

MINUTES
PROMOTION & EDUCATION COMMITTEE
October 18th 2004
Vancouver, British Columbia

M. A Dalkowski B. Hines M. Richards J. Stein I. Jones J. Mogan H. Pruden J. Quantz P. Mason H. Estreicher B. Delbreuk D. Hines	P. Dandy P. Hattin B. Wangel K. Knowling T. Moryto L. McPhee B. Burmeister M. Straatsma-Rennie C. Wilson M. Hollick B. Townsend	D. Alexander T. Seaman S. Shields C. Baker C. Frohlich L. McPhee L. Prendiville M. Prendiville K. Archer R. Knetchel P. Morris
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STAFF:

Henry Walthert
Robert Lloyd

COMMITTEE MEMBERS:

Ms. Mary-Anne Dalkowski (Chairperson)
Ms. Marcia Straatsma-Rennie
Mr. Mike Fink
Mr. Craig Frohlich
Mr. Tom Mitchell
Mr. Brad Burmeister

1. CALL TO ORDER

Committee Chair M. -A. Dalkowski called the meeting to order.

2. ADOPTION OF AGENDA

Motion by M. Hollick for adoption of agenda. Seconded by M. Straatsma-Rennie.
CARRIED

3. MINUTES OF THE PREVIOUS MEETING

Motion by T. Seaman to adopt the minutes of the previous meeting held April 2nd 2004 and seconded by J. Stein.

CARRIED

4. CITW WEBSITE / SAFETY INFO SITE

R. Lloyd presented the webpage updates to the residential section of the CITW website and the addition of Borates to the ptw-safetyinfo.ca website.

Discussion occurred regarding some needed changes to the wording on both citw.org and ptw-safetyinfo.ca and how CITW should cross reference with the Durable Wood website.

5. ONLINE EDUCATION

R. Lloyd presented the now operational WHMIS training module.

Discussion occurred concerning the topic and how members would like an administrative function to track employee results and use patterns for the program.

The address for the website will be sent to all members of the Promotion and Education and Technical committees for review and comment.

It was agreed that legal counsel must be sought concerning liability issues before the program becomes available to membership.

6. TRADE SHOWS

R. Lloyd discussed the trade shows CITW has been involved with as well as others they planned for attendance. Members mentioned that CITW should participate in more tradeshow and that CITW should always be a speaker on the agendas at the CWC fairs.

7. REDESIGN OF CITW BROCHURE

It was agreed that CITW brochures could be included as print offs from website.

8. COMMENTS FROM MEMBERS

CITW is receiving many enquiries related to corrosion and fasteners; CITW should add a FAQ to their website; or at the very least refer users to the manufacturers.

9. ADJOURNMENT

Motion by M. Hollick and seconded by J. Stein to adjourn the meeting.

CARRIED

