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| DATE: | April 21, 2016 |
| TO: | Rob Morphew, Denise Howitt, Claudette Fedoruk, Derek Tisdale, Susan Kirchner, April Broughton, Terri Poirier |
| FROM: | Sujata De |
| RE: | April CCSE Executive Monthly Meeting for 2016 |

1.  NAOSH Update

* Speakers all set-up for May – April to send Rob list of speakers.
* Banner is being printed.
* Conference for invites are out. Morgan and April are spreading the word over social media (Twitter and Facebook)
* Good participation for Disaster Alley – 10 volunteers. Get Adrienne to help…
* Hold Fashion show at conference during lunch
* Lost sponsors such as City of Calgary, Enform, and Calgary Fasteners due to money.
* Need to promote keynote speaker (From Titan – talk on stress).
* Rob got two tickets as door prizes, Claudette has a door prize
* Day of Mourning event held at Rocky View Country
* April 29th = Steps for Life at Fish Creek Park

2. Fashion show

* Need more volunteers
* Need PPE

3. Bursaries

* Rob will get names for bursaries
* Bursaries will be announced at NAOSH
* Possibly put these announcements on Twitter

4. Website Training

* Calgary website to go away?
* Sujata will contact Dan Trottier regarding web development

5. Elections – Warren putting together election for chair position

6. Future CSSE Meetings

* June 8th at Enform
* June 30th downtown
* Speaker: Topic on Mental Health
* Recognizing support from OHS

7. Brainstorming future CSSE Calgary events

* Paint night.
* Wine tasting – Rob will ask Co-op Sommelier and look into booking a room for this event.
* Host a cooking night – Rob will look into booking a room.
* Host a Telus Spark Adult night – get Steph to look into this.

8. Future presentations

* Rob sent emails to Derek regarding presentations.
* Derek is setting up presentations for November
* June will be last presentation. Presentations will resume in the fall (October)
* Claudette with Linda are going to speak on national statistics on their fatality analysis project
* The speaker for November is very specialized – talk on crude oil spills and the hazards associated with benzene

9. CSSE Professional Development Conference

* April attending
* Claudette is speaking at conference