

# CMVA Central Ontario Chapter Executive Meeting Minutes

**DATE:** October 26, 2000

**LOCATION:** Ontario Power Generation Head Office  
Toronto, Ontario

**PRESENT:** Chris Hugh, Chair  
Chieu Chau, Vice-Chair  
Regrets: Steve Grundy, Secretary/Treasurer

Andy Metelka, Membership Chair  
Jerzy Wapiennik, Technical Chair

**PURPOSE:** **Planning for Future Chapter Meetings and to Conduct Regular Chapter Business.**

## 1. Introduction

The meeting was took place on Thursday October 26<sup>th</sup>, 2000 at Ontario Power Generation Head Office, 700 University Avenue, Toronto, Ontario. The purpose of the meeting was to familiarize the new Chapter Executive to the Chapter By-laws and to plan the Chapter's next 2 or 3 meetings. The Central Chapter is in a rebuilding phase and without an existing operating Chapter Executive, the startup is a little more difficult for the new Executive Committee, so it was deemed prudent to review the duties and expectations and ideas, of those present.

## 2. Review of Chapter Executive Duties

The meeting opened with a review of the Chapter Bylaws to familiarize the new executive with their duties and plan future Chapter meetings

### 2.1 Chair and Vice-Chair Duties

The duties of the Chair and Vice-Chair were reviewed. Co-signing of cheques by the Chair and the Treasurer will be reviewed. It is not known how the account is currently set up or what the chapter financial status is.

**Action: Secretary/Treasurer to report on the Chapter account and Co-signing authority.**

### 2.2 Membership Chair Duties

The membership Chair shall recruit new members and work with the national CMVA to maintain a current list of members. This is already on going and considerable effort has been spent to update the list. The email addresses of many members are not available, which makes the job of notifying members of upcoming meetings difficult. Efforts will continue to obtain the email information and to create a self-registration request on the Central Ontario web page.

*Action: Chair to set up CMVA Chapter Web site request for registration of Central Ontario members; we do not have the email addresses of many members.*

*Action: Membership Chair to continue update of current members list complete with emails and phone numbers. Liaison with National CMVA as required to get information required, to be complete by November 17 via email report to Chapter Executive.*

## **2.3 Technical Chair**

The Technical Chair shall be responsible for the technical presentations at the Chapter meetings. At the last chapter meeting, two persons volunteered to present at the next meeting. The technical Chair will coordinate with them to ASAP to obtain a short description for posting to the Chapter web page.

*Action: Technical Chair to call the volunteers and obtain description of presentations and send out info to the technical committee. Once the agenda is agreed upon, the info will be posted to the web site.*

## **2.4 Discussion of Chapter Bylaws**

### **2.4.1 Fiscal Year**

The fiscal year of the Chapter for the current year is January 1 to December 31, 2000. The next scheduled Chapter meeting is in January 2001 and therefore we do not anticipate many any expenditures for the rest of the year. IT was decided to therefore ask the Secretary/Treasurer to prepare a financial report for the year 2000. Since the Chapter finances have just started, it is expected that the report will not be much more than a starting financial statement for the Chapter.

*Action: Secretary/Treasurer to produce Chapter Year 2000 financial report by year end*

### **2.4.2 Annual Meeting and General Election**

One meeting per year shall be designated as the Annual General Meeting. The tentative date for the meeting will be June or July 2001. At that time, an election of the Executive Committee members shall be held.

*Action: Chair/Vice-Chair to create Nominating Committee at least 60 days prior to AGM*

## **3. Future Meeting Dates**

The next 3 Chapter meetings will be as follows:

1. January 24, 2001 @ Hatch
2. March/April, 2001 – Joint meeting with the Eastern Ontario Chapter, TBA.

### 3. June/July, 2001 – AGM and elections @ Hatch

## 4. Chapter Meeting Planning

Many ideas were discussed to increase the attraction of the Central meetings. Highlights are listed below.

### 4.1 Plant Tours

Other Chapters use plant tours as a meeting theme. We will try to identify company/sites of interest and arrange a meeting.

*Action: All: Find a candidate company/site for a tour; make preliminary contact for approval and report to executive.*

### 4.2 Food

For the next meeting a change of menu (no more pizza) was requested. Sandwiches will be provided.

*Action: Chair to arrange new menu at next meeting.*

### 4.3 Chapter Fees and Corporate Sponsors

At this time the Chapter is rebuilding and soliciting/planning presentations has just started. We believe at this time that it would be best not to charge a chapter fee for the first chapter year. One method of subsidizing the meetings would be to solicit corporate sponsors for the Chapter. Corporate sponsors would be listed at the end of the Chapter newsletter and correspondence. Just the company name would be listed. While this is done by Vibration Institute Chapters, it is not known if it is allowable under the CMVA Chapter Bylaws.

*Action: Vice-Chair to ask National CMVA Ontario Director, B. Alavi for guidance.*

### 4.4 Technical Themes

If possible, future meetings will revolve around a theme, which will depend on that night's presentation. For example, if the main presentation is on a resonance case, then we will try to have a practical demonstration of a resonance problem and may even show a solution to the problem. The success of this idea will depend largely on the amount of presentations that we can solicit. The more we have to draw from, the easier it is to have a theme.

*Action: Technical Chair, Coordinate with the next presenter (J.Z) and Vice-Chair to create a theme for the January meeting. Complete within 2 weeks.*

#### **4.5 Combined Central/Eastern Ontario Chapter Meeting**

The concern is the location and timing of the meeting. Any location that requires a drive through Toronto will be difficult for those on the opposite side of the city. However as discussed in the last Chapter meeting, a date and location will be negotiated with the Eastern Ontario Chapter.

*Action: Secretary/Treasurer to coordinate meeting with Eastern Chapter.*

#### **4.6 Keynote Speakers**

If a keynote speaker such as Ron Eshleman is invited to speak/present at a Chapter Meeting, would the National CMVA support/fund the invitation.

*Action: Vice-Chair to ask National CMVA Ontario Director, B. Alavi for guidance*

#### **4.7 Training Course**

It is possible to have a training course prior to a meeting. Investigate the options available. This may be in conjunction with Specialist Exams.

*Action: Vice-Chair to ask National CMVA Ontario Director, B. Alavi for guidance.*