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| DATE: | September 03, 2015 |
| TO: | Rob Morphew, Denise Howitt, Steven McNabb, Claudette Fedoruk, Terri Poirier, Derek Tisdale, Susan Kirchner |
| FROM: | Sujata De |
| RE: | September CCSE Executive Monthly Meeting for 2015 |



ISSUES/CONCERNS/ACTION ITEMS:

1. Set-up November elections after conference in Ottawa (Responsibility: Rob)
2. The following speakers to give presentations for upcoming education and seminars:
	1. Derek Tait – journey management, road safety and road management (October 2015)
	2. Ryan Campbell, Occupational Hygienist, Golder Associates – decision theory and implications for health and safety (November 2015)
3. Send Derek Hollie Elke’s contact information – she may speak on the topic of international certification (Responsibility: Denise)
4. Send Derek Brain Sumbort’s contact information – he may speak on the benefits of NEBOSH courses (Responsibility: Rob)
5. Find speakers on the possible topics below for 2016:
	1. What are the benefits/disadvantages of using communication tools, social media
	2. Safety in an economic downturn
	3. Insurance and risk management
	4. Data driven decision making in business
	5. Fatality analysis data using statistics from WCB
	6. Ways to prepare for a job interview in safety

(Responsibility: all members)

1. Questions to add to survey:
	1. Should meetings be staggered between downtown and NE quadrant of Calgary?
	2. What assistance is required in volunteer roles?
	3. Should we have a one-day course regarding process safety hosted by Benjamin Klein?

(Responsibility: Susan)

1. Target survey to release after conference, get data back from SurveyMonkey and discuss data in October (Responsibility: Susan and Morgan)
2. Schedule NEBOSH meetings for the year (Responsibility: Susan)
3. Possibility of increasing fee from $75 to $100, stop NEBOSH dinners and substitute for a fruit tray
4. In search of a volunteer to fill a role as a NAOSH Coordinator
	1. Communication: Prepare newspaper adds, organize monthly meetings
5. Need of volunteers for Alberta conference. Possibility of getting a representative to go to provincial meeting (send individual as a reward for volunteering or attending executive meetings)
6. Coordinate with Glyn on chapter awards from National (Responsibility: Denise)
7. Ask Perry from National regarding status of cheque for Don (Responsibility: Rob)
8. Schedule meetings for the upcoming year (Responsibility: Rob)
9. New - Confirmed new volunteer for Bursary Committee – Julie Kyprys
10. Wish list for volunteers –
	1. social media role – tweek and posts on CSSE website
	2. communications committee -
	3. social committee - to book social events. I.e.: wine tasting paired with an art class (through Calgary CoOps sommelier), race track