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| **DATE**: | Wednesday, November 03, 2016 |
| **TO**: | Rob Morphew, Denise Howitt, Claudette Fedoruk, Derek Tisdale, April Broughton, Terri Poirier, Susan Kirchner |
| **FROM**: | Sujata Haydu |
| **RE**: | November CSSE Executive Monthly Meeting for 2016 |

1. **Regional update**

* CSSE is undergoing a governance review (North and South) – what is the best structure for CSSE?
* Financial metrics – goal is to maintain a 5% profit.
* Membership numbers are at a 20% decrease (nationally) and 25% (Alberta).
* Leadership pilot
	+ Survey is complete with positive and negative comments.
	+ There is $36,000 investment into developing future leaders.
* Four applications submitted to OHS Innovation and Engagement Grants Program (for $25,000)

2. **Alberta government –OHS Innovation and Engagement Grants Program**

* Applications due October 31, 2016
* Website link: <https://work.alberta.ca/occupational-health-safety/ohs-ie-grants.html>
* Submit applications for NAOSH, Bursaries and one for Career Café
* April will commit application for submitting to NAOSH, Denise will commit submitting one for career café

3. **Career Café – Thursday, October 20, 2016**

* Topic: safety designations
* So far, 20 people registered and 10 experts attending

4. **Treasurer position currently vacant**

* Send nominations out

5. **CSSE Calgary Chapter website**

* See if we are able to send meeting invites through web

6. **NAOSH**

* Susan – payment need at Glenmore Inn
* NAOSH 2017 – have a competency day instead of tradeshow. Need to try something new due to economic downturn
* Denise is able to help with NAOSH

7. **Volunteers**

* Have a volunteer to help April to find out who has dropped out of CSSE memberships and who has unsubscribed to CSSE emails
* Have volunteers plan out socials events for 2017

8. **Social events**

* Plan a movie night to watch Deepwater Horizon at Landmark Cinema
* Plan this on Tuesday as tickets are discounted
* Possibly host a North (Country Hills) and South (Shawnessy) location
* After movie, get CSSE members to meet at pub like Woody’s Taphouse or Hudson’s

9. **Communications**

* April and Morgan working on Nation builder
* Trying to get higher traffic to website
* Start a Twitter poll for CSSE members to choose between a topics of interest that they would like to learn about (April)
	+ Host a City of Calgary tour for recycling
	+ Learn about wastes
	+ Recycling and city bylaws
* Get Morgan to put the Twitter link to all email blasts that are sent out
* Mobile site – a fee is currently being paid (possibly cancel this)
* Minutes are currently being recorded online