



New Brunswick Chapter

CSSE General Meeting Minutes

Kent Homes – Buctouche NB

November 30, 2011

Attendees:

Members:

Joanne Betts
Clinton Sharpe
Scott Campagna
Bruce Harquail
Barbara McFarlane
Shelley O'Dell
Jean Yves Breau
Ed MacFarlane
Bill Nichol
Dan Ouellette
Jerry Doucett
Grant Aune
Garry Prosser
Michael Berube

Guest:

Craig Silliphant

Call to Order:

Call to order by Barb McFarlane at 1:01pm

Introductions: Everyone in attendance introduced themselves, stating name and what company they work for and if they are a member or potential member.

Approval of Agenda: Moved by Bruce Harquail 2nd by Jerry Doucett. Approved.

Correspondence: CHSC Surveys were sent out by the CSSE. It is highly recommended that everyone completes this survey. Canadian Society Training and development put on a 2 hour session (on adult learning) course on December 13th. Keep your eyes open for more of these sessions as they are very good for full time trainers. NAOSH Week Champion Program emails have been sent. If you wish for your company to champion the NAOSH Week please check your emails from the CSSE.



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Financial Report: Finances were moved and seconded by Mike and Bill. Will be sent to Scott Campagna and he will forward to all members. This will no longer be sent with the minutes as the minutes will be on the website viewable at www.csse-nb.org
Discussion was had in regards to the audit of the financials and we were given a guarantee by Ed McFarlane that it will be done on time.

Reports from Committees:

Membership: We are still standing in the 130 plus/minus area. We need to promote the CSSE and try to get new members on board.

Education: Shelley would like ideas on courses for education and especially the education day. She sent Renzo a note on the displeasure of the course offered at the Conference. Renzo said he will pass on the concerns.
Education day we can do one full day session or two ½ day sessions. Please let Shelley know your preference. Shelley to check with DMV for possible course on accident investigation.
Shelley and Grant will discuss lunch and learns.

Programs: Grand Bay – Worksafe Rehab Center – Jan, 11, 2012 (also Barb's Birthday).
March will be at Irving Personal Care – Date still needs to be confirmed.
May will see us busy with NAOSH Week breakfasts
June will have the social and education day – the idea of the Sussex area at a resort with cabins was spoke on and seemed to be a hit with everyone. Will be looking at the 14th and 15th of June.
August will be Moosehead
September is the PDC in Niagra Falls in 2012
Worksafe Conference will be next in late September/early October
November will be at the Moncton Airport

NAOSH: NAOSH was a huge success but we will still need help with the breakfasts. We will be looking for people to step up and help us out in the various regions. We also need everyone to speak to their company and various other contacts for possible sponsorship. The letters (sponsorship and registration) just need the dates changed and they are good to go.
Next NAOSH meeting will be January 11th prior to the Executive and General meetings.

Website: Website is up and running and members are encouraged to check it out frequently. The minutes and other relevant items will now be posted on it and members will simply be directed to go to the site to look for these items. We may look at members being



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able to post their personal info on it when looking for employment. May also look at having corporations sponsor the site at \$50 for a 6 week ad (as example). Mike will have to check out the "CSSE Rules" on these ideas.

New Business: No new business

Open Discussion: If you are going to go for your CHSC Designation you will want to first make sure that you have your error and omission insurance up to date. Check with your company to see if you have liabilities insurance and if not you may want to check the CSSE website on how to obtain it.

Motion to adjourn: Grant and Jerry at 1:57pm, followed by a tour of Kent Homes.

Next Meetings: NAOSH, Executive and general. January 11, 2012

NAOSH – TBD

Executive – 10:00am

General – 1:00pm

Respectfully Submitted,

Scott Campagna CHSC

Net Worth

(Includes unrealized gains)
As of 30/11/11 (in Canadian Dollars)

07/12/11

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Account	30/11/11 Balance
ASSETS	
Cash and Bank Accounts	
CSSE 2011-	8,216.71
CSSE Chapter NB	0.00
TOTAL Cash and Bank Accounts	8,216.71
TOTAL ASSETS	8,216.71
LIABILITIES	0.00
OVERALL TOTAL	8,216.71

2011-2012 Income/Expense
01/07/11 Through 30/06/12 (in Canadian Dollars)

07/12/11

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Category Description	01/07/11- 30/06/12
INCOME	
Advertising	50.00
Education Day Inc	2,525.00
Interest Inc	0.17
Rebate National	1,859.00
TOTAL INCOME	<u>4,434.17</u>
EXPENSES	
Conference	887.50
Education Day Exp	2,343.60
Gifts&Awards	21.41
IT	293.80
Meetings	731.09
NAOSH	1,387.76
TOTAL EXPENSES	<u>5,665.16</u>
OVERALL TOTAL	<u>-1,230.99</u>

NB CSSE 2010-11 Monthly Transaction

01/07/11 Through 30/06/12 (in Canadian Dollars)

07/12/11

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Date	Description	Memo	Category	Amount
	INCOME			
	Advertising			
05/12/11	OSCO Group Services Limited	Invoice 2011-58	Advertising	50.00
	TOTAL Advertising			50.00
	Education Day Inc Registration			
05/07/11	SMUNB	Cheque # 13443	Education Day Inc:Registration	875.00
05/07/11	NBFSA	Cheque #1854	Education Day Inc:Registration	620.00
14/07/11	Bell Aliant	Cash	Education Day Inc:Registration	310.00
14/07/11	All Lift Truck Training	Cheque # 2445	Education Day Inc:Registration	50.00
05/08/11	Moosehead	Cheque #163795	Education Day Inc:Registration	620.00
25/08/11	Bill Nichol, CSSE Member		Education Day Inc:Registration	50.00
	TOTAL Registration			2,525.00
	TOTAL Education Day Inc			2,525.00
	Interest Inc			
29/07/11	Bank		Interest Inc	0.08
31/08/11	Bank		Interest Inc	0.09
	TOTAL Interest Inc			0.17
	Rebate National			
05/08/11	CSSE National	Cheque #5555	Rebate National	1,859.00
	TOTAL Rebate National			1,859.00
	TOTAL INCOME			4,434.17
	EXPENSES			
	Conference			
16/08/11	WorkSafeNB	Booth Rental Invoice 017	Conference	-887.50
	TOTAL Conference			-887.50
	Education Day Exp Meals			
01/09/11	Michael Berube	Ice	Education Day Exp:Meals	-14.00
	TOTAL Meals			-14.00
	Presenter Fee			
12/07/11	Advantage Fleet Services	13 @ \$160.00	Education Day Exp:Presenter Fee	-2,329.60
	TOTAL Presenter Fee			-2,329.60
	TOTAL Education Day Exp			-2,343.60
	Gifts&Awards			
18/10/11	River Signs	2011 Chair Award: Scott ...	Gifts&Awards	-21.41

NB CSSE 2010-11 Monthly Transaction

01/07/11 Through 30/06/12 (in Canadian Dollars)

07/12/11

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Date	Description	Memo	Category	Amount
	TOTAL Gifts&Awards			-21.41
	IT			
	Website			
05/07/11	Mighty Community Group	Web Maintenance	IT:Website	-67.80
05/08/11	Mighty Community Group	Web Maintenance	IT:Website	-45.20
01/09/11	Mighty Community Group	Web Maintenance	IT:Website	-45.20
11/10/11	Mighty Community Group	Web Maintenance	IT:Website	-45.20
07/11/11	Mighty Community Group	Web Maintenance	IT:Website	-45.20
05/12/11	Mighty Community Group	Web Maintenance	IT:Website	-45.20
	TOTAL Website			-293.80
	TOTAL IT			-293.80
	Meetings			
	Meal			
18/10/11	Crowne Plaza		Meetings:Meal	-448.59
	TOTAL Meal			-448.59
	Room Rental			
18/10/11	Crowne Plaza		Meetings:Room Rental	-282.50
	TOTAL Room Rental			-282.50
	TOTAL Meetings			-731.09
	NAOSH			
	AV Rental			
05/07/11	**VOID**Holiday Inn Express	NAOSH Moncton	NAOSH:AV Rental	0.00
03/10/11	Holiday Inn Express	NAOSH Moncton	NAOSH:AV Rental	-39.55
	TOTAL AV Rental			-39.55
	Meal			
05/07/11	**VOID**Holiday Inn Express	NAOSH Moncton	NAOSH:Meal	0.00
03/10/11	Holiday Inn Express	NAOSH Moncton	NAOSH:Meal	-1,319.96
	TOTAL Meal			-1,319.96
	Room Rental			
05/07/11	**VOID**Holiday Inn Express	NAOSH Moncton	NAOSH:Room Rental	0.00
03/10/11	Holiday Inn Express	NAOSH Moncton	NAOSH:Room Rental	-28.25
	TOTAL Room Rental			-28.25
	TOTAL NAOSH			-1,387.76
	TOTAL EXPENSES			-5,665.16
	OVERALL TOTAL			-1,230.99