

**SUMMARY OF ACTION ITEMS
EXECUTIVE TELE-CONFERENCE MEETING – June 14, 2004**

**MINUTES (DRAFT)
DEGIFS EXECUTIVE TELECONFERENCE
June 14, 2004, at 7:55 – 10:00 a.m.**

Attendees:

Calvin VanBuskirk (chair)	Peter Mitchell
Eric McQuarrie (8:30+)	Heather Blyth (until 9:30)
Brian Chow	Tim Dunne (Secretary)
Bill Grainger (8:09+)	Doug Nicol

Executive Member(s) Absent:

Deepa Filatow

1 ADOPTION OF AGENDA

- After discussion added under New Business – adoption of Forest Engineering Syllabus.
- Otherwise, agenda adopted as circulated by Calvin prior to meeting.

2 PREVIOUS MEETING MINUTES

- Draft Minutes for May 17, 2004 meeting were briefly reviewed.

3 REVIEW OF ACTION ITEMS FROM PREVIOUS MEETINGS

- Action items were reviewed. All items either completed or will be addressed below.

4 COMMITTEE REPORTS

4.1 APEGBC (Peter Mitchell)

- Focus on recent developments regarding the Bridge Design Guidelines.
- JPB has reviewed the Bridge design guideline draft dated May 17th (see copy attached to minutes). They have approved the guideline and passed it on to the ABCFP and APEGBC for their approval.
- ABCFP has passed a motion that they will publish the Bridge Design Guidelines with all references to Professional engineers or the JPB removed.
- This caused concern at the APEGBC and APEGBC executive members met with Van Scofield of the ABCFP. The Foresters have since indicated that they do not plan to follow through on this plan.
- Peter has written a draft letter to the Foresters outlining the current plan of action. This has yet to be reviewed by Anne Garret of the APEGBC.

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- All arrangements between the APEGBC and other professional associations have to be formalized in a Memorandum of Agreement (MOA). Peter Mitchell is proposing to put a draft MOA together with the Foresters subject to review by APEGBC's lawyer in early July. Following review, the MOA will go to the respective councils.
- Since the JPB is finished with the Bridge Guidelines, DEGIFS is to forward all future comments regarding the Guidelines to the APEGBC (c/o Peter M).

Action items: **-Calvin to review PM's draft letter to the Foresters.**
 -see below.

Item 6.4 Bridge Guidelines Subcommittee Response (Doug Nicol):

- The bridge Guidelines Subcommittee met Friday June 11,2004 to review the May 20th Draft Guidelines.
- Sub committee only received the draft June 3rd despite May 20 date on the document.
- Attached is a point form list of the items discussed.
- A more detailed point form list in letter format will be collated by Doug Nicol this week based on Fridays meeting and on-going comments from DEGIFS executive.
- All comments to be into Doug by Tuesday June 15th noon.
- Doug will forward a draft letter later this week for executive to amend then a motion will be put forward to the executive via e-mail for a vote.
- The letter will be addressed to Peter M at APEGBC.

Action items:

- Doug to collate a letter for late this week (June 17) for circ to executive**
- Once exec has reviewed, a motion will be put forward to accept the letter – exec are to vote on it.**

Item 6.3 Bursary Award (Brian)

- All applicants from UBC, Bursary rules state one from each institution.
- Motion (Brian): that the best two applicants from UBC get the bursary for this year. Seconded by Eric, Passed.

Item 6.2 Nominations to JPB (Eric)

- Two names were put forward (confidential).
- Motion (Eric): that these two names be recommended, seconded Brian , Passed

Item 6.1 DEGIFS Nomination Committee (Eric)

- 3 contacted names were put forward (confidential)
- executive volunteered several other names subject to their agreement

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Action Item: Executive who put names forward to pass them on to Eric who will contact them.

6 NEXT MEETING

- Monday, July 19, 2004 at 7:55 a.m.

Attachments:

Summary of Action Items – will be when final done

Minutes prepared by Tim Dunne

