

**MEETING MINUTES and ACTION ITEMS FOR WENDESDAY, February 15, 2017, 3:00 PM**

This meeting was held at the Centurion Center with the following present.

Ken McIntyre (KM)	Darrin Alberty (DA)	Paul Lemire (PL) - A	Rob Wallace (RW) - A
Perry Crozier (PC) - A	Dennis Colautti (DC) - A	Steve McEachen (SM)	Edson Donnelly (ED) - A
Jim Flegg (JF)	Steve Goodman (SG)	Dave McClure (DM)	Jeff Mulcock (JM) - A
Stephen Turner (ST)	Dave Meikle (DM)	Russ Perry (RP) - A	Dale Harley (DH)
Ray Shannon (RS)	Kevin Kiley (KK)	Ezio Vena (EV) - A	Alison Hogan (AH)

MISSION STATEMENT: To promote the role of our industry (road building, aggregate, bridge, sewer and watermain construction firms as well as supporting businesses) in the construction and maintenance of sustainable infrastructure.

<b>1.0 Executive Report</b>	
1.1 Previous Minutes (AH)	MOTION: It was moved by Steve Turner, seconded by Dave McClure, to approve the minutes from the January 11th board meeting. CARRIED
1.2 Treasurer's Report (RS)	<p>MOTION: It was moved by Jim Flegg, seconded by Dave Meikle to approve the January financial statements and ratify expenses. CARRIED</p> <p>MOTION: It was moved by Jim Flegg, seconded by Dave McClure to approve the proposal by Mediamall for further improvements to the NCHCA website at the value of \$17,595. CARRIED</p> <p>Finances are in good shape, have some final adjustments to the year to perform over the next couple of weeks, but will end up with Net Income in the +\$10,000 range for 2016, which is far ahead of our forecast loss for the year. We will have the books finalized by end of February or so, and off to the accounting firm by the end of the month to prepare our year end.</p>
1.3 Executive Committee Report (KM)	KM announced the acceptance by John DeKroon to join the 2017 Board of Directors. Dennis Colautti will be resigning from the board.
1.4 Correspondence (AH)	N/A
<b>2.0 Government Relations (DH)</b>	
2.1 Harley Report (DH)	Report was presented (See Link) <a href="..\Dales monthly reports\2017\17-01-Monthly Report.doc">..\Dales monthly reports\2017\17-01-Monthly Report.doc</a>
2.2 Media Relations (DH)	See Link above or online at: <a href="http://www.nchca.ca/default/526/US_EN/Resource_Centre/Media_Coverage/2016">http://www.nchca.ca/default/526/US_EN/Resource_Centre/Media_Coverage/2016</a>

2.3 Mayor's Breakfast	Mayor's Breakfast Series, Mayor's Breakfast Series CANCELLED for February
2.4 Liaison Meeting (KM)	<p>January Minutes  <a href="..\..\Ottawa_City_Liaison_Meetings\2017_Meeting_minutes\Notes - NCHCA-City Meeting - 20 January 2017.pdf">..\..\Ottawa_City_Liaison_Meetings\2017 Meeting minutes\Notes - NCHCA-City Meeting - 20 January 2017.pdf</a></p> <p>February 24<sup>th</sup> meeting is cancelled until March 17th</p>
<b>3.0 Member Support (ST)</b>	
3.1 Safety/WSIB (TA)	<p>Minutes are available at the following link:  <a href="..\..\Safety\Safety 2017\NCHCA Safety Committee Meeting January 11, 2017 Minutes.xlsx">..\..\Safety\Safety 2017\NCHCA Safety Committee Meeting January 11, 2017 Minutes.xlsx</a></p> <p>If any members require Stay Back, Stay Safe truck decals, please contact the Association office or email Steve Turner at <a href="mailto:sturner@storm.ca">sturner@storm.ca</a></p>
3.2 Theft (ST)	Forward photos of any suspicious activity or photos to Steve Turner at <a href="mailto:sturner@storm.ca">sturner@storm.ca</a>
3.3 Specifications (SG/DA/EV)	<p>Spec Review will be held on March 7, 2017. Details have been emailed to the membership</p> <p>Change order process review Mark Up</p> <ul style="list-style-type: none"> <li>○ DA to request an extension on deadline on the NCHCA submission to end of March</li> <li>○ DA to contact John Owens from Revay to review spec/provide feedback. JF to contact Dan Leduc if alternative is needed</li> <li>○ RS to consult with John DeVries</li> </ul> <p>Water Services</p> <ul style="list-style-type: none"> <li>○ Not a lot of feedback, DA to contact Joanne tomorrow</li> </ul> <p>Low Tonnage and Asphalt specs – new (look for Steve's email)  Building better Infrastructure</p>
3.4 Industry Links	<p>3.4.1 OCA (RS)</p> <ul style="list-style-type: none"> <li>○ Feb 17, 2017 – OCA Curling Bonspiel</li> <li>○ Feb 28, 2017 – OCA AGM 5:00-8:30pm at Centurion Centre Henri Buriss is key speaker</li> <li>○ OYCL – Mentors for Career Progression, OCA, March 7<sup>th</sup>, Wayne Jennings, guest speaker, Doran Construction</li> </ul> <p>3.4.2 CEO (ED)</p> <p>3.4.3 OSWCA (JM)</p> <ul style="list-style-type: none"> <li>○ OSWCA convention will be held in Panama City, FL, 2017</li> </ul>

	<p>3.4.4 ORBA / OHMPA (JF)</p> <ul style="list-style-type: none"> <li>○ ORBA is requesting joint representation on each other’s board in a non-voting capacity</li> <li>○ Representative to be determined</li> </ul>
3.5 VPM Subcommittee (WC)	<ul style="list-style-type: none"> <li>▪ A meeting is being planned for March 2017 with City of Ottawa Supply branch. It will be to discuss their present results and methods of moving ahead on applying the VPM Process in the future.</li> </ul>
<b>4.0 Education/Recruitment (JF)</b>	
4.1 Bursary (JF)	N/A
4.2 Education (JF)	<p>Participation in our Education Series sponsorship program has exceeded our expectations.</p> <ul style="list-style-type: none"> <li>▪ January 12, 2017 Heavy Construction Outlook (Centurion Conference &amp; Event Center)</li> <li>▪ February 9, Moving People During Construction (Ben Franklin Place)</li> <li>▪ February 24, Bridging the Gap between Owners, Consultants and Contractors (Ben Franklin Place)</li> <li>▪ March 23, Building Better Infrastructure (Ben Franklin Place)</li> </ul> <p>Encourage the membership to attend. AH to do a delayed delivery for the week of the event.</p> <p>Adam Hendriks had a phone conference call with OSWCA – Action items were reviewed and tasked to JF for follow up.</p>
4.3 Recruitment (JF)	<ul style="list-style-type: none"> <li>▪ KM informed the board of a 3-tiered system where the government, the educational institution and the employer work together. Pending.</li> </ul>
<b>5.0 Membership (PC)</b>	
5.1 New Members (PC)	N/A
5.2 Communications (AH)	5.3.1 Newsletter Content – Please send to AH
<b>6.0 Social Networking (AH)</b>	
6.1 Ski Day	<ul style="list-style-type: none"> <li>▪ March 31, Tremblant</li> <li>▪ Registration and sponsorships are available online</li> </ul>
<b>7.0 Roundtable</b>	

<b>8.0 Adjournment</b>	MOTION to adjourn meeting moved by Steve Turner, seconded by Steve Goodman. CARRIED
	Next meeting is March 8, 2016 at Centurion

### Upcoming Events

Education Series	January 12	Centurion Center (Heavy Construction Outlook)
NCHCA Liaison	January 20	
Bonspiel	January 27	Nepean Sportsplex
Education Series	February 9	Ben Franklin Place (Moving People)
NCHCA Board Meeting	February 15	Centurion
NCHCA Liaison	February 17	
Education Series	February 24	Ben Franklin Place (Bridging the Gap)
NCHCA Board Meeting	March 8	Centurion
Con Expo	March 7 to 9	Vegas
NCHCA Liaison	March 17	
Education Series	March 23	Ben Franklin Place (Better Infrastructure)
Ski Day	March 31	?
NCHCA AGM	April 5	Cyril Leeder – Guest Speaker

### 2017 NCHCA Event Dates

Curling Bonspiel	January 27	Nepean Sportsplex
Ski Day	March 31	Calabogie Peaks
AGM	April 5	Centurion
Pothole	May 29	Kanata Lakes GC
Summer BBQ	July 13	1299 River Road
Manhole Open	August 14	Eagle Creek GC
Fall Dinner Dance	November 4	The Brookstreet Hotel
<b>2017 NCHCA Board Meeting Dates</b>		
3:00 to 5:00 PM	January 11	Centurion Center
3:00 to 5:00 PM	February 15	Centurion Center
3:00 to 5:00 PM	March 8	Centurion Center
3:00 to 5:00 PM	April 5	Centurion Center AGM
3:00 to 5:00 PM	May 10	Centurion Center
3:00 to 5:00 PM	June 14	Centurion Center
3:00 to 5:00 PM	July 12	Centurion Center
3:00 to 5:00 PM	August 9	Centurion Center
3:00 to 5:00 PM	September 13	Centurion Center
3:00 to 5:00 PM	October 11	Centurion Center
3:00 to 5:00 PM	November 8	Centurion Center
3:00 to 5:00 PM	December 13	Centurion Center