

**National Executive Council - Teleconference Meeting
March 26, 2000**

Agenda Item	Action
<p>8:10 a.m.</p> <p>1. ROLL CALL: Robert Bradbury (National President/Exec. Sec. Treas.), Victor Ma (AB), Mike Minor (ON), Rich Bader (SK), Tim Ness (MB), Claudia Kurzac (BC), Cal Morgan (NF/LAB), Charlie Young (Imm. Past Pres.), Debra Losito (Exec. Asst.)</p> <p>REGRETS: Michael Florians (NS/PEI), Scott MacLean (NB), Rich Bader (SK)</p> <p>2. APPROVAL OF AGENDA: Motion to approve Agenda as presented. Moved by Charlie Young, second Claudia Kurzac. All in favor, Carried.</p> <p>3. APPROVAL OF MINUTES OF NOVEMBER 19/20, 1999: Errors: Add Rich Bader & Charlie Young to 5f advocacy group to look at pamphlet. 5f page 10 moved by Tim Ness not Rob. Page 12 Central should be General "Public".</p> <p>Motion to approve minutes as amended. Moved by Charlie Young, second Tim Ness, All in favor, Carried.</p> <p>4. BUSINESS ARISING:</p> <p>a) Financial Report (Claudia Kurzac, Rob Bradbury): Accreditation payment from BCIT is in the mail to us. 1999 Financial statement is being mailed to accountant. To be distributed to members at AGM complete with tables that break down both NEC & BOC expenses.</p> <p>b) Membership & Benefits (Scott MacLean): Motion to table till next meeting in April. Moved by Claudia Kurzac, second Tim Ness. Discussion. All in favor, Carried.</p> <p>c) Constitutional Changes (Rich Bader): Not present at meeting.</p> <p>d) Orientation Manual/Policy Manual (Charlie Young): Will need to redo the Policy Manual and Orientation Manual.</p> <p>e) Awards Committee & Nominations (Victor Mah, Claudia Kurzac) – Looking at standardized wording for each plaque for continuity sake. To be discussed at preconference meeting.</p> <p>f) Conference Guidelines – Invitation to Life Members/ Past Presidents (President) – Develop protocol for inviting Life members/Award Winners to conferences, lunches. To be discussed at preconference meeting. Suggestion to place a list of previous award winners in E.H.R. Tim Roark (Historian) has been able to fill in most blanks over the years of everyone who has received</p>	

**National Executive Council - Teleconference Meeting
March 26, 2000**

<p>awards. Conference Binder should be updated by Executive Secretary Treasurer.</p>	<p align="right">Rob Bradbury</p>
<p>g) Final Saskatoon Conference Financial Report (Rob Bradbury per Rich Bader) – Still missing final report from Tony Detori. President to send a letter to ask for report. Suggestion to put forth guidelines/contract when bids are made to hold conference in a particular branch. Concern regarding what is to be done when individual refuses to respond to request for information/reports. Vancouver Conference has prepared a budget to follow throughout the entire preparation time for the Conference.</p>	
<p>h) Website Initiatives – Approval of Web Links (Scott MacLean not available for this meeting): - Need protocol for Website, to be discussed at pre-conference meeting.</p>	<p align="right">Scott MacLean</p>
<p>i) IFEH Update – Conference registration (President) – Complementary registration to attend Conference in Norway. June 2000. To be discussed at Post-Conference meeting. Branches to let President know if anyone is interested in going as representative for the CIPHI.</p>	<p align="right">Branches</p>
<p>j) Contract for E.H.R. Update (President) – Hope to have contract available for executive to see at Conference meetings.</p>	
<p>k) Stanier Society Opinion Paper (President) – Essay contest/opinion paper. Branches to promote, announce in Branch newsletters. Rob to send e-mail message to Branches. Suggestion to award something to winner besides \$300.</p>	
<p>5. NEW BUSINESS</p>	
<p>a) Conference Reports (President) – to send to Debra before April 5, 2000.</p>	
<p>b) Budget Development (President) – Chair of finance committee to lead discussion of budget planning at pre-conference meeting with some final discussion at post-conference meeting if necessary.</p>	
<p>c) Financial Instruments – GIC - \$10K (Executive Secretary Treasurer) – Broken down into two resolutions, second part tabled due to inability to ascertain financial situation at the time. \$10,000 per year was not feasible at the time with the goal of \$50,000 in five years.</p>	
<p>d) AGM Requirements/Reports (President) – Meeting length - 2 hours, reports need to be available Sunday p.m. or Monday a.m. for members to pick up and read before the AGM (on registration desk). Bound, not loose, in order as it appears on Agenda. Meet with BOC on Saturday 10:00 a.m. Start NEC meeting at 8:30 a.m. then break for coffee and meet with BOC for an hour or so before resuming NEC meeting. Discussion ensued.</p>	
<p>e) Liability Insurance (President, Claudia Kurzac) – Minimum policy is \$1000.</p>	

**National Executive Council - Teleconference Meeting
March 26, 2000**

Claudia has application form and will bring to NEC meeting. Will see if it would include publication of journal and contractors.

f) Membership Projections for 2000 (President) – Presidents to project numbers of potential members for 2000 and annually.

g) Continuing Education Partnership (President) – Increase educational opportunities for our members through distance education, through Colleges/Universities. To be discussed at Conference pre-conference meeting.

h) Call for Pre-Conference Agenda Items (President) – Charlie: Honourarium for Historium, Certificate for Hickman, Sebatical exchange, NSF International, Food Equipment committee, New Member certificates, 50 year member (Mr. Waters)

6. Next Meeting date – **April 8, 2000**