generator Inspection Training Course is being tested at this time and will be implemented soon by OPCA and CPCA.

## **9. CPCA**

Marcus reported that three review and exam sessions were successfully done remotely over the past year. Members also expressed their desire to offer members at least one annual face-to-face review and examination session to be held in conjunction with our annual general meeting in June for those who felt a continued need for this review and exam delivery format. Howard offered to assist with CPCA duties if Marcus is stretched.

## **10. Annual Golf Tournament**

No firm date has been determined to date but Jason and Howard will be key organizers with Don assisting wherever possible. Marcus agreed to remain as Emcee if needed and would provide guidance and support along with a copy of the key responsibilities and tasks.

## **11. New Business**

Don asked about our membership fees and it was decided that we should revert to the usual \$200 / \$125 fee structure. Howard reminded Board that fees should reflect the services offered to members. This resulted in a discussion about manufacturer training. It was agreed that we should offer training on tanks, pumps, piping, leak detection, etc., and the emphasis should be on

technical installation and maintenance issues and not be a sales pep talk presentation. Some of the companies that might offer seminars have rigid qualification requirements and Kim and Brad were going to make inquiries about this issue.

There was a discussion on regulation enforcement and Salman gave his company's perspective on administrative problems Parkland is having with directives being issued by decentralized regulatory authorities. They are receiving confusing and improperly addressed notices from ASCA, towns and cities. It is also difficult making payment for operating permits. It was decided that APSSCA is the wrong agency to voice concern in this regard but encouraged petroleum marketers to bring their issues to the Safety Codes Council and Municipal Affairs.

Director Kelsey McGillis will be resigning her position with Edmonton Pump after 22 years so will be retiring as an APSSCA Board Member. The Board position will be addressed at the 2022 AGM.

## **12. Next Meeting Date**

The next meeting date was not set but expected to be late January or early February.

## **13. Adjournment**

The meeting was adjourned at 11:04 AM.