

# **APSSCA BOARD OF DIRECTORS MEETING**

## **Meeting Minutes**

### **Meeting held via Conference Call**

**December 7th, 2016**

**i. Call to order**

Marcus Cormier called to order the meeting of the APSSCA at 09:31 on December 7th, 2016

By conference call

**ii. Roll call**

Crawford Ritchie conducted a roll call. The following persons were present: Marcus Cormier, Mike Brochu, J.R. Westera,, Joe Murphy, Crawford Ritchie, Al Lemoine, Don Edgecombe and Kim Hansen.

Absent: Howard Heal

**iii. Approval of minutes from last meeting**

Minutes reviewed from the last meeting. On motion made by Mike Brochu, seconded by Kim Hansen and carried. The minutes of the Director's meeting of Nov 3<sup>rd</sup>, 2016 were accepted.

Open issues

a) None

**iv. New business**

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

- Current bank balance as of Nov 18 th2016: \$30,454.26
- Joe presented various quotes for Directors Liability Insurance from several insurance companies, after discussion it was decided to approach Broker Link to provide coverage. A motion to accept Brokerlink's quote "B" for \$ 5M Directors and \$ 5M General Liability Insurance. The existing insurance will be kept until the cost implications of cancellation can be ascertained
- Proposed by Crawford Ritchie Seconded by: Joe Murphy
- POST Update:
- Marcus shared with the members that the POST group is launching an APP to help technicians prepare their Safe Work Permits and JSA's in a digital format.

b) Contractor Liability and Minimization measures hence forth known as:

**Environmental Liability and Risk Management Awareness and Training**

- A discussion ensued on the subject of contractor's liability and risk mitigation measures.
- Joe and Mike provided an update of their meeting with Teresa Meadow from Shores Jardin LLP on the subject. Her quotation and timelines were presented, see separate documents. A conference call has been scheduled for February 7<sup>th</sup> 2017 to discuss Teresa's report.
- It was noted that she will be moving companies to Teresa Meadows Professional Corporation.
- A motion to proceed was proposed by Al Lemoine and seconded by Kim Hansen.

c) CPCA

- AGM will be held 6<sup>th</sup> March 2017 in Toronto at the International Hotel, check their web site for details
- Alberta PM Training dates as follows:

Dates as follows:

PMH: June 6<sup>th</sup> 2017 starting at 08:30

PM1: June 7<sup>th</sup> 2017 starting at 08:30

PM2/3 June 8<sup>th</sup> 2017 starting at 08:30 (Combined Class)

d) APSSCA AGM

- AGM Will be held June 7, 2017 10.00 AM at Deerfoot Inn and Casino Calgary, it is expected that Teresa Meadows will present.

**v. Adjournment**

Meeting was adjourned at 10.34AM.

Minutes submitted by: Crawford Ritchie