

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

GNEC Burnaby Office
Oct 9, 2013 @ 15:00 hrs

Executive Attendees:

Larry Parks Graeme Kraft Paul Sung Joseph Quan Brian Olsen

On phone: Craig Mackenzie Atif Khan

Previous Minutes

Minutes from previous minutes of Sept 11, 2013 1st, by Graeme, 2nd Joseph

- Note on possible web site revamp was discussed further with potential of Mike (Ontario Section)
 - Atif will take the lead on this. Paul and Graeme offered to assist.

Correspondence

1. On the Executive Director front, the group met and interviewed 4 candidates, narrowed to 2 and there is a pending conference call with the Nominating Committee to refine a choice. Possible final Board decision.
2. Notice was issued from International on the MAX Term of post attending certification without adequate pre-requisite – term is set to 3 years after taking Certification Exam to provide required pre-requisites, or else the person must do a complete re-take.

Newsletter:

1. Was issued.
2. Copies will be at the Fall Tech Session.

Web Site:

1. Update of the Conference page for sponsors and vendors listing.
2. Agenda listing was stated to be Mid-October – probably will post this week.
3. Per previous minutes Atif is taking lead in website re-vamp.

Treasurer:

1. Sitting around \$43k – not including conference revenue/chqs.
2. International Conference cost in the order of \$13k.
3. Larry has many chqs already for this upcoming Tech Sessions.

Certification:

1. Pending are: Oct 31-Nov 1: WZ; and Nov 6 and 7: Rdwy Ltg1, S&M1.
2. TS1 is running in Nanaimo at the end of Nov for Raylec.
3. Possible Mainroads looking for S&M2 before the end of the year.
4. On-line registration is working well.

2013 Fall Tech Sessions

1. At North Road Executive Inn (Nov 5, 2013):

- a. Tech Sessions - Joseph has submitted the latest version of the agenda. All eight sessions are booked.
- b. Vendors: 32 Display Booths, 10 Coffee Sponsors, 3 Lunch Sponsors.
- c. Floor Plan was discussed.
- d. No professional booth setup will be procured.
- e. Monday (Nov 4) night “Welcoming Reception” is a GO (per last time – which went well last time around). 36 people are estimated to attend. Will be 6:30 to 8:00pm. NOTE: Vendors will be able to setup that night if we do this.
- f. Paul will be away this coming month, so Graeme and Joseph will assist with the final details. Paul will confirm the Contract with the Hotel before he leaves.
- g. Executive Lunch will be in the foyer at Noon.
- h. Reminder will be sent out later this week.
- i. Craig will send an invite to the Board to see if someone from International wants to attend.

New Business:

1. Insurance possible integration with International is tabled till next year.
2. Possible date for Tuesday April 29, 2014 for Spring Tech Sessions. Reception on Monday April 28.

No other business was discussed.
Minutes recorded by Larry Parks

NEXT MEETING: Nov 5, 2013 – Fall Tech Sessions – Coquitlam Executive Inn - NOON