

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

GNEC Office
- September 12, 2018

Executive Attendees:

In Attendance:

Atif Khan Ed Jantzen Joseph Quan Mitch Stripp Graeme Kraft Paul Sung Erik Berg
Justin Hall Craig Mackenzie Jon Shergold

By Phone: Tina O’Conner

Previous Minutes

Approved Minutes from previous meeting of April 24, 2018, 1st by Paul, 2nd Justin
Approved Minutes from previous meeting of June 13, 2018, 1st by Paul, 2nd Justin

Correspondence

1. Square (Issue resolved) email alerts regarding the payments stopped from square which is resolved. Square rebooted/reset the server to resolve the issue. We have alerts received from JotForm as well as Square so there is a redundancy available if that happens in future.
2. Discussion around member inquiries for Tarp points needed for recertification. There is a new centralized system to manage continuing education unit (CEU). The International can verify the credits and can keep track. This can be done online. Encourage members to setup their profile and submit the request for CEU directly.
3. IES presentation promoted by IMSA. People in the meeting weren’t included in the correspondence so to be discussed in next meeting.

Newsletter

1. Summer Newsletter was issued.
2. One Newsletter advertisement had to be adjusted.
3. Fall Newsletter will be issued soon just finalizing technical sessions.
4. Advertisers are up to date.

Website

1. Website to remain status que executive is pleased with current state of website.
2. Site editors are aware files must be deleted before new version is added to maintain link continuity.
3. We discussed the regulation that is underway in Europe for managing the online presences. Canada has already something in place though CIRA.ca. imsabc.ca was registered in 2014 when we the domain was purchased. Action: Atif to send the email copy of registration.
4. Multiple people managing content is working well.
5. Graeme will update site for fall certification courses.
6. 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.

Treasurer

1. Bank Statement was circulated.
2. GST remittance due September - Craig working with accountant.
3. Craig's ability to order Cheques was been sorted out.
4. 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. Jon moderated session which was well attended 66 pass , 4 failed attendees.
2. Work Zone and Signs & Marking 2 planned for Oct. 12,13 & 15 & 16
3. Fall Certifications are: Roadway Lighting 1 and Signs and Markings 1 on October 25/26, Work zone and Traffic Signal inspector on October 31/Nov1
4. Will likely host Markings 2 and Signs 2 in November
5. Carry-on -- A discussion around some Special Education Sessions was brought up again possibly for Spring (maybe a sit down committee at the Fall Sessions)

Fall Trade Show

1. Registration was opened early
2. Full already with 35 Booths
3. Online registration system working very well.
4. Graeme to contact venue for "Meet and greet" event Monday evening.
5. Eric working with MOTI on potential for a TMC Tour
6. Discussion around quick method of collecting user information about attending sessions

Other Business:

1. Society Act Review due Oct 30. Require information Business # which was provided to Graeme.
2. 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. Graeme to finalize over the next week and issue final version to directors for approval.
3. Carry over: - 2019 dates ... after discussion we are looking at only having a Fall Session - larger and more extensive 2 day -- possible using Exhibition Site or similar. Larry, Craig and Paul will check into feasibility.

Meeting Adjourned at 5:00pm.

Minutes recorded by Atif//Mitch

Next Meeting: **October 10, 2018**
 @ GNEC Burnaby Office, 15:00