



New Brunswick Chapter

General Meeting Minutes

Delta

Saint John. NB

April 22, 2015

Attendees:

See attached

Call to Order:

Call to order by Darrel: 1:15

Introductions:

Approval of Agenda:

Approved (Shelly)

Previous Meeting Minutes:

Approved (Roy, Steve)

Correspondence:

National Board Meeting Summary

President's Report:

Nothing from Dan at this time. Darrel gave an update on our request to sit on the WorkSafeNB Technical Committees. On-going.

Financial Report:

2014-2015 \$-4885.93

Bank \$ 20,357.21

GIC \$ 5000.00

See attached for financial details.

Committee Reports:

a) NAOSH

Jamie is all set. Sponsorship was increased to \$500. Roy Silliker asked if the increase to \$500 has had an impact, early indications are that it did not.

The door prizes were distributed to the area reps. Jamie asked the reps to get pictures of the events is possible. We won a NAOSH week flag that will move around the province each year.



New Brunswick Chapter

- b) WorkSafeNB Conference
2 Meetings to date, came up with basic themes, agenda is set. Looking for speakers / topics.
- c) Programs
The trade show booth has arrived for the SSNB Symposium. Some members have volunteered their time, Jamie to coordinate.
- d) Fundraising
We have raised the amount to \$500 for sponsors, they will be recognized throughout the year. We still will have a \$300 NAOSH only option.
- e) Membership
132 members. Membership survey to be completed by the end of April.
- f) Professional Development
Discussion on using more on-line learning for our members. It's a lower cost and members can take it when they are available.
- g) Social
Waiting for the survey results.

New Business:

- a) BOD to have surveys completed by the end of April.
- b) May Meeting is Friday, May 21st at UNB in conjunction with the CSSE National Executive Meetings.
- c) The BOD is to draft Letter for Graduating Students to introduce the CSSE.
- d) Day of Mourning – 2 wreaths to be placed, Michael to make the contacts.
- e) Steps for Life – email members the details for the SJ walk.

Open Discussion:

Talked about having a general inquiries email on the website so members can send and questions/comments to that address. Michael to look at setting up.

Guest Speaker

Dan Curts, Senior Technical Specialists, 3M

Next Meeting:

Friday, May 21st UNB, Fredericton, NB

Adjournment:

15:00 Motion to Adjourn (Earl, Gail)



New Brunswick Chapter

Respectfully Submitted,

Michael Bérubé

Michael Bérubé CRSP

Secretary/Treasurer

E-mail – michael.berube@horizonnb.ca

Net Worth

(Includes unrealized gains)

As of 30/06/15 (in Canadian Dollars)

Account	30/06/15 Balance
ASSETS	
Cash and Bank Accounts	
CSSE 2011-	20,357.21
TOTAL Cash and Bank Accounts	<u>20,357.21</u>
TOTAL ASSETS	<u>20,357.21</u>
LIABILITIES	0.00
OVERALL TOTAL	<u>20,357.21</u>

Income/Expense

01/07/14 Through 30/06/15 (in Canadian Dollars)

Category Description	01/07/14- 30/06/15
INCOME	
Advertising	100.00
NAOSH Income	1,000.00
Rebate National	1,957.50
TOTAL INCOME	<u>3,057.50</u>
EXPENSES	
Conference	450.00
Gifts&Awards	125.42
IT	406.80
Meetings	1,164.99
NAOSH	750.00
Office Supplies	46.22
TO Investment GIC	5,000.00
TOTAL EXPENSES	<u>7,943.43</u>
OVERALL TOTAL	<u>-4,885.93</u>

NB CSSE 2014-15 Monthly Transaction
01/07/14 Through 30/06/15 (in Canadian Dollars)

Date	Num	Description	Memo	Category	Amount
		BALANCE 30/06/14			25,243.14
24/07/14	31	Mighty Community Group	Web Maintenance	IT:Website	-45.20
28/08/14	DEP	CSSE Membership Rebate 2013	2013 Rebate	Rebate National	1,957.50
29/08/14	DEP	Formebu Lumber Company	Cheque #902643	Advertising	50.00
26/09/14	DEP	Imperial Manufacturing Group	Cheque # 75600 6 week jo...	Advertising	50.00
18/02/15	DEP	WorkSafeNB		NAOSH Income:Sponsor	1,000.00
28/08/14	32	Mighty Community Group	Web Maintenance	IT:Website	-45.20
28/08/14	33	... Michael Berube		Meetings:Frames	-5.65
26/09/14	34	Mighty Community Group	Book of 30	Office Supplies:Stamps	-28.82
30/09/14	35	Dan Ouellette	Web Maintenance	IT:Website	-45.20
30/09/14	36	Mary Lee Dawson	AGM	Meetings:Door Prizes	-507.34
29/10/14	37	Threads Of Life	Anniversary Pins	Gifts&Awards	-125.42
29/10/14	38	Mighty Community Group	on behalf of guest speakers	NAOSH:Donation	-500.00
29/10/14	39	... Michael Berube	Web Maintenance	IT:Website	-45.20
			BOD AGM Lunch	Meetings:Meal	-56.32
			AGM Refreshments	Meetings:Meal	-477.03
			AGM	Meetings:Room Rental	-96.05
			AGM Interenet Connection	Meetings:Misc	-22.60
			Audit Documents	Office Supplies:Postage&Shipping	-17.40
			Web Maintenance	IT:Website	-45.20
21/11/14	40	Mighty Community Group		[Investment GIC]	-5,000.00
08/12/14	TXFR	BMO			
18/02/15	41	Michael Berube	Web Maintenance (Dec-Ja...	IT:Website	-90.40
18/02/15	42	Safety Services New Brunswick	Booth at SSNB Symposium	Conference	-450.00
05/03/15	43	Mighty Community Group	Web Maintenance (Feb-M...	IT:Website	-90.40
13/03/15	44	Royal Canadian Legion Branch 11	NAOSH Woodstock	NAOSH:Room Rental	-250.00
		TOTAL 01/07/14 - 30/06/15			-4,885.93
		BALANCE 30/06/15			20,357.21
		TOTAL INFLOWS			3,057.50
		TOTAL OUTFLOWS			-7,943.43
		NET TOTAL			-4,885.93



Canadian Society of Safety Engineering

National Board Meeting Summary

For Meeting held:

January-29-31, 2015

Location:

Ganges, Salt Spring Island, BC

<i>Subject</i>	<i>Discussion</i>
Operational and Strategic Plan	<p>The President confirmed the development of the current CSSE operational plan using the newly developed strategic plan as its basis. Moving forward this operational plan will be known as the Strategic and Operational plan and will form the basis for all decision-making.</p>
RVP Meeting	<p>The five RVPs met ahead of the Board meeting. The RVPs reviewed the <i>Roles and Responsibilities of an RVP</i> document and are working on redefining what the roles and responsibilities should be. There was a reconciliation of the grassroots work of the RVP and the roles and responsibilities of an RVP as a board member. The updated document will be circulated to the board for review and comment. It was also suggested that the document be sent to the Member Relations Committee.</p> <p>Additional discussions arising from the RVP meeting included the following:</p> <ul style="list-style-type: none"> • The need for a formal process for leadership identification and development process for Board members, Committee volunteers and Chapter Executive. • The role of the RVP as board liaison was better defined to ensure that the committee leadership role was left with the committee Chair. • The Chapter Business Management Guide (CBMG) needs to be reviewed. This is needed to be able to provide all Chapters a consistent and prescribed standard for operations. Jeff volunteered to lead the redevelopment of this document.
CRM (Customer Relationship Management) Project	<p>A working group is looking at four systems that have been short listed for consideration. All chapters could benefit from a system that can collect money, post events, allow members to register for events and allow a means to communicate with members.</p> <p>The CRM project needs to be integrated with the Alberta regional pilot program to provide websites for all Chapters and Access CSSE (Visilink). A plan needs to be created to move away from Revilo (the current provider and find a CRM that meets all our needs.</p>
Membership	<p>There was a high level overview of the Access CSSE (Visilink) pilot project and the lessons learned. There are two parts to the next phase of the project; presentation of live streamed events and capture of content to be repurposed</p>



Canadian Society of Safety Engineering

National Board Meeting Summary

Approval was given to continue with the pilot project with a budget of up to \$15,000 for this fiscal year and the balance be taken from the next fiscal year

Metrics are required to measure the value of this next phase of the project. The goal will be to:

- Provide live streamed high quality speakers
- Provide Capability to record content and rebroadcast at with local chapters
- Look at the capability of allowing chapters to live stream their meetings

Size of the Profession	The final results indicate an estimate of 234,000 Canadians involved in health and safety. The original data results needed to be recalibrated with a follow up set of questions with a smaller group. The document is still in a draft stage and requires discussion with the BCRSP. A smaller working group will reconvene and review the updated data from IPSOS Reid.
Outreach	The Business Leaders Summit Planning Committee has met and discussed the outcomes and recommendations from the report of the first Summit. It was generally well received. The next Summit will be held in conjunction with the 2015 conference in Ottawa. A consultant will be hired to help determine the topics of the next Summit. Employer's Guide – the draft document has been completed and final reviews are underway. The guide covers the various designations from CSO through CRSP and CHSC as well as educational certifications in order for HR departments to have a clearer understanding of what would constitute a Safety Practitioner at the various levels within organizations from safety coordinator/advisor to safety manager to VP OH&S. It will be made available for review at the next BOD meeting
NAOSH Week	Discussion included the need for a 5-year plan for NAOSH. A strategic plan will be developed for review at the next BOD meeting.
Policies and Procedures	There was a review of the process that was put in place last year to select committee members and committee Chairs. The process is being reviewed and the timing for the selection of committee chairs and committee members have been amended to come in line with the election process. There is a need to be open and transparent with the existing committee chairs and a process needs to be developed for bringing forward names of suggested committee chairs to the board.
Financial	Financial statements to the end of November 2014 were reviewed



Canadian Society of Safety Engineering

National Board Meeting Summary

	and discussed. The CSSE continues to be well financed. This is result of strong membership and active participation in the activities of the CSSE across Canada.
Sponsorship	CSSE is continuing its support of a number pf important Canadian and international initiatives. The Center for Safety and Health Sustainability; Minerva Canada, the Canadian Mirror Committee and INSHPO will all continue to receive support.
Education	Discussion included aligning courses with university/college programs to allow for equivalency. The Education committee will explore this and bring a proposal to the BOD. The Education Committee to bring back a recommendation for an equivalency process that grants equivalency on the bass of mapping of learning outcomes and does not require the challenge of the exam.
World Congress	The World Congress on Safety may consider Canada as its host country for 2020. A discussion was held as to whether Canada will put a proposal in to be the host and how CSSE might get involved.
Website Rejuvenation	The launch of a rejuvenated CSSE website was started in September and continues to be implemented
Meeting Adjourned	Meeting was adjourned January 31, 2015 4:55 PM with the next BOD meeting scheduled to be held in Fredericton on May 22 and 23, 2015.



New Brunswick Chapter
General Meeting – Attendance

Date: April 22, 2015
Place: Delta, Saint John, NB
Time: 2:00 p.m. – 4:00 p.m.

Print Name	Signature	Company	Member/Guest
Shelley O'Dell	Shelley O'Dell	WorkSafe NB	M.
Susi Chamberlain	S. Clarke	RPC	M.
⑩ JAS CHOHAN	Jd	SOURCE ATLANTIC	G.
Jamie Pellegrini	[Signature]	MOOREHEAD ENGINEERS	M.
Bruce Fargue	[Signature]	WorkSafe NB	
Sarah Riche	Sarah Riche	NB Power	
Stephen Garnett	[Signature]	NB Power	Member
Deborah Brideau	[Signature]	UNB	Member
Earl Affleck	Earl Affleck	Bird Construction	
Cady Arnold	[Signature]	BIRD	member
Ed MacFarlane	Ed MacFarlane	DTI	Member
Erica Jelley	[Signature]	Guest	
⑬ Michael Bérubé	Michael Bérubé	Horizon	Member

Guests are always welcome!



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Print Name	Signature	Company	Member/Guest
JEAN YVES BREAU	<i>Jean Yves Breaux</i>	Bell Aliant	Member
Roy Silliker	<i>Roy Silliker</i>	NBCSA	
Lindy Silliker	<i>Lindy Silliker</i>	NBCSA	
Ⓚ Lloyd Morrison	<i>Lloyd Morrison</i>	Morrison Safety Serv. Inc.	
Math MacFarlane	<i>Math MacFarlane</i>	IOR	Guest
Don Hall	<i>Don Hall</i>	A-TECH Repting	Member
ALTON NEWMAN	<i>Alton Newman</i>	LEVITT Safety	
DAN CURTIS	<i>Dan Curtis</i>	3M Canada	
Darrel Nickerson	<i>Darrel Nickerson</i>	JP Irving	Member

Guests are always welcome!



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Print Name	Signature	Company	Member/Guest
Nancy Allen	<i>N Allen</i>	NB Power	Member
Melinda Mallery	<i>M Mallery</i>	NB Power	Member
Tim Chestnut	<i>Tim Chestnut</i>	Irving Oil Refining	Member
Gail ^{Brownlee} Brownlee	<i>G Brownlee</i>	IRVING ENERGY	Member.
Michael Johnston	<i>M Johnston</i>	JD Irving	Member

Guests are always welcome!