



**Environmental Operators Certification Program Annual General Meeting Minutes
17 June 2021 Electronic Meeting – GoTo Webinar**

Presenters: Chris Lawrence, Board Chair Kalpna Solanki, President & CEO

Quorum Confirmed. 21 Certified Operators in attendance, 29 total in attendance.

Presenter / Motion	Motion / Subject	Discussion	Decision / Action
1. Kalpna Solanki	Welcome & Introductions		
2. Chris Lawrence	The meeting was called to order at 11:01 AM.		
3. Mike Gosselin	To adopt the agenda for the 2021 AGM as presented.		All in favour Motion Carried
4. Don Mortimer	To adopt the Minutes of the 2020 AGM as Presented.		All in favour Motion Carried
5. Chris Lawrence	The Year in Review – Chair’s Report	<p>EOCP worked with BCIT and Metro Vancouver to develop an associate certificate program for Operators called the fundamentals of water and wastewater operations. The program launched in September 2020 with a full cohort of 22 students.</p> <p>EOCP worked with the City of Vancouver and Vancouver Coastal Health to develop the Building Water System certification. It is the first of its kind in North America.</p> <p>A communications project that was started with the Ministry of Health and the Health Authorities in 2018 continued through 2020 and enabled more Facilities to be in compliance with pertinent regulations.</p>	



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5. Chris Lawrence	The Year in Review – Chair’s Report	<p>The EOCP Operator Peer Network enabled us to work with Dr. Bonnie Henry’s office to develop a plan to provide assistance to any communities affected by Operator absence to due to Covid-19. We want to thank the Operators who volunteered in this initiative.</p> <p>Continued work on the professionalization of the role of Operators necessitates mandatory acceptance of the Code of Ethics, and that work will continue.</p> <p>Our 2020 conference had more than 400 attendees, with excellent feedback from presenters and attendees. Conference planning is underway for the 2021 conference and registration is now open.</p>	
6. Chris Lawrence Anna Agnew	Treasurer’s Report To accept the financials as presented.	<p>Despite the pandemic, the EOCP’s revenues were higher than ever before due to taking advantage of government programs, completing some contracts, and providing all services.</p> <p>We will continue working towards making the EOCP as financially sustainable as possible.</p>	All in favour
7. Chris Lawrence Mike Firlotte	Appointment of Auditors for 2021. To appoint the Kemp Harvey Group as auditors for 2021.		All in favour



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8. Chris Lawrence	EOCP By the Numbers	<p>EOCP continues to offer more exam sessions than any other certification agency in Canada.</p> <p>The EOCP did not have a social media presence until a few years ago and it is encouraging to see the engagement increase year on year.</p>	
9. Chris Lawrence	Appointment of New Directors	<ol style="list-style-type: none"> 1. Tara Macrae (Operator rep) – director for three years 2. Robert Birtles (government rep) – director for three years 3. Allison O’Neill (educator rep) – re-elected to her position and will be a director for three more years. <p>The new directors take office at the conclusion of the AGM.</p>	
10. Kalpna Solanki	Future Focus – President & CEO’s Report	<p>We had contingency plans in place to deal with catastrophes such as fire, flood, or earthquake. We were able to put these plans into place during the pandemic and were able to work remotely.</p> <p>Our Operator Peer Network has been growing and is an incredible resource for mentors and mentees.</p> <p>The designation of Certified Water Professional (CWP) and Certified Wastewater Professional (CWWP) is now for use by SWS, SWWS, and Level I to IV Operators.</p> <p>We worked with the developers of the CRM to make it mobile device friendly. You can now update your profile, add in your work relationships, check your learning status, apply for exams, and pay dues using your phone.</p>	



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11. Chris Lawrence Peter Coxon	Revisions of the Constitution and Bylaws To ratify the 2021 EOCP constitution and bylaws as presented.	The proposed changes document was distributed to registrants prior to the AGM. Kalpna went through each proposed change and the justification for the change.	All in favour
12. Chris Lawrence	Questions	Answers to questions asked in the chat function will be addressed to the individual Operator by email.	
13. Peter Coxon	To adjourn the AGM at 11:40 AM.		All in favour