Date: Tuesday September 30, 2014

Time: 8:30 a.m.

Location: Delta Hotel Conference Centre
Saint John, New Brunswick

Present: Alan Kelly (Chair)
Ron Durocher (Past-Chair)
Ed Davies (Treasurer)
Jim McArthur (Secretary)
Rick Anderson (Education),
Jeff Weir (Membership)
Jim Durocher (Public Relations)

Regrets: Roger Holliss (Vice-Chair)

Guests: J.J. Knott (HELO)
BUSINESS ARISING

Bursary

Rick submitted a draft of the Ontario Chapter Bursary Protocol. The Committee reviewed the Protocol and Application criteria for the Bursary Fund. Some details around qualifiers need to be reviewed. It was suggested that the application would be open to a family member of a CHES Ontario Member in good standing for a one time bursary of $1,000.00 to the student. The student must be registered in a technical or healthcare related program. There will be a maximum of five bursaries awarded each year. The deadline for submission of application will be March 31. The applications will be reviewed by the Executive Committee and selection made before the May Conference. Successful applicants will be encouraged to attend the Spring Conference to accept their award.

CHES Ontario Conference 2015

Ottawa has been selected as the location for the 2015 CHES Ontario Conference. The location of the conference and accommodations is the Conference Centre near the Train Station. The dates are May 24-26, 2015. Local members are being encouraged to join the Planning Committee. The Committee talked about different ways of contacting Facility Managers in the Ottawa region to join CHES and come to the Conference.

Election Year 2015

2015 will be an election year for CHES Ontario Executive. Ron will issue voting information in January. The positions open are Vice Chair, Treasurer and Secretary.
NEW BUSINESS

C.H.A.I.R. Committee Sponsorship

The C.H.A.I.R. Committee are requesting a $2,500.00 sponsorship for an education day in December. The Committee discussed whether there would be benefit to CHES Ontario members if we supported this request. The consensus of the Committee we would be better off supporting our own members who wish to attend this event with a limit of 9 or 10 attendees. We will advertise this event to our members.

Coalition Sponsorship

At the Strategic Planning Session 3 years ago for The Coalition, CHES Ontario sponsored them with $5,000.00. CHES Ontario strongly supports the Coalition. All Chapters have been asked to support. So far the Manitoba Chapter has agreed to financial support. Motion was made that Ontario Chapter of CHES sponsor the Coalition in the amount of $4,000.00. Motion carried. None Opposed.

REPORTS

Chairperson Report: Report is submitted on web-site

Vice Chair: No report

Past Chair: Ron reported that Deerhurst Conference did well and we are hoping for similar success at the Ottawa Conference next May.

Ron suggested that the Committee focus on building Committee activity and challenging for the Presidents Cup at next years National Conference in Edmonton. We will look at member benefit opportunities, providing education days, and scheduling regular Committee meetings with minutes.
Treasurer: Ed reported that finances are in good shape. Investments are doing well. Auditors currently have the books and hopefully will submit audited report by the end of October. Audits should be completed annually.

Secretary: Nothing to report

Membership: The Ottawa Conference should bring in some new members. Jim Durocher will work on a members list for the Ottawa area. List will be distributed to the Executive and each Executive member will contact a few in hopes of encouraging them to become members and attend the conference. One of our speakers at Saint John is V.P. Support Services at Ottawa Hospitals. This person will be contacted by Jim M. To encourage their facilities managers to become members and attend the conference.

Jeff reported that there are still a number of unpaid memberships. D. Dennison will send out a notification to delinquent members.

Jeff suggested that CHES National notify him whenever a new CHES Ontario member signs up.

It was also suggested that the Committee send a welcome letter to each new member. Jeff will contact Donna in this regard.

Education: Rick reported that Niagara College has requested a $5,000.00 grant to top up their investment and ensure that there is $500.00 every year to award a scholarship in our name. The Committee agreed to providing this amount to Niagara College.

Public Relations: Jim D. is working on public relations with the National Committee.

Looking at on-line presence to promote conferences.

Working on a new on-line access tool for members to link in.
**HELO Program:** J.J. Knott reported that the HELO program has been very successful. They have met and exceeded all targets for the year.

OPA have announced that they may pull the funding for this program. Currently looking for other sources of revenue to keep the program going. The program has produced 33 new CHES members, and the program has added value for all members.

The program has saved on energy costs for facilities. These savings can be used to support other areas of the health care facility.

The Executive will support HELO by sending a letter to OPA in hopes of keeping the program alive.

**NEXT MEETING** The next CHES Ontario Executive Meeting will be held in conjunction with the OHA Conference on Sunday Nov. 2, 2014. Location and time to be determined.

**ADJOURNMENT** The meeting was adjourned at 10:55 a.m.