



November 18, 2020 Meeting Minutes

DATE: November 18, 2020
TIME: 5:00 P.M.
LOCATION: Zoom Meeting
HOST: Kathy Betts

Attendees

Kathy Betts	Strait Regional Centre for Education
Conrad LeLievre	CBCL
David Welsh	DLAE
Stewart Franck	Workplace Performance Management
Heather Wright	Scotia Recycling Ltd.

Regrets

Wanda Balsor	ENNIS Safety, Security and Consulting Group
	Exquisite Salon
Larry Rosborough	SSI Consulting
Stacey McGuire	Glooscap Ventures
Gary Slauenwhite	Grand P Safety
Bob Neilson	ENNIS Safety, Security and Consulting Group

1. Call to Order - 5:15 pm
2. Welcome
3. Approval of September meeting minutes by Stewart Franck (1st) and David Welsh (2nd).
4. Round Table
 - a. Review of COVID cases in Nova Scotia increasing, travel and self-quarantine. The members were pleased that NS Government now says everyone in the household is supposed to quarantine if there is a positive test of a member of that household or due to travelling outside the Atlantic bubble.
 - b. Quorum for regular/general meetings is 8 people and 3 for Executive Meetings.
5. Business Arising from previous meetings/minutes – none to report.
6. Reports
 - a. Finance
 - i. The only fee was \$1.95 for maintenance.
 - ii. The current balance is in good standing.
 - iii. An Audit will be completed prior to the next meeting.
 - iv. Stewart made a motion to have himself removed and Kathy Betts added from the signing authority for cheques and Conrad seconded this motioned. Conrad, Kathy and Wanda have a banking appointment scheduled for November 20th to make said changes.

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- b. Membership (Larry) - No updates submitted, carried to the next meeting.
- c. Program (David) – No updates currently. This will be determined based on the direction and format for any changes at future meetings (times, dates, topics/suggestions, etc.).
- d. By-Laws Committee (Bob) – Carried to the next meeting as no update was submitted.
 - i. Stewart and Bob to review By-laws and present items for change at the January meeting.
 - ii. Changes within the By-laws and additions i.e. as CSSE position descriptions (within the By-Laws)

7. New Business

- a. Meeting Schedule – Members review for decision and put into action within January 2021 for the full year.
 - i. More than likely all meetings will be virtual. This will be a benefit of less time commitment from members, no travel, bad weather, driving in the dark, having to allocate 4-9 hours for a meeting, etc. As members we want to promote the ease of attending.
 - ii. Times to be reviewed and selected due to our new work environment; meeting location will be ZOOM or another virtual forum.
 - iii. A commitment to the dates and times is important to ensure Programs can be selected and scheduled.
- b. Meeting Format – Members to decide on a positive meeting format to attract members. We must consider what our value proposition is and create a format conducive to our existing audience and new/prospective members.
 - i. We must decide how to run meetings and frequency of meetings; when do we have business meetings and will they be separate from the Professional Development meetings, and other thoughts and ideas.
 - ii. Decision for the length of the meetings (30 mins, 1 hour, 2 hours, etc.) What is needed and that will maintain and attract more members.
 - iii. Some Ideas presented were:
 - Have Executive meet separately regarding business and have a 5 minute or less summary of information to the Members at a regular/general meeting.
 - Networking meeting (virtual)
 - Use selected members as a Panel of Experts for a Program.
 - Invite people from the community, students, new Canadians and even other Chapters to Professional Development events/meetings.
 - Create or look into a Mentorship Program at CSSE National
 - Promote Student Membership; suggestion \$50.00 (to be reviewed with CSSE National)
- c. Membership – Our membership is of low numbers and at risk of aligning with another Chapter. We must review strategies and implement them into action as soon as possible. We cannot continue to simply talk about this issue without providing a positive solution.
 - i. It was previously noted by Wanda that all positions within our Chapter are up for nominations this year. She and Stewart will be working on implementing a Mentorship Program for people entering new roles which will hopefully generate more interest in taking on these roles and responsibilities.
 - ii. It will be noted that it is very difficult to attract new members and retain the members until we have 7a and 7b items finalized.

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- d. COVID
 - i. A good discussion was held on the topic of COVID and transportation. Two people in a car (1 in Driver's seat and the other sitting in the back, passenger side to give the most distance. However, due to longer commutes, we now think a mask should be worn as a defense as well due to exposure time or use a separate vehicle.
 - ii. Privacy – Not reporting Covid positive cases that are not work-related (taking the blame out) or workplace affected.
 - iii. Ensuring that Contact Tracing is completed diligently. Sign-in & out, with locations visited in building or site with dates and times.
- e. Fisheries Incidents – Sad to hear of so many reasons. There are so many pictures, news coverage and videos out there and no one is wearing PFDs.
- f. Not a lot of Facebook or Website updates at this time. Stewart attached a few links to the Face Book page:
 - i. <https://www.halifaxexaminer.ca/environment/in-search-of-common-ground-an-interview-with-arthur-bull-about-the-lobster-fishery-crisis-in-st-marys-bay/> - Kathy Betts brought to our attention
 - ii. <https://novascotia.ca/lae/healthandsafety/Safety-Bulletin-Reinforcing-Bars.pdf>. - David Welsh brought to our attention
 - iii. <https://apolitical.ca/home> - David Welsh brought to our attention
- g. Kathy will look into why the Agenda was not on the website and not attached to the Meeting Invitation through the National CSSE.
- h. Kathy asked everyone to vote for their Atlantic RVP, if they have not yet. Voting is available until Thursday, November 19th at 5pm EST – The last day to vote.

8. Date of next meeting – January 20, 2021, at 2:00 pm on Zoom; Link to follow

9. Adjournment - Kathy thanked everyone for their ideas 6:55 pm

Signed by: _____
Chapter Chair

Vice Chair _____

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