

CMVA Ontario Chapter Executive Committee Minutes of Meeting

The following is a summary of the minutes of the CMVA Ontario Chapter Executive Committee.

Date: December 3, 2015
Location: Hatch Office, 2699 Speakman Drive
Event: Scheduled meeting of the CMVA Ontario Chapter Executive Committee

Attendees from the Executive Committee (2015)

The following members of the Ontario Chapter Executive Committee (EC) were present at this meeting.

NAME	COMPANY
Vern Martin	FLOWCARE Engineering Inc.
Mervyn Choy	Hatch Ltd
Liane Harris	ECS2 Group
Andrew Sit	OPG
Jake Zwart	Spectrum Technologies
Grant Akitt	PDM Technologies Inc.
Andy Woodcock	CMVA

ABSENT: Paul Gonsalves (Dalimar) & Chieu Chau OPG).

Agenda Items Covered

1. Introduction to Meeting by Vern Martin
 - a. A thankyou was expressed to Mervyn for once again hosting the meeting and a brief discussion followed. The Hatch location is the most central one for the group and since they do not have a problem hosting it, we will continue to have hosted there. One thing has changed though and that is the sign in procedure which now takes longer. When attending a meeting at Hatch, you should arrive 10 minutes ahead of time to allow for this additional procedure.
 - b. A review of our communication process was conducted including the use of "Doodle" as an effective tool for establishing meeting dates and times for the EC. The main issue being an apparent division into those who are using it with no issue and those who are not using it / having issues with it. Vern reviewed the process for using Doodle and everyone seemed to then understand the process. This basically consists of two steps:
 - i) The Doodle proposes a number of optional dates and this is first used to establish which days are all suitable to the EC members for a meeting. This then allows the President to quickly find out which date works for the majority.
 - ii) Once the date is selected using Doodle, the invitation is sent out as a calendar entry with any additional details.The benefit of this approach is that it minimizes unnecessary and trivial emails.

- c. The role of the Secretary was revisited as no one has stepped in to fill the position. It was decided that Grant will continue to fill this role through the end of the year with support from Vern. The role will no longer be “Acting Secretary”.
- d. Andy W asked Andrew (Membership Co-Chair) about how the Chapter Membership numbers looked. Andrew replied that he did not have this information as it was not being sent to him. Andy said he would look into to process of who receives the updates on Membership (currently sent to the Chapter President). Andy indicated that he would provide an update once a month and send it to the Chapter President and Membership Chair. **[Action Item – Andy W]**
- e. Andrew Sit will contact Paul G regarding the previous work / investigation done with “Google drive” for improving EC communication. **[Action Item – Andrew and Paul]**

2. Treasurer’s Report

- a. Liane (Chapter Treasurer) presented the approximate chapter financials showing an estimate of the current chapter balance of approximately \$16,000.
 - i. An up to date bank statement was not included with the report and therefore no bank charges were included.
 - ii. There was no up to date information on the Chapter’s membership rebate from National.
 - iii. Liane indicated that she was having problems logging in to the bank account online and she will let the EC know when this problem is resolved.
 - iv. The question was asked of Andy W whether the bank balance that other chapters carry was similar to what the Ontario Chapter carries. Andy indicated that other balances were similar.

3. Review of the University of Toronto facility for the 2016 AGM

- a. A review of the Chestnut Conference Center at the University of Toronto was presented by Grant. This included a facility overview of rooms, a tentative planning agenda, a cost analysis of the facility, and a preliminary budget.
- b. It was agreed that the facility would be able to accommodate the 2016 National AGM with a fair degree of flexibility for those aspects which can’t yet be decided. One feature that was viewed as favourable in Halifax was the ‘relationship between the ‘presentations, food and vendors’. It is believed that the U of T Chestnut Conference Centre retains this feature. As an example of the flexibility, one possibility raised was to have the Giovanni Room dedicated to French only (\$750/day). This will require some further exploration and Andy will talk to Francois Lafleur. **[Action Item – Andy W]**
- c. The Chestnut Conference Center was approved by the EC for the 2016 National AGM
- d. A number of items were identified as required follow up to this option:
 - i. A more accurate budget will be prepared for presentation to the National Board of Directors for approval. Vern noted that there was no line item for ‘marketing efforts’ and it was agreed that \$5,000 should be included in the next budget revision. **[Action Item –Mervyn, Grant, & Vern]**
 - ii. Confirmation of the facility being held, a request for a draft contract, and a cost update on two items (Vendor Booths and Wi-Fi) is required prior to moving forward. **[Action Item –Grant]**

4. Other 2016 Conference Issues

- i. It was agreed by the EC that a 'task list' needs to be created immediately. With her experience from Niagara Falls, Liane offered to take the lead in pulling a draft of this together. There are a number of documents from previous AGMs that will be helpful in this process. It was also suggested that John Hailey (Halifax event) be contacted as he seemed like he would be helpful in this process. Grant indicated that he would email John's contact details to Liane.
[Action Item – Liane]
- ii. The issue of payment (or honorariums) for speakers was raised. It was noted that there currently is no policy statement or document of guidance that the EC can use in this regard. Andy W was requested to provide one at his earliest convenience. **[Action – Andy W.]**
- iii. The issue of the makeup of the organizing committee was briefly discussed. The various areas were raised as needing a person to take the lead:
 - Vendors
 - Food and beverage
 - Social event
 - Registration
 - Certification training
 - Certification exams
 - Technical presentations and papers
- iii) Vern noted that he had been in discussion with Metrolinx about the Union-Pearson Express Train. They have offered a round trip price of \$45 as a group sale product with the only stipulation being that it has to be used within one year. Further details will need to be worked out on this as to how it will be implemented for those who would like to purchase this. **[Action Item – Vern]**

5. Review of the Fall Technical Session held with the STLE (Toronto Chapter) at Pickering GS

- a. Andrew presented a summary of this event with the following key points:
 - i. 42 out of the 50 people who signed up for the event attended.
 - ii. A good mix of attendees was evident with a balance between Vibration and Lubrication people.
 - iii. The feedback from the event was very positive and the STLE group suggested that this could become an annual event to be held in co-operation between the two organisations.
 - Andy W commented on the current involvement of the CMVA with another Lubrication Organization for the purpose of providing Certification. Further discussions on this topic will be required before moving forward with the STLE.

6. Status of Invited Speaker(s) 2016 AGM

- a. Jake (Technical Chair) provided some overall thoughts and comments on the options available for speakers / potential Keynote Speaker. More information will be gathered for the options presented and positive responses have already been received from

those who have been approached. The EC generally agreed that these potential speakers were all good possibilities. **[Action Item – Jake]**

- b. A general discussion was held concerning what types of technical papers and workshops we would like to focus on for the event. Although the ‘technical component’ will be part of one area of the organizing committee, this is something that can already be assembled in a conceptual manner. Jake, Grant and Vern agreed that as time permits, they would either hold a call or possibly get together to discuss. **[Action Item - Jake, Grant and Vern]**
7. Social Event Options 2016 AGM
 - a. Time did not permit for this agenda item.
 8. Hotels for 2016 AGM
 - a. Review of the Double Tree Hotel (\$189/ night, incl Wi-Fi) may be held for the conference up until a given date. No financial commitment required.
 - b. More information on the hotel options needs to be gathered. It was noted that the Hilton and the Marriott are also within walking distance but they have not yet been contacted regarding group rate pricing. **[Action Item –Vern]**
 9. Other Issues
 - a. Grant presented initial information regarding a potential site for the Ontario Chapter’s 2016 ATC in the spring. Lakeside Process Controls in Mississauga has offered their facility for use and Grant has had a tour of the facility and begun discussions with Lakeside personnel. Lakeside is waiting for a response from the Ontario Chapter EC regarding our interest to use their facility and the dates for the event. Follow up with Lakeside is required. **[Action Item – Grant and Vern]**

On-Going / Long Term Items

The following is a list of issues that have been discussed by the EC in previous meeting minutes which have not been dealt with to date. These items will be carried in the minutes from one meeting to the next until eventually they are dealt with or otherwise it is agreed that they can be removed.

1. The issue of a means of holding virtual meetings is important to the EC. Paul indicated that his company has some capabilities in this regard and he would investigate them. **[Action item – Paul]**
2. Paul indicated that he would flesh out additional ideas regarding future events that may be presented by the Chapter over the course of the coming year. One idea that has been discussed is to hold an event in Sudbury. **[Action item – Paul]**
3. It was requested that all EC members review the ‘vision’ document and the bylaws of the organization. **[Action item – All]**
4. It has been suggested that the Chapter should prepare a list of additional educational resources. *[This has now been completed as submitted by Daniel.]* Once we get the Chapter website up and running, this would be a good place to post the information. **[Action item – All]**
5. Discussions have been held by the EC concerning the possibility of obtaining a portable AV system and the issues important to its selection. i.e. Projector suitable for low light, wireless remote, wireless sound, extra microphone, portability etc. It was agreed that this purchase should be put on hold at the present time. However, if someone on the committee happens to

run across a 'package' that is suitably priced, then this should be flagged for possible purchase.

[Action item – All]

6. A conference planning spreadsheet had been partly developed in 2014 and it was agreed that this should also be updated and used for the 2015 annual event. Once this document is refined, it can also be used for future years of the Ontario Chapter and even the National AGM 2016 event. **[Action item – All]**

Final draft of these Minutes completed on December 14, 2015 by Grant Akitt – Mentor and Chapter Secretary and Vern Martin – Chapter President.