

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

GNEC - Boardroom

Oct 14, 2015 @ 15:00 hrs

Executive Attendees:

In Attendance:

Joseph Quan Larry Parks Brian Olsen Erik Berg Craig Mackenzie
Graeme Kraft

On Phone: Dennis Galisky

Previous Minutes

Approved Minutes from previous meeting of September 9, 2015. 1st, by Graeme, 2nd Joseph

Correspondence

1. Received notice from BC Registry of lack of filing of Annual Reports – Larry to resolve.
2. Received a notice of arrears in payment to IMSA International – we don't have any backup of aforementioned Invoices ... we will follow up to get clarification.
3. Received invoices from Insurance companies for General and Directors – Graeme sent for more clarifications from IMSA International re for the Section (i.e.: coverage amounts, etc.).

Newsletter:

1. Fall edition went out, extra 25 are made for Fall Technical Sessions.
2. Links were reconfirmed to new BC Section site, etc.
3. Joseph to follow up with Greentop on advert invoicing.
4. Next edition will be issued before Xmas.

Web Site:

1. Graeme advised us that the web site Registration routine was not being auto-updating – so some members may have been confused. This has been rectified.
2. Dollarhost had been attacked and was down for a couple days just recently.
3. We still need some non-copy write photos for the front page. Atif suggests a contest to have people submit their industry related photos.
4. Need to add some additional content to the website. Paul suggested an industry links/resources section that is a knowledge base for members and can be a daily resource for members. We will plan to have a brainstorming session before year end to map out this aspect of the website and implement it.
5. Need to replace old round logo on web browser page tab.

Treasurer:

1. Craig updated us on the bank situation: balance of approx. \$50k – some invoices to pay and several chqs pending deposit.
2. Discussions with the accountant identify outstanding 2014 and 2015 GST payments – approx. \$16k owing.
3. Transactions have been going through on Square – which is working well.

Certification:

1. For Fall Certification Schools at the upcoming Tech Session: S&M1 has 8 people interested so is definitely a go and WZ has 10 people interested so definitely a go.
2. Request by Kamloops IBEW for IMSA Traffic Signal Training came in and Graeme followed up – pending scheduling to suit Kamloops. Dennis is the one that will Moderate this.
3. Still being considered (from previous minutes): The idea to put on a “Street Lighting 101” type course

New Business

1. Pending: Paul suggested we find a way locally to keep track of the International organization interactions and work in progress by BC Section. Brian suggested that an Organizational structure presentation be prepared that explains the structure and governance of IMSA to give an “in a nutshell” overview. It was agreed to work further on this idea in planned December workshop meeting.
2. Pending: Mitch to follow up on this for 2016: There is a renewed request to reinstate the IMSA Golf Tournament – Executive gives OK to proceed. Mitch will follow-up with some people that had been discussing this and sort out a set of volunteers from them to investigate and bring a Tournament together ... whatever is decided upon by the volunteers).
3. Possible Railway Xing Assessments course to be sponsored by IMSA BC section – Eric will contact CTC about a possible special education Spring Tech Session leadin one day long.
4. We need to streamline the registration/tracking of Vendor responses to Tech Sessions.

Fall Tech Session:

1. Nov. 3, 2015 is booked at Exec. Inn Trade show has 29 booths booked so far, 8 coffee sponsors and 4 lunch sponsors.
2. Meet n Greet is going to happen on the evening of the 2nd at Foggy Dew, same as last Tech Session with all together in one large area. All planning on track, GNEC to coordinate Meet n Greet.
3. Tech sessions: Joseph informed us that we are full now.

No other business was discussed.

Minutes recorded by Larry Parks

NEXT MEETING: Nov 3rd, 2015 – Fall Technical Session - NOON.