# Feb 14, 2019 - General Meeting

**Place:** Clow Canada - Saint John, NB

**Time:** 1:00 pm

**Topic:** Ergonomics (D Oulette)

In Attendance:

Deborah Blackmore

Ed MacFarlane

Shelley O’Dell

Shelley Poirier

Jamie Pellegrini

Cody Arnold

Shawn Reilly

Dan Ouellette

Christian Fournier

Kelly Williston

Julian Hogeterp

Yevgen Yevsyeyev

Chalena Biggar

Grant Aune

Jeremy Randall

Greg Doran

Rachelle LeBlanc

Dan Keys

Jill Whitebone

Paul Tremblay

Guest:

Darrel Nickerson (RVP)

1. Call to Order
2. Welcome and Introductions
3. Additions to the agenda: None

**Chapter Updates**

1. **Chair Update** (G Aune)

* The Chair provided an update to all members discussing the following items;
  + CSSE National activities, a drive for recruitment of CSSE members, and revised standards for the use of CSSE brand, logos and trademarks (available on the CSSE website)
  + The formation of an Indigenous Task Force
* The chair introduced the CSSE Guide to Certifications. It is on the CSSE website and available for free. <https://csse.in1touch.org/site/about/publications>
  + This guide is a fantastic resource for those interested in learning about the different certification and designation options available to those in the health and safety community.
  + It provides guidance to future OH&S practitioners on the type of education, experience, and other qualifications being sought by employers. Information on both Canadian and International safety certifications and designations is provided, along with suggested competencies and qualifications for OH&S positions from entry to executive level.

1. **Membership Report** (S O’Dell)

* We have 96 members today.
* All members are encouraged to invite a guest to any of our meetings and events to see what the NB Chapter is doing this year and encourage new membership.
* In August 2019 the NB Chapter meeting will be held in Edmunston and will be a joint meeting with the new Quebec CSSE chapter.
* *A reminder that everyone who attends general meetings (****Feb through Aug****) and/or the AGM will be entered for a chapter draw for either 1 registration to the CSSE PDC or a CHSC course.*

1. **Treasurer Report** (E MacFarlane)

* At the start of this meeting we have $22,126 in the chapter account.
* We will also be submitting for our rebate from national once our 2019 budget is completed.
* The treasurer will ensure that our chapter financial records are audited again this year as required.

1. **Fundraising Report** (J Pellegrini)

* The focus at this time is the NAOSH launch. Please see report below under subcommittees.

1. **Professional Development Report** (S Poirier)

* Planning is underway for a CSSE Professional Development Day: **April 18th, 2019**
  + The day will be open to CSSE members and nonmembers. $100 for members and $120 for nonmembers has been proposed (subject to confirmation). The location will be Kingwood Lodge- Fredericton. While registration is open to everyone, the event is intended to encourage broader female participation in the Safety and HR fields.
  + Topic: As of April 1, 2019, the New Brunswick OH&S Regulations will expand to include regulations regarding workplace violence and harassment. This PD event will focus on addressing Workplace Harassment and Creating Respectful workplaces.
  + *CSSE membership will be emailed further details*
  + A budget has been prepared for this day which will require a minimum of 35 registrants to cover all costs. The event will not be held with less than 20 registrants so there is a potential risk that CSSE may have to cover some costs should registration fall between 20 and 35.
  + ***Motion****:* Shelley Poirier (2nd Greg Doran) that CSSE fund up to a maximum of $2,500 to cover costs if registration falls between 20 and 35 registrants. **Motion carried**
* There has been some discussion regarding the lack of availability for chapter led - **CHSC program** courses in Atlantic Canada. The concern is that there are several individuals in the Maritimes that are pursuing their CHSC but cannot meet the educational requirements because there are not enough people registered to meet the minimum registration requirements. The Board of Directors will be discussing this issue at an upcoming Atlantic CSSE development meeting in Prince Edward Island in April. More information to follow.

1. **Website Report** (C Fournier)

* Recognizing we are a bilingual province, CSSE National is working with us to ensure that the website is available in both official languages to encourage participation by French speaking New Brunswickers. Coming soon.
* All members are encouraged to register for events (such as NAOSH breakfasts etc.) and for meetings through our website and visit often for chapter news and updates.

**Committee Updates**

1. Updated NB Chapter Guide (C Arnold)

* Our Chapter Business Guide (*available on the chapter website*) is being reviewed by a subcommittee of the Board of Directors and will have a number of updates. This is being completed over the next few months. One change however required chapter approval. Some discussion was held regarding the functioning of a chapter **community outreach committee** and what the activities of this committee may entail in support of our chapter.
  + ***Motion****:* Grant Aune (2nd Dan Oulette) to eliminate the social committee as referenced in the Chapter Business Guide and replace this with a Community Outreach Committee. **Motion carried**

1. **NB Chapter Annual General Meeting** (G Aune)

* In order to align with the majority of CSSE chapters across the country and align with the Atlantic chapters (4 of 5 already have moved their AGM dates) to align with CSSE National’s fiscal year, it is recommended that NB Chapter change the date of their AGM.
  + ***Motion****:* Grant Aune (2nd Shawn Reilly) Move the NB Chapter AGM meeting date to **June 5, 2019** (and June dates going forward) **and** reaffirm the current BOD (no 2019 election) until the following AGM in June 2020. **Motion carried**

1. **NAOSH Week** (J Pellegrini)

* National Launch May 6, 2019 in Saint John, NB. Jamie provided an update on the activities of the subcommittee and the event to be held at the Cruise Ship Terminals. The event will consist of national speakers, media, breakfast and a safety showcase (tradeshow) showing off what NB has to offer as well as an engaging Keynote speaker. We are expecting up to 350 people.
* Jamie presented a budget as well as known fundraising / traditional sponsorship support. Based on the budget there may gap of an estimated $8,100 needed to cover costs for this event.
  + ***Motion****:* Jamie Pelegrini (2nd Julian Hogeterp) CSSE NB Chapter to make available funds up to $8,100 to cover expenses for this event based on the budget provided where other fundraising activities cannot cover these expenses. **Motion carried**
* Spaces are being reserved at the National Launch for all NB Chapter members until February 21, at which time registration will be opened up to all. This ensures that any member that wishes to attend can do so before the registration fills up. *A follow up email will be sent to members that may not have seen this in January.*
* The organizing committee is looking for a minimum of 10 volunteers to support this event in addition to the committee. If interested please give your name and contact information to **Jamie Pelegrini**.
* Once national sends their templates, members can expect to see company sponsorship emails and more information regarding the event.
* In addition to the launch the NB NAOSH Breakfasts are all scheduled now and registration is open via the website. Members are encouraged to support events in their region.

1. **Steps For Life** (S O’Dell)

* There is one Steps for Life walk this year in Saint John **May 5**. Any member in Saint John and surrounding area, as well as any member travelling to Saint John for the NAOSH Launch is encouraged to register and participate. You can also check out our Facebook page **Steps For Life – Saint John** for more information about the event.
* To encourage registration, the committee has secured two vouchers from Via Rail to award to a SFL participant. The voucher is for fare for two between Halifax or Moncton and Montreal and return. Participants that register before the early bird deadline April 1 will receive an additional ballot.
* With only one walk in NB this year, SFL would like to request sponsorship from CSSE NB at a **Community Leader** sponsorship level ($1500) which allows CSSE NB to include a logo on the 2019 SFL shirts.
  + ***Motion****:* Shelley O’Dell (2nd Grant Aune) CSSE NB Chapter to sponsor Steps For Life Saint John at $1,500 for the 2019 Steps for Life event. **Motion carried**

1. **CSSE Mentorship Program** (C Fournier)

* The NB Chapter is the second chapter in Canada to participate in the CSSE Mentorship program. Originally started in the Calgary chapter, this program allows CSSE members to become a Mentor to a junior member starting their career or a member who may be moving to a new and challenging industry.
* Attached is more information on this program. Check the chapter website for more information and to register as a Mentee or a Mentor. You may register now (Mentees are automatically accepted and Mentors will go through a review process and training) and it is hoped that this program will be in full swing by the fall of 2019.

1. **Other Items Arising**
   * **Safety Days** (S O’Dell) shared information regarding the upcoming Safety Days for youth occurring across the province. CSSE members are encouraged to let Shelley know if you have a topic you would like to speak to Grade 5 students about. Presentations should be 20 minutes long. *More information will be provided to membership via email*
   * **NBCC Alternative Learning** (S Poirier) shared information regarding NBCC’s Alternative learning program encouraging hands on education for those with learning difficulties. If you know of someone who could benefit from this skills program please contact Shelley.

**Professional Development**

1. Presentation: Ergonomic improvements at Clow Canada (D Oulette)
2. Facility Tour: Clow Canada

**Next Meeting:**

* **April 12, 2019** (*Date changed*) – Mount Allison University, Sackville NB
* Topic: Lab Safety

1. Adjournment