

# I.M.S.A. British Columbia Section Business Meeting

GNEC Burnaby Office  
Sept 11, 2013 @ 15:00 hrs

## **Executive Attendees:**

Ed Jantzen    Joseph Quan    Larry Parks    Graeme Kraft    Brian Olsen    Paul Sung  
Craig Mackenzie

**On phone:**    Don Goto    Dennis Galisky

## **Previous Minutes**

Minutes from previous minutes of June 12, 2013 1<sup>st</sup>, by Graeme, 2<sup>nd</sup> Joseph

## **Correspondence**

1. Amanda notice on the TARP renewal info for letting renewal people know about it – we had been doing this already.

## **Newsletter:**

1. Article from Ed is in so newsletter is being prepared.
2. Graeme is preparing an article as well.
3. Draft out next week.

## **Web Site:**

1. No update.
2. Atif and or Mike may be addressing our Website revamp.
3. Graeme brought up some way to make the info on the site more up to date (i.e.: when Tech Sessions are past date we should update more readily, etc.).
4. Trelo – asking Mitch to check into the operation of the IMSA Trelo site and the notifications associated with actions being undertaken.

## **Treasurer:**

1. Sitting around \$50k – not including conference costs. Estimated balance to end of Sept will be around \$40k.
2. Bank statements seems to have gone amiss (haven't seen anything for a while now).

## **Certification:**

1. 3 courses are ready to be set up for this. Oct 31-Nov 1: Rdwy1, Signal Inspector; and Nov 6 and 7: WZ, S&M1.
2. Certification waiting list: WZ=26 (Fall); TS1=27 (Spring); TS2Field=8(Spring); TS3Field=13 (??); RL1=12 (Fall); TS Insp=14 (Fall); SM1=18 (Fall); SM2=15 (Spring)
3. Mastercard registration will NOT be in place for this go-around.
4. MoT, Westcana, Kelowna, Kamloops, Raylec, etc. has been contacted to ascertain who may be interested in sending someone to our Certification courses – as opposed to just with the participants.

**IMSA International Conference – Phoenix - Summary**

1. Summary (attended by: Larry, Graeme, Joseph, Ed, Craig, Mitch)
  - a. Certification Forum
    - i. Round table presentation
    - ii. Discussion on forms not being filled in promptly and properly
    - iii. Processing of exams was discussed – main issue being that the backup verification of people taking the exams is what is taking so much time.
    - iv. Moderator qualifications were also discussed the “Train the trainer” based on the Education Methodology Manual – which is very outdated.
    - v. New Certification marketing materials is now available (on line or hard copy upon request).
  - b. EAC Mtgs
    - i. Presentation Fiber Optics Committee (FOC) to offer alternate Light Brigade certification.
    - ii. Education Portal was discussed further – no specific date defined yet.
    - iii. EAC methods for granting contracts and getting work completed appears to be on the right track.
  - c. Vendor area:
    - i. More than 130 vendors, some new booths
    - ii. Large space
    - iii. New contacts were made, with 1 following up already.
    - iv. Recycled products being used for new products (signs, etc.)
    - v. Hosted Opening Reception was good, lots of food, etc.
  - d. Technical Sessions
    - i. Some new, presentation were similar to other times
    - ii. Surge suppression changes raised some new MOV burnout sensors, etc. as possible standard approach moving forward.
  - e. Next year conference is in Schaumburg (near Chicago) – July 26-29, 2014.
2. New Executive Director – resumes have been reviewed and some interviews undertaken a few weeks back now. In-person interviews will be held next week.
3. Craig is now on the Foundation Board.

**2013 Fall Tech Sessions**

1. At North Road Executive Inn (Nov 5, 2013):
  - a. Tech Sessions - Joseph will lead and keep the active list of Sessions going on these.
  - b. Vendor for will be ready to be issued sometime next week.
  - c. Paul has setup a new email address to get info/responses directly.
  - d. 2 requests are in already, Fortran and Innovative Traffic.
  - e. Professional booth setup (Show-time as per Kelowna AGM setup) was discussed for Fall Session, decision was made that a “sample” booth could be setup for our Vendors to consider for future Tech Sessions, etc. – at an additional cost.

- f. Monday (Nov 4) night “Welcoming Reception” is a GO (per last time – which went well last time around). Will be 6:30 to 8:00pm. Paul to check into availability and confirm.  
NOTE: Vendors will be able to setup that night if we do this.

*NOTE: Paul confirmed this -- post this meeting*

**New Business:**

- 1. Insurance is coming up.
  - a. Graeme contact Doug Aiken about details on the insurance – Craig will followup to get that info for us.
- 2. Credit Card people need names, etc. of Directors. Graeme will check into details on the reason for the request and what obligations that means.
- 3. Graeme is needing the “Certificate” of incorporation (or similar) for IMSA – to send to credit card company.

No other business was discussed.  
Minutes recorded by Larry Parks

**NEXT MEETING:** October 9, 2013 – GNEC Offices - Burnaby