

## **APSSCA MINUTES OF THE BOARD OF DIRECTORS MEETING – May 2, 2014**

### **Held at Black Knight Inn, Red Deer**

**Directors Present:**

Marcus Cormier  
Dave Jonasson

Cathy Coutu  
Howard Heal

Gerrit Dehaan  
Kim Hansen

**Absent:** Pat White, J.R. Westera, Mike Brochu

**Call to Order:** The Chairman called the meeting to order at 9:30 a.m.

**Acceptance of Meeting Agenda:** The agenda was accepted as presented. On motion made by Gerrit Dehaan, seconded by Kim Hansen, and carried, the agenda for May 2, 2014 was accepted.

**Acceptance of Last Meeting Minutes:** On motion made by Dave Jonasson, seconded by Cathy Coutu and carried, the minutes of the Directors meeting held March 27, 2014 were accepted.

**Business Arising from Minutes:** Discussions were held regarding an OH&S incident where a contractor was transporting open fuel while working on site. Marcus indicated he would follow-up with Michelle regarding the status of this incident and perhaps it may be necessary to meet with OH&S later in the year to gain a better understanding of the issues and safety measures required in these situations. Marcus shall seek guidance and input on accepted measures with Federal Weights and Measures.

**Treasurer's Report:** Gerrit Dehaan presented the Treasurer's report with the financial update being as follows:

- Current bank balance: \$23,576.00
- Financial year-end is almost complete with Meyers Norris Penny.
- To date 2014 membership fees have been received from 51 members.
- Suggestion to add a membership count to AGM annual meeting minutes.

On motion made by Howard Heal, seconded by Kim Hansen and carried the Treasurers report was accepted as presented.

**Correspondence:** Notices for the upcoming AGM meeting, CPCA training and newsletter have been emailed out to owners as well as posted on the website. Gemini Pump and MI Petro would be providing the equipment for the CPCA training sessions. Marcus would check with Michelle if equipment has been arranged for Edmonton sessions.

Suggested topics for the June edition of CPCA magazine were to include the importance of national support for interprovincial training standards as well as announcing the June training dates for CPCA training events being held in Edmonton and Calgary.

**POST Update:** Howard presented the POST Update as follows:

- A subcommittee has been created to make requested changes to the Checklists.
- A request to change the permit duration from 5 days to 7 days has been received.
- Harnesses are to be inspected daily, documentation must be available to demonstrate that these inspections are being done.
- New checklists are available on the POST website. Howard to check with Michelle if POST members would to be notified of availability of the new lists on the web.

- Identifying changes to forms (Versions vs Year) – Year should reflect the year of form creation followed by a version # if there is actual changes to the form.
- Videos for training are available by contacting Michelle Rae.
- Discussions have been held regarding the creation of a Western POST Chapter; would there be enough support from the majors? POST supports this initiative and will provide the knowledge and funding support but the West would have to take the lead role in developing or setting up a West committee. Key players for this (Husky, Parkland, Federated Coop, UFA, etc.) would need to be solicited for their support as Board members for a West Chapter. **ACTION: Howard Heal and Kim Hansen to develop a draft plan for developing a POST committee in the West market. The plan should also include a letter to the marketers.**
- **Creation of a West POST Committee to be included as discussion item at AGM meeting.**
- POST meetings are open to all contractors.

**CPCA Update:** Marcus provided the following update to Directors

- Invitations to the June AGM meetings have been sent to the CPCA Board members.
- CPCA is looking for a member to step forward for the role of President. With continued support from APSSCA members, Marcus advised he would accept this role with CPCA.
- To keep abreast of provincial activities Marcus plans to suggest that provinces share their meeting minutes with other committee members.

**APSSCA AGM:**

- Draft AGM agenda was reviewed and discussed.
- Association Bylaws were circulated and draft changes were discussed. Members were asked to further review this document and provide any additional changes to Marcus by May 9.
- Cathy confirmed that Association Annual filing is submitted to Alberta Registries following the annual AGM meeting.
- Current records provide the following for breakdown of memberships for 72 members;
  - Associate memberships= 24, Full memberships = 48.
- Guest speakers will each be provided a gift as acknowledgement for their time.

**Golf Tournament Review**

- To date Marcus has 15 sponsors confirmed for the event and 45 golfers registered.

**Adjournment:** Meeting was adjourned at 12:30 p.m. by Kim Hansen and seconded by Howard Heal.

**NEXT MEETING –June 4 at 8:00 a.m. at Deerfoot Inn & Casino; Midnapore Room**