



**Environmental Operators Certification Program Annual General Meeting
June 22, 2017 Electronic Meeting – GoTo Meeting**

Current EOCP Board of Directors in attendance:

- | | |
|------------------------------------|--------------------------------------|
| Pat Miller, Chair | Brian Dean |
| Darryl Bjorgaard, Treasurer | Mike Gosselin, Past President |
| Maurice Valcourt, Secretary | Rob Fleming (regrets) |
| Peter Coxon | Bob Smith (regrets) |
| Jim McQuarrie | John Kalinczuk (regrets) |

Quorum of 19 certified Operators is required. There were 36 certified Operators in attendance.

Presenter / Motion	Second	Motion / Subject	Discussion	Decision / Action
1. Pat Miller		The meeting was called to order at 11:02 AM.		
2. Pat Miller		Welcome & Introductions	Welcomed Operators to the 2017 electronic AGM. Introduced Board members and EOCP staff. Thanked retiring Board members for their years of service.	
3. Darryl Bjorgaard	Maurice Valcourt	To adopt the agenda for the 2017 AGM as presented.		All in favour Motion Carried
4. Darryl Bjorgaard	Peter Coxon	To adopt the Minutes of the 2016 AGM as Presented.		All in favour Motion Carried



EOCP

Environmental
Operators
Certification
Program

Presenter / Motion	Second	Motion / Subject	Discussion	Decision / Action
5. Kalpna Solanki		Chief Executive Officer's Report	<p>IT project almost complete, it is the biggest in EOCP history. It is on budget and will provide accurate and timely information for Operators.</p> <p>We are asking Operators to log in to their profiles and update the email address to their own unique work or personal email address.</p> <p>New classification models will be out in September 2017. We have worked with several municipalities to test the model, and feedback has been positive.</p> <p>Phase one of the Water Workforce Strategies Project is complete. We are looking at starting the implementation phase, which will involve a Water Workforce Commission, involving three credentialing organizations: EOCP, ASTTBC, and APEGBC.</p> <p>Phase one of the Competency Framework is complete. This project is the first of its kind, it is a Made-in-BC model, that is by Operators, for Operators.</p>	



EOCP

Environmental
Operators
Certification
Program

Presenter/Motion	Second	Motion/Subject	Discussion	Decision/Action
5. Kalpna Solanki		Chief Executive Officer's Report	<p>Phase II involves outreach to other parts of BC, and Yukon, and will begin in September.</p> <p>There has been an increase in the number of Operators in good standing.</p> <p>Membership surveys have had good responses. We will be putting on an Operator specific event in September 2018. We will also send out a salary survey next week.</p>	
6. Darryl Bjorgaard		Presentation of the 2016 Audited Financial Statements	<p>Revenues are up and expenses are down.</p> <p>We have used deferred revenue for financing the IT upgrade.</p> <p>Cost savings being realized due to CEO and staff managing several projects.</p> <p>We are working to make the EOCP as financially sustainable as possible.</p>	



Presenter/Motion	Second	Motion/Subject	Discussion	Decision/Action
6. Darryl Bjorgaard Maurice Valcourt	 Peter Coxon	Presentation of the 2016 Audited Financial Statements To accept the 2016 audited financial statements as presented		All in favour
7. Pat Miller Darryl Bjorgaard	 Brian Dean	Appointment of the Auditors for 2017 To use Kemp Harvey Hamilton Inc. as the accounting firm for the 2017 audit.		All in favour
8. Pat Miller		Presentation of Annual Report	EOCP is doing ground-breaking work with new IT system, competency framework, and facility classification. Financially stable, with major projects paid for, and more than \$200K in investments.	



Presenter / Motion	Second	Motion / Subject	Discussion	Decision / Action
8. Pat Miller			<p>Anticipate major advances once the new IT system goes live, with increased security, electronic data storage, new career management system and facility classification.</p> <p>The number of Operators writing exams and facilities being classified has increased.</p> <p>CEO, Kalpna Solanki, is now the chair of the Canadian Water and Wastewater Operators Certification Committee.</p>	
9. Pat Miller		Introduction of new Directors	<p>New Directors elected on May 24, 2017 for 3 year terms are as follows:</p> <p>Jim McQuarrie – Administrator Representative</p> <p>Mike Firlotte – Director-at-Large</p> <p>Jeff Culhane – Operator Representative Parrish Miller – Operator Representative</p>	



EOCP

Environmental
Operators
Certification
Program

Presenter / Motion	Second	Motion / Subject	Discussion	Decision / Action
10. Pat Miller		Questions	<p>Q. What does the bad debt consist of?</p> <p>A. Operator dues and facility classifications. Bad debt has been greatly decreased, as compared to previous years as CEO and staff have been diligently following up on delinquent accounts.</p> <p>Q. Can time worked in water reclamation be used towards water distribution experience?</p> <p>A. Requested an email be sent to CEO for review.</p>	
11. Pat Miller		Adjournment	The meeting was adjourned at 11:23 AM.	