



New Brunswick Chapter

June 5, 2019 – Annual General Meeting

Place: RPC (Research and Productivity Council) - Innovation Space Room
921 College Hill Rd, Fredericton, NB
Time: 12:00 pm Lunch / 13:00 pm meeting
Topic: Psychological Health and Safety (Joan Wright)

AGENDA:

1. Call to Order
2. Welcome and Introductions

<p>Reminder: Due to changes approved at the February 2019 meeting – with the date change of our AGM to June, the current BOD is reaffirmed and there will be no election at this AGM. The next election will be June 2020</p>
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3. Additions to the agenda
 - None
4. Approval of previous minutes
 - **Grant A, Shawn R**
5. Guest Speaker: Psychological Health and Safety **J Wright**
 - Ed MacFarlane will get a copy of the presentation which can be distributed, and we will ensure that this is made available via our chapter website.
6. Chair Update **G Aune**
 - **Membership:** Discussed expanding and opening membership up beyond “traditional” safety roles. This could include any positions that deal with safety in some form (i.e. HR, first responders etc.) All membership is encouraged to invite a friend or co-worker that may be interested in the CSSE to a meeting as a guest.
 - **Planning for 2020:** Will begin in July at the Board of Directors’ retreat.
 - Updated **NB Chapter Management Guide:** Changes have been approved by the BOD immediately proceeding the AGM.
 - These changes must be made to the digital version of the CMG which will then be posted on our chapter website for membership. An email will be sent to all membership when this has taken place.
 - Once change effective for the 2020 AGM Elections is the addition of a Social Media Director position.
7. Membership Report **S O’Dell** (S Reilly presented)
 - Current membership is 106 (up 2%)
 - 3 of our members have reached 10 years of service. Service awards are not available for this meeting but will be given out at our next meeting in Edmunston or will be sent to members.
 - All members are invited to attend meetings and bring a friend. They do not have to be full time employed in “traditional safety” roles. They can be in other support roles including your OHSC / JHSC members that could benefit from CSSE membership.
8. Treasurer Report **E MacFarlane**



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- The NB chapter is in a strong financial position at the close of our fiscal year. Some additional revenue and expenses are expected following NAOSH events in early May.

9. NAOSH Update

J Pellegrini



THANK YOU to all volunteers who supported these events throughout NAOSH week. Without you these events would not be possible. Your hard work and dedication showed the strengths and professionalism that New Brunswick prides itself on. We truly appreciate everything you contributed!

- National Launch – Saint John - Overall a great event. Not as well attended as we would have hoped with only 130 participants.
- Provincial Breakfasts Update: All went over very well. The Fredericton attendance was down over last year. Cambelton did go ahead as planned
- The NAOSH subcommittee is looking for more volunteers to help with future events. While a large focus this year was on the National Launch, we have great opportunities to support the other provincial breakfasts which were strong supported by a very small number of key individuals. **Member support is needed to help keep these events running strong in the future.** This is also a great volunteer opportunity for people looking to get volunteer hours for various programs.

10. Professional Development Report

S Poirier (S Reilly presented)

- Not much to report regarding Professional Development for this meeting other than the fact that Shelley will be planning Lunch and Learns this summer for the fall and would like to have volunteers to assist;
 - Someone to help for Bathurst / Edmunston area.
 - Someone to assist in Fredericton / Moncton / Saint John.
- Any feedback on topics / presenters - including any future topics you would like to see presented - would be great. Reply directly to Shelley Poirier.

11. Website

C Fournier

- We are following up with national through our Regional VP to determine what the delays are with the availability of our French website. We will provide an update as soon as it is known.
- All members are encouraged to use the website to register for meetings and events, so we know how many to expect at meetings and ensure the facilities meet the needs for the meetings or events.
- nb@csse.org is our new email account you will see communication coming from. If necessary, please ensure that this address is exempt from your spam blocker if you would like to remain updated and receive emails from the chapter.

12. Steps For Life

J Whitebone / S Reilly

- Highly successful event this year. We achieved 102% of our financial goal (104% of the national goal). We had the largest number of registered participants NB has ever had and have been instrumental in improving awareness and social media presence.
- An official wrap up meeting is planned for the end of June.

13. CSSE Mentorship Program

C Fournier



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- There has not been a lot of changes on this pilot program since the last update. We do have registered **mentors** but no registered **mentees**. If you are interested in working with a mentor you are strongly encouraged to visit the National website or contact Christian Fournier (use the nb@csse.org email address)
- Further information will be presented at the Edmunston meeting.

14. Awards and Service Recognition

TBD

- Not available at this meeting. Will be presented at the next meeting

15. Open Forum / Discussion



Earlier this year CSSE advised that we had initiated a **Community Outreach Committee**. Discussion was held with examples of what this looks like from a volunteer and resources perspective. This is CSSE's way of giving back to the communities in which we serve. There are many opportunities to step up and take part, from WorksafeNB "Safety Days" to other community involvement.

- We are looking for volunteers to help us drive Corporate Social Responsibility. If you are interested contact any member of the BOD through the NB@csse.org email address or contact us directly.

16. Attendance Incentive Award



The BOD has promoted the fact that your attendance matters... We are offering one paid registration to either the CSSE Professional Development Conference (PDC) or registration in one CHSC course offering. The rules are simple...

- For every meeting you attend in the course of the year, your name is entered into a draw to be held at the AGM. The winner will receive their registration for the following year (i.e. AGM 2019's draw is for PDC 2020 attendance)
- Note: The chapter will pay for PDC registration only, not travel expenses
- The 2018 AGM (drawn *September 2018*) winner (**Chalena Biggar**) will be registered for PDC 2019.
- The 2019 AGM (drawn *June 2019*) winner (**Jamie Haines**) will be registered for PDC 2020 or a CHSC course.

Congratulations to our winners!

17. Adjournment

Next Meeting:

- August 08, 2019
- Location: Twin Rivers Paper Company, 27 Rice Street, Edmundston, NB
- Joint meeting with Quebec Chapter