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| DATE: | February 10, 2016 |
| TO: | Rob Morphew, Denise Howitt, Claudette Fedoruk, Derek Tisdale, Susan Kirchner, April Broughton, Sujata De |
| FROM: | Terri Poirier |
| RE: | February CCSE Executive Monthly Meeting for 2016 |

1. General Update

2. Collect Exec and Committee Member Contacts

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Terri Poirier (Volunteer Coordinator – not on executive committee)

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3. Education Day Review and Forward Comments for next date

* Rating 4-5 / good – timely
* What do I need to do in my workplace?
* Core – needs this process – competency needed for 2018
* Must implement competency training - 70/20/10 measurement
* May 5 – speak on competency – Dylan Short
* Transportation – Mike Payton – AMA
* Mission Impossible at work
* Chose dates around Education Day
* Idea – OH&S code to be updated

4. NAOSH Update

* May 12, 2016 – Morgan to send out Save the Date communication
* Budget - $5216 in , $2316 out, $3000 sponsors
* Sponsorship Coordinator \* Diane Cooper – volunteer
* Sponsors:
	+ Baytex – Warren Schick
	+ Painted Pony – Phil Goldsney
	+ Enform – Paula
	+ City of Calgary / inquire with the City of Airdrie – Shawn Justice
	+ Calgary Fasteners – Jane Fletcher
	+ Danatec – Chris
* Inquire about rooms to rent at Enform through Alisa
* PPE Fashion Show Idea – Glyn Jones to be the MC
* Volunteers needs: Coordinator for Fashion Show

Coordinator for EHS Movie Night

Rob Day – disaster alley – took care of balloons/clowns from Edmonton – will come to NAOSH

Events

Disaster Alley – 12,000 people came through in 3 hours! Worked with the City of Calgary organizers.

Day of Mourning – support April 29

Steps for Life

Proclamation – look to work with the City of Airdrie, Rocky View or others

High School BBQ

Speakers ideas:

* Dave Fennell – risk tolerance, active shooter
* Natasha @ airport (ERP)
* RCMP to speak
* Edmonton police – Loblaws stabbing
* Eldeen Posniak – dynamic risk ass.
* Deb Dewaal – Safe & Sound – Calgary police, personal/family safety – helicopter parenting

Education Committee – Moschinski (Tiff) to join Derek Tisdale on the committee.

\*Need volunteer to coordinate speakers

\*Need volunteer to train with and build the NAOSH portion of the website and post events

5. Education Committee – topic ideas and speaker suggestions

* March speaker – police service – guns and gangs
* Resume building – how to network
* LHH Knightsbridge – resume building, personality testing

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* Asbestos/Mould – Robert Waterhouse – scientist Brad Burwash– practical guy
* Pull from webinars for times when speakers are not available
* Active Shooter site
* Mental Health – Calgary Counseling Center – to speak to stats
* Living works – help prevent suicides
* Women in business – topic idea
* Kim Hobbs & Cameron – Airport Emergency Response
* Lori Lowes – London Drugs – effect of riots in Vancouver – emergency response plan in place and effective
* WCB topic
* Denis Bolger
* Collette – speak on fatality stats and learnings
* Dave Fennell
* Brock Downey
* Data driven decision making – Troy
* June meetings back to back – include voting assistance
* NSCO conference – March 10 & 11 – Glyn Jones
* ACSA – grandfather auditors, CRSP required for auditors

To Do Actions for meeting planning

* Morgan to send out Save the Date for the lunches a few months in advance, even if we don’t have a speaker confirmed
* Provide a preregistration option
* Record more sessions to share with more people

6. Website

Provincial Chapter website – Dan Trottier is leading the website development – he is the Chair for Central Alberta. 40 hours to date invested in the chapter website.

Need 2 volunteers to take the training and start to build our website for the chapter.

7. Volunteers

Many surveys responses included an interest in volunteering – talked about a focus group to engage folks and get them to step up. Need to get date from Glyn on when he might be available to facilitate/attend the session.

Volunteers who have expressed in helping with the chapter activities include:

• Diana Cooper – ATCO Power – diana.cooper@atcopower.com; tel: 403.209.8474

• Neal Edillon – Packers Plus – neal.edillon@packersplus.com; tel: 403.234-4132

• Erin Stander – U of C (interested in communications/website) erin.standen@ucalgary.ca

• Jennifer Derasp ?? – ask Jan for her information

• Nataliya Kazankova – NAOSH - ndkazankova@gmail.com

• Mustang Randall – mustang\_randall@transcanada.com; 403.920.2590

8. Focus group session

Need to set up a focus group session led by/attended by Glyn. Purpose is to seek feedback on what we could/should do to provide greater value for membership. Folks confirmed interest as part of the chapter survey.

Need to get dates from Glyn when he might be available and get this going.

Focus – how to expand invitation to non members – Adrian Miller

**9. Career Café –** Volunteer to organize with Denise – Don Malesza – need others

Need venue- suggestions – coop, enform, cross iron mills, U of C

Plan a series of sessions and offer monthly (career planning, job finding, industry experts, discipline specialists, etc.)

10. Chapter Survey

Attached

11. Finances

Balance $3000

GIC $10,000

Have not received our cheque from National yet – they say “it’s in the mail”

Edmonton will send notices of our meetings and we can advertise theirs as well

Red Deer Chapter – supplied risk communication as part of the CHSC designation – we should promote theirs also

10. Volunteer Coordinator Update/Activities

* Contact Website volunteers - Diana Cooper–ATCO, Neal Edillion – Packers Plus, Erin Standen – communications, Jennifer Derasp, Natalia – NAOSH portion of website – to work with Dan Trottier
* NAOSH – volunteers needed for:
	+ Coordinator for Fashion Show
	+ Coordinator for EHS Movie Night
	+ Coordinator for speakers
	+ Writer to post NAOSH events/news on CSSE website
* Outreach Committee – volunteers to get involved in organizing committees – work with Glyn Jones on this – connect with Adrian Miller to work with Glyn
* Career Cafes – Don Malesza has volunteered – need more people to help organize/host
* Ask Julie to create letter for buraries – invitation to apply – Morgan to send out
* CSSE Calgary committees could social, communication, website, education, NAOSH, membership, outreach, others?

11. Socials

* Feb 24
* Stephanie Rail has been a great volunteer for this to date. Continue to use her.

12. Bursaries

* Julie Kuprys has volunteered to this role. Rob to update site so bursaries go directly to Julie including both National and local ones
* Ask Julie to create letter for buraries – invitation to apply
* Morgan can send this out
* Amy at U of C to send out bursary info