



CFAR BOARD MEETING MINUTES

April 13, 2011

Host: Pembina Pipeline Corporation
Location: 2000, 700 – 9th Avenue SW (20th Floor, South Tower, Husky Building)
Time: 10:00 AM to 12:00 PM

Attendees: J. Blackman, B. Brisson, S. Sanderson, C. Schreuder, W. Erasmus, J. Moravetz, G. Spicer, J. Turuk, K. McCullough, B. Brunnen, B. Phillips

Minutes

1. Welcome, introduction and opening remarks

For Approval

2. Review and approval of agenda. Motion by K. McCullough to accept agenda as revised, seconded by W. Erasmus, all in favor.
3. Approval of minutes – January 2011 Board meeting. Motion by S. Sanderson to accept minutes as presented, seconded by B. Brunnen, all in favor.
4. Approval of minutes – February 2011 Board meeting. Motion by B. Brunnen to accept minutes as presented, seconded by Joe, all in favor.
5. Approval of minutes – March 2011 Board meeting. Motion by B. Brunnen to accept minutes as presented, seconded by J. Moravetz, all in favor
6. Approval of \$100.93 expenditure for 250 CFAR envelopes or \$168.22 for 500. Motion by B. Brisson to approve this expenditure, seconded by W. Erasmus, all in favor. Discussion about the need for C. Schreuder to seek Board approval on this level of expenses, and the possibility of a expense account or budget for C. Schreuder to manage the costs. C. Schreuder will prepare a proposal bring some numbers forward to the board for approval at the next meeting.
7. Treasurers Report and Yearend Audit (S. Sanderson). Income statement, expenses, and balance sheet review by S. Sanderson. Memberships and sponsorships have increased this year which could be reflective

of the economy being better than last year. Thanks to C. Schreuder for the great job she does in keeping everything in order for CFAR!

- a. **Action:** B. Brunnen will investigate the Calgary Chamber of Commerce investment strategy and share the positive or negative for consideration by S. Sanderson and B. Brisson for review and possible change to our investment.
 - b. **Action:** J. Blackman will ask what to do about payment of past year fees that were written off and then subsequently paid in the next year and advise the Board.
 - c. **Action:** S. Sanderson will investigate alternate investment of funds to ensure best value for membership.
 - d. **Action:** The recommendations in the audit report are important for this Board to implement this year. S. Sanderson will set up a finance committee and report quarterly to the board, encompassing the recommendations of the audit report and the quarterly financial reports.
 - e. Motion to approve 2011 yearend audit (pending D. Turners' signature) by K. McCullough, seconded by B. Phillips, all in favor.
8. Credential Recognition Update.
- a. As part of the proposed plan, there is recommended a focus group for feedback. B. Brisson and the recognition committee will organize and hold this focus group at the conference. C. Pederson and D. Luff, of Talking Stick Consulting will set up a booth at the conference to be available to discuss the program with members. Motion to approve the credential recognition work plan presented by B. Brisson by K. McCullough, seconded by B. Brunnen, all in favor.

For Information

9. Office Managers Report (C. Schreuder).
- a. **Action.** C. Schreuder will send out the membership list to board members.
10. April 2011 Luncheon Debrief.
- a. The luncheon event and venue were not of the quality intended, resulting in negative feedback from members who attended.
 - b. **Action:** J. Turuk will draft an email for board consideration to send out to members who attended this last luncheon for a credit for half their money returned by credit for the next luncheon.
 - c. **Action:** C. Schreuder will continue to work with the Edmonton Petroleum Club to determine satisfactory resolution.
11. 2011 Conference and Golf Tournament Update. Planning continuing on track, everyone's happy. Only keynote speaker outstanding.
12. Other discussion items