

CHC Board Meeting Action Summary – From October 2009

Notes on the Chart:

- Each action item from Board meeting minutes is identified by number (#) and description. (Items 44 - 68 were assigned on October 8 – '08; 69 – 86 on December 9/10 – '08; 87 – 108 on January 21 – '09; 109 – 115 on May 07-'09; 116 – 130 on October 21)
- "Person" is the Director or Committee responsible for the task, or the CEO (and her contractors/staff).
- "Status" is underway (U), completed (C) or removed (R), with (C) and (R) deleted as appropriate.

#	PERSON	DESCRIPTION	ST
47	Rhéal	is to work on another registration, as well other products, in the context of a long term plan to protect and treat honey bees rather than continuing with emergency short-term solutions. (This could be undertaken in cooperation with CAPA and the provincial apiculturists, particularly Medhat.)	U
56	Heather	is to bring the matter of the [beekeeper] training program, with additional information regarding how it would advance CHC priorities, how it might be delivered (in cooperation with the Provinces?), how much it would cost, etc. to a future Board meeting	U
76	Exec. Com.	is to determine what action is to be taken in terms of approaching distributors to raise funds for research	U
78	Memb./Eve Committee	is to arrange the Q and A period for the next annual general meeting (or following, if it is not appropriate for Florida in 2010)	C
86	Heather	is to help Executive Committee to invite nominations for this award through a more formal process, including a call for nominations well before the AGM, in future	U
96	Finance Committee	is to consider a change in the Directors' expenses policy (B3) when the 2009/2010 budget is prepared	C
99	Heather	is to include the SK baseline resolution in the Resolutions Report and to ensure that the baseline survey as proposed is also included in future HH proposals	U
102	Dan	Is to keep CHC informed about OBA's approach to the federal government for recovery of honey bee losses	U
103	Exec. Committee	is to determine any needed follow-up action on recovery of losses, to make an effective national approach to Ottawa	U
104	Heather	is to prepare an information sheet supportive of back yard beekeeping for CHC member organizations' use [see website]	D
105	Lorne	is to communicate with Paul van Westendorp asking him to share his experience (in Vancouver) with the inquiring solicitor and Corey is to be kept informed	R
107	Ed & Corey	are to develop a recommendation to the Board on the future of RFID: "walk away" or sign an agreement with the proponent?	U
110	Heather	is to ask CAPA for a clarification of the situation regarding varroa mite maximums and to report back to the Board	C
111	Executive Committee	(or Issues Committee) are to consider the issue of harmful chemicals further, after which time they should report back to the Board	R
112	Directors	are to provide to Heather a quote on their estimated air travel costs to Orlando, so that Finance Committee can use this information in establishing the Florida meeting budget	C
113	Finance Committee	is to develop and recommend policy regarding number of nights to be paid for by CHC for Directors attending the AGM and national conference, as well as to establish the budget for the Orlando joint meeting with ABF	C
114	Heather	is to prepare an estimate of hotel and travel costs, based on Director quotes for travel, and provide this to Finance Committee	C
116	Heather	will call for resolutions [prioritized] before the end of October and invite nominations for the Rathje Award.	U

117	Heather	is to prepare an information sheet for the use of Directors at the Trade Show booth and for distribution to visitors to the booth in Orlando	
118	Hather	is to include, in all future CEO reports to the Board, progress made on resolutions received by the CHC Board from member association AGMs. A Resolutions Report should also be included with the official call for resolutions later this month	
119	Heather	is to ensure that a policy in regard to Executive Committee's role, and specifically limiting its authority, is drafted for review by the Board	
120	Heather	is to take extra care with the process for meeting scheduling, including calling meetings, checking back with those who do not seem to be responding to requests for availability, and planning ahead	
121	Darlene	is to ensure that the approved CEO policy updates are included in the Board Manual (updated version to be provided prior to or at the AGM in Orlando)	
122	Heather	is to take action to ensure that investment of all funds conforms with current policy	
123	Heather	is to draft policy, for consideration of Finance Committee and the Board, to guide operation of the Save Our Bees campaign and program	
124	Heather	will prepare an application for additional funds to complete the revisions to the Manual required after the technical review of January 2009, and to receive feedback from Directors and others on the complete version of the GPP Manual for Food Safety, and to make the Manual available on the CHC website in French and English	
125	Heather	will regard as a priority for her attention the issues that came up in resolutions and are being worked on by Issues Committee (e.g. battery boxes) and Hive Health Committee (including research into sources for healthy bees) and Foreign Worker Committee (new codes for foreign workers), and progress and forward plans toward resolving these issues will be reported in a resolutions report to the associations	
126	Darlene	is to place discussion of projects for 2010 on the next meeting agenda	
127	Darlene	is to ensure that the new publication guideline is included in the updated Board Manual	
128	Bruce & Ted	are to coordinate providing honey samples with Luc who will do the packing and shipping and ensure that testing is done, as offered, by BeeMaid	
129	Geoff	is to provide a schedule of shifts for Directors working at the CHC booth at the Orlando Trade Show	
130	Directors	are to take the proposed definition of the CHC Directors' year to their associations for discussion and endorsement, before it becomes CHC policy	
131	Directors	are to seek input to the HH committee's work (short term and long term) from their respective Boards and be ready to discuss this at the January meeting.	
132	Darlene	is to prepare a letter from Jerry requesting input to the HHC and this letter is to be included with the minutes of the Board meeting	
133	Heather	in future years is to prepare a standard report, preferably a power point presentation, that Directors can use when presenting the CHC report at their respective AGMs	
134	Tom	is to confirm whether or not Maritime Region would like to host the 2010 CHC AGM and to communicate this as soon as possible to Heather and to Bruce	