



# WESTERN WOOD TRUSS ASSOCIATION OF BRITISH COLUMBIA

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## Minutes of Board of Directors Meeting

### Location and Time:

Date: 9:20 am, Dec 19, 2019

Tamlin International Homes, Boardroom Unit 200, 145 Schoolhouse St., Coquitlam, BC.

### In Attendance:

Kevin Mindel, President	Alliance Truss Ltd
Barry Schick	AcuTruss Ind
Ed Lim	United Building Systems
Keith Annis	Winton Homes Ltd
Richard Heida	MiTek Canada
Sukh Johal	Western Wood Truss Assoc of BC

(Late)	Bill Sandhu	B & B Truss
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### Absent:

With notice(s):	Gurmit Dhaliwal	Atlas Truss
	Lorne Winship	Pacific Truss
	Ryan Lodermeier	Kamloops Truss

#### 1. Call to Order

- Meeting was called to order at 9:20 am (Kevin Mindel- Chairperson)

#### 2. Approval of Agenda

- The agenda was presented, with the right to make revisions during the meeting.
- Moved, Seconded, & Carried.(BS, All)

#### 3. New Business

##### a. Incorporation review

- **Administration position confirmations**
- The following position confirmations were affirmed:
- Kevin Mindel-President, Richard Heida-Secretary/Treasurer, Sukh Johal-Executive Director, Jenny Popma- Bookkeeper. The Executive Committee, however, shall comprise solely of the President and the Secretary/Treasurer
- Moved, Seconded, & Carried. (KM, BS)
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- **Bylaw and Organizational Chart review**
- The bylaws were acknowledged and were uncontested.
- The proposed Organizational chart was reviewed, with a suggestion to include an Executive Committee block into the chart. Exec Director will make changes accordingly.
- Moved, Seconded, & Carried. (BS, RH)
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##### **Delegation of Treasurer Duties**

Motion made by RH to delegate the duties of Treasurer to the Executive Director, thus allowing the Executive Director to open and fully operate bank account(s) in the Society's name.

NOTE: the Title and the responsibility of Treasurer position is still that of Richard Heida

Moved, Seconded, & Carried. (RH,KM)

##### b. Financials

- **Initial funding**
- Initial funding of our new Society shall be in the form of an accepted donation.
- Moved, Seconded, & Carried. (KM, BS)

- **Membership fees**
- All members who are in **good standing** (as in current paid members) will be grandfathered in at the current quarterly plates sales formula (without an initiation fee).
- All new and other members subject to a \$5000.00 initiation fee, plus the quarterly plate rate.
- Moved, Seconded, & Carried. (BS, All)
  
- **Annual budget (2020)**
- Being a new entity the budget for our first year of operation will be uncertain. A suggestion was made to find out the funding formulas for the other Truss Associations in Canada and suggest a “working budget” for review. Executive Director to follow up on this.
- The existing plates sales formula along with the maximum fee will be reviewed at our next in-person BOD meeting to ensure viability of the Society.
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- c. External factor considerations
  - **TPIC 2019**
  - Awaiting updates from D Lyall, ED to include in future briefs
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  - **CWTA**
  - Barry Schick provided a verbal summary of ongoing activities, ED to include written summary in future brief.
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- d. Membership Standardization
  - **Quote/Contract templates**
  - ED (Sukh Johal) suggested maybe WWTABC 2020 should have an updated truss supply only contract template for member usage. Yet to be developed
  - **Ancillary fees**
  - ED (Sukh Johal) suggested maybe WWTABC 2020 should have Ancillary fee (truss inspections, delivery and crane fees, BP layouts and engineering services) template for membership usage. Yet to be developed
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- e. Future meetings
  - **Virtual/ in person/ frequency**
  - **Locations**
  - A brief discussion around the utilization of modern technology (webcams, conference calling) options for future meetings was discussed along with potential locations.
  - Agreement was made for three (3) Board of Director meetings a year, 2- in person meetings in the Lower Mainland and 1tech meeting. Bill Sandhu offered his studio for future webcam meetings.
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- f. 2020 activities
  - Technical information templates**
  - ED discussed the need to update several technical information templates (ongoing work)
  - Joint Alberta WWTABC Spring Education Conference April 2020 (Edmonton)**
  - ED will be working with the Alberta Assoc to joint host the next conference-details to follow
  - External Education outreach/ Material and Tradeshow requirements**
  - ED will be pursuing attendance at several upcoming events for marketing and relationship building purposes, Will be seeking pricing marketing material (Trade show banners etc.) for BOABC Zone meetings and BOABC AGM Victoria (May 3-5<sup>th</sup>)
  - Post-secondary institutions (attracting the next generation/standardizing current design staff)**
  - ED had been pursuing this with BCIT but their ask of \$135,000 for the first year and \$100,000 for subsequent years was a deal breaker. Will pursue opportunities with other Educational Institutions
  - Webpage**
  - Further updating of webpage is in progress
  - Other

#### 4. Adjournment

Meeting adjourned at 11:50am, The Board members were thanked for their time and contributions to the meeting.  
Lunch was offered to those who had time to join the group. (RH, EL, SJ)