

BCMSA Board of Directors Meeting November 30, 2017

MEMBERS IN ATTENDANCE:

Caleb	Mierau	City of Kamloops	President
Andrew	Ross	City of Vancouver	Vice-President
Carie	Sandferd	City of New Westminster	Treasurer
Paul	Elsoff	City of Delta	Secretary
Mike	Roberts	BCMSA	Executive Director
Cris	Bendall	City of Coquitlam	Director
Sergio	Picco	City of Burnaby	Director
Clay	Fredin	City of Vernon	Director

Regrets	Jason Duchak, Director Nancy Taylor, Director	City of Nanaimo LGMA
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Guest(s)	Lisa Houle	WorkSafeBC
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Meeting called to order 8:48

Added to agenda:

- COR – Go2HR
- Calendars
- Instructors for School Districts
- October 15, 17, BOD, RGM and Strategic Planning costs
- Treasurer

Adoption of Previous Minutes

C. Mierau **Moved to** adopt the October 15, 2017 BCMSA Board minutes. **Second** by C. Bendall, **Carried**.

President's Report

C. Mierau voiced his appreciation for their time and commitment into the policy development.

Treasurer's Report

C. Sandferd reported on the organization's current financial status

- Q4: Summary of Financial Results as of October 31, 2017
- Budget to Actual October 31, 2017 were reviewed
- Balance Sheet as at November 9, 2017

HSA	\$226,829.17
COR	\$339,475.96
Existing	\$65,195.53

- M. Roberts will note on the financial reports for variances greater than 10%.
- Advertising and Sponsorships incurred a budget overrun due to the cancelled conference commitments with the consultants.
- Furniture and Equipment incurred a budget overrun due to the approved increased staff compliment for the office.
- The Board approves the new financial reporting format.
- Discussed the Accounts Receivable and Payable processes, the internal workload to generate invoices, and the recurring reminders of outstanding invoices to organizations for payment.
- A review of financial transactions identified that a GST payment was not made and an adjustment of \$13,000 was not processed in 2016. Actions are being taken to make the payment and adjustment,
- Investment Balance sheet was reviewed. The investments are all COR funds.
- It is recommended by Executive Director that an investment committee be established to provide guidance on investing the organizations investments.

C. Mierau **Moved** to accept the Treasurer's Report. **Seconded** by C. Gonev, **Carried**.

Executive Director's Report

- Five out of six positions are recently filled at the BCMSA Office
- Engaged in discussion with the BC Public Works Association of British Columbia (PWABC) regarding the confined space project. There could be a possibility to see two groups of regulatory framework for confined spaces when WorkSafeBC releases a consultation report in July 2018.
- The RTW/SAW App – there is interest from WorkSafeBC and will be meeting with them to discuss an initiative that would be rolled out to all industries.
- The 2018 meeting dates have been set. The UBCM has requested to attend the AGM
- A pilot training session on Safety Leadership was held in Vancouver, and the session feedback is currently being reviewed.
- Webinar update - anticipating three webinars for 2018. The last webinar held had 35 registered, 33 from outside of lower mainland. Topics will be prepared prior to advertisements for future webinars.
- All confirmations for courses will be electronic from the Learning System improving the efficiency of the booking process.
- COR – The BCMSA has received the new audit standard from WorkSafeBC, and there will be changes from the current BCMSA COR Audit tool. Go2HR a certifying partner is dropping out of the program, they have approached the BCMSA to take on their clientele in administering the COR program.

M. Roberts **Moved** to accept the Executive Director's Report. **Seconded** by C. Fredin, **Carried**.

Guest, Lisa Houle joins the Board Meeting.

WorkSafeBC Report

L. Houle reported:

- Confined Space Initiative statement of work is being approved and is moving ahead; the initiative is an inspection initiative. A kickoff letter will be sent out in early 2018 to employers.
- A close out letter to Fire Chiefs from the WorkSafeBC inspection initiative is in process.
 - The BCMSA is hosting a survey for WorkSafeBC for the Fire Initiative.
- Insurance rates were sent out to employers.
- The BCMSA work plan that was submitted to WorkSafeBC was approved.
- WorkSafeBC is providing an ammonia presentation at the BCMSA regular general meeting.
 - Encourage the sharing of the Ammonia at Ice Rinks and Recreational Facilities: Site Specific Information publication

ED TAC Update

P. Elsoff reported:

- A Bio-hazard course is being developed.
- More online training is being developed/reviewed; the BCMSA is looking at Alberta's online training systems.

Ongoing Business

Conference 2018

M. Roberts discussed a partnership with the Public Works Association of British Columbia (PWABC):

- Need a minimum of 100 registrants from the BCMSA participation
- 3rd week of September 17-19, 2018 at Sun Peaks
- The BCMSA and PWABC Executive Directors, office staff, and an additional 1-2 members will form the steering conference committee.
- 4 speakers, 2 from BCMSA
- 16 sessions for BCMSA
- Board members to assist where required at the conference
- 3-year contract with PWABC

The Board reviewed and discussed the proposal and partnership agreement.

C. Mierau **Moved** to support the BCMSA to participate in the conference with the financial figures presented by M. Roberts, Executive Director. **Seconded** by A. Ross, **Carried**.



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Strategic Plan

M. Roberts presented the BCMSA Strategic Plan 2018-2020 for review and discussion.

C. Mierau **Moved** to adopt the amended Strategic Plan 2018-2020. **Seconded** by S. Picco, **Carried**

2018 Meetings

The 2018 BCMSA meeting scheduled is set. A change will be made for the BCMSA BOD Meeting from September 13, 2018 to September 17, 2018.

NEW BUSINESS

Calendars 2018

The BCMSA Crew Talks are published on the website and in the annual calendar. Is there still a need for the printed calendar? The BCMSA is producing the calendar for dual purposes of marketing and promoting health and safety, however production costs do incur a loss for the BCMSA.

C. Mierau **Moved** that after 2018 the BCMSA will ceased to develop the Crew Talk Calendars. **Seconded** by C. Bendall.

C. Mierau Opposed, A. Ross Abstained

C. Fredin, C. Bendall, C. Gonev, C. Sandferd, P. Elsoff, S. Picco in favor
Carried

Instructors for School Districts

Discussion of BCMSA training material and structure be used for a School District, and the organization not being a member of the BCMSA. The Board is in support of internal trainer model as it is in line with our mission statement. The internal trainer would need to demonstrate their qualifications to BCMSA. The Executive Director will internally look in to the model and framework for internal training for other organizations.

October 15, 17, BOD, RGM and Strategic Planning - Costs

The costs associated with the conference cancellation is about \$5,300 and with expenses it is around \$7,000. The Board of Directors Strategic Planning meeting was attached to the conference however the conference was cancelled but not the Strategic Planning Meeting, therefore, additional expenses were incurred.

C. Gonev **Moved** the cost is to be expensed out of operating funds not the conference expense. **Seconded** by C. Fredin, **Carried**

Credit Card/Account

M. Roberts discussed the need to secure a credit card with another bank account as per the bank requirements. BCMSA would need to secure \$20,000 and the funds would be taken from the existing account.

S. Picco **Moved** to accepted the recommendation from M. Roberts, the Executive Director to open an account to secure funds for the credit card from the existing account. **Second** by C. Gonev, **Carried**.

Policy Development

The Board discussed the following policies under development from the last BOD meeting:

- Executive Director
- Executive Committee
- Financial Matters
- Roles, Responsibilities, and Rights within the Association
- Orientation & Development
- Nominations & Elections
- Code of Conduct

C. Mierau **Moved** to approve the Executive Director Policy as presented and reviewed on November 30, 2017. **Seconded** by S. Picco, **Carried**.

C. Mierau **Moved** to approve the Executive Committee Policy as presented and reviewed on November 30, 2017. **Seconded** by S. Picco, **Carried**.

C. Mierau **Moved** to approve the Financial Matters Policy as presented and on November 30, 2017. **Seconded** by C. Fredin, **Carried**.

C. Mierau **Moved** to approve the Roles, Responsibilities, and Rights within the Association Policy as presented on November 30, 2017. **Seconded** by S. Picco, **Carried**.

C. Mierau **Moved** to approve the Orientation and Professional Development Policy as presented and reviewed on November 30, 2017. **Seconded** by C. Fredin, **Carried**.

C. Mierau **Moved** to approve the Nominations & Elections Policy as presented and reviewed on November 30, 2017. **Seconded** by A. Ross, **Carried**.

The Board reviewed the Code of Conduct Policy

C. Mierau removed himself from the Board Meeting

The Board discussed the Code of Conduct Policy

C. Gonev moves to accept the Code of Conduct Policy as reviewed and amended on November 30, 2017. **Seconded** by P. Elsoff, **Carried**.

C. Gonev leaves the Board Meeting



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C. Fredin **Moved** that the Code of Conduct Policy take effect on March 1, 2018.
Seconded by S. Picco, **Carried**.

C. Mierau returns to the Board Meeting

Treasurer

C. Sandferd announced that she will be stepping down at the AGM, and appreciated the opportunity and support to be on the board.

C. Mearu **Moved** to adjourn the meeting, **Seconded** by C. Sandferd, **Carried**.

Meeting Adjourned 4:00 pm