

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

GNEC Office  
April 11, 2018

### **Executive Attendees:**

#### In Attendance:

Larry Parks    Ed Jantzen    Joseph Quan    Mitch Stripp    Graeme Kraft  
Justin Hall    Craig Mackenzie

By Phone:    Dennis Galisky

### **Previous Minutes**

Approved Minutes from previous meeting of March 14, 2018, 1<sup>st</sup> by Graeme, 2<sup>nd</sup> Joseph

### **Correspondence**

1. Member Satisfaction Survey was issued from International and we discussed the results. Our BC Results were positive overall but shows there is room for improvement too.

### **Newsletter:**

1. Newsletter went out at end of March.
2. AGM information was included.

### **Web Site:**

1. Web site was updated with the speaker agenda list with topics.
2. Several web-link issues were found with new International web site vs. BC Section website, Graeme has been going through the repairs on our references.
3. Carry-over -- Lots of discussion on the feasibility and approach to having a rotating banner advert for product specific info from our approved advertisers. Atif and Tina will consider options and present to the Exec for consideration.
4. Carry-over -- Further discussion on finalizing changes to the WEB Hosting for the IMSA BC Section site needs to be undertaken – Atif and Graeme have had discussions Graeme has been looking into options for our Website using JOOMLA and other possible options including the International offerings.

### **Treasurer:**

1. Bank balance was reviewed.
2. Carry-over -- Larry and Paul talked about converting our accounting Simply Accounting or Quickbooks or other -- as opposed to the spreadsheet method we currently use. Paul has been checking into options including some free on-line offerings. Something may get presented in the near future on that.

### **Certification:**

1. Spring AGM Certification offerings are closed now: TS1 (16 people) and TS2 (17 people), with some renewals.

2. Carry-on -- A discussion around some Special Education Sessions was brought up again (maybe a sit down committee at the Spring AGM day) – Larry suggested that the Executive ask around during the Spring Sessions to get ideas from members in attendance:
  - a. Traffic Signal 101
  - b. Data Management
  - c. TMC Tours around the Lower Mainland
3. Event Dates: Spring AGM (April 24; Fall Tech Sessions Oct 30).

**Other Business:**

1. Carry Over: - Graeme: Updated us on the changes to the BC Section By-laws to meet the Society Transition (from IMSA BC Section), there is a deadline for the revised by-laws for the Section. 1<sup>st</sup> up is the need for 4 Amendment Resolutions (1 - must be defined as a “members funded society”. 2 - change our constitution to a newer format/definition; 3 - revise the by-laws; 4 - complete the transition before Nov 28, 2018 ). Paul, Larry and Graeme have drafted the by-law mods required --- to now be presented to the Exec for a pre-review before discussed in public at the Spring/AGM for member knowledge of pending special fall meeting on this. So as of now, an early fall “special meeting” is proposed for membership interaction and approval.
2. Email transition to new IMSA ... possible to port the old email names to a new mail server (Google) are being resolved, may be some still missing at this point.
3. Paul had sent a note regarding the Spring Tech Session: 23 booths, 4 lunch, and 7 coffees registered at this time. Paul asked again for some assistance on follow-up with potential booths, etc.
4. Graeme raised the issue of more prompt processing of our chqs by International IMSA, but billings aren't showing up due to delayed processing, etc.
5. International Conference (July 25 to 31) in Orlando, planning to attend at this time are: Craig, Graeme, Joseph, Larry, Ed, Dennis, Paul(?), Jon (?). Discussion on the higher costs per person this year were undertaken – with consideration of ways to reduce costs, etc.

Meeting Adjourned.

Minutes recorded by Larry Parks

**Next Meeting: April 24, 2018**  
@ AGM, noon