

# Society of Fire Protection Engineers

*Engineering a Fire Safe World*



## MINUTES OF MEETING

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<b>Location:</b>	Online	<b>Date:</b>	January 26 <sup>th</sup> 2023
<b>Meeting Number:</b>	Annual General Meeting (2022 Reporting)	<b>Time:</b>	2:00-2:30 PM (EST)

Item No.	Description	Action
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The following is a list of the items that were discussed at the meeting.

<b>1</b>	<p><b><u>Call to Order and President's Welcome</u></b></p> <p>The Chapter President, Lindsay Ranger, called the meeting to order at 3:00 PM and welcomed everyone to the Annual General Meeting (AGM) of the Society of Fire Protection Engineers – National Capital Region Chapter.</p> <p>It was moved by Lindsay Ranger to begin the meeting. Seconded: Sean Tracey.</p>	Info
<b>2</b>	<p><b><u>Approval of Minutes of the AGM (2021)</u></b></p> <p>It was noted that the AGM minutes are available on the chapter website.</p> <p>It was moved by <u>Lindsay Ranger</u> and seconded by <u>Richard Michels</u> to approve the minutes as circulated. Motion carried.</p>	Info
<b>3</b>	<p><b><u>Program Director Report</u></b></p> <p>The Chapter President, Lindsay Ranger, noted that 2022 has been a good year of events and technical sessions. Events were mostly held online. Sessions included:</p>	Info

Item No.	Description	Action
	<p>October 06, 2022 Chief Brent Brooks. High Rise Firefighting - Tactical to Practical</p> <p>June 29, 2022 Celebration of the Career Achievements of Dr. George Hadjisophocleous</p> <p>May 25, 2022 Beth Weckman. New Energy Efficient Homes: A Journey into Limited Ventilation Fire Environments</p> <p>May 03, 2022 Steve Craft. Mass Timber Demonstration Burns</p> <p>March 09, 2022 Dr. Katherine Lamb. Simulation: High fidelity and versatile. Train for the unexpected.</p> <p>February, 2022 First Annual SFPE-NCR Student Conference</p>	
<p><b>4</b></p>	<p><b><u>Membership Director Report</u></b></p> <p>It was reported that according to membership records in Wild Apricot, there the chapter has approximately 40 paid members, 2 retired member, 10 student members. (numbers were not confirmed)</p> <p>Lindsay Ranger presented new membership fees:  <i>Membership fees are increasing to \$40 payable on January 1st of every year. The new fees will come into effect for renewals starting April 1, 2023. All Technical Sessions will be free to members in good standing. Membership will continue to be free for Students and Retired members.</i></p> <p>It was moved by <u>Lindsay Ranger</u> and seconded by <u>Peter McBride</u> to approve the new chapter fees. Motion carried.</p>	<p>Info</p>
<p><b>5</b></p>	<p><b><u>Treasurer Report</u></b></p> <p>The Treasurer, Geoff Randall &amp; Richard Michels, provided an overview of their report for 2022, included in powerpoint presentation.</p> <p>It was moved by <u>Lindsay Ranger</u>, and seconded by <u>Richard Michels</u> to approve the 2022 Treasurer’s Report. Motion carried.</p>	<p>Info</p>
<p><b>6</b></p>	<p><b><u>Charitable Donations</u></b></p>	<p>Info</p>

Item No.	Description	Action
	<p>It was reported that in 2022, the Chapter made the following donations:</p> <ul style="list-style-type: none"> <li>• \$100 to Camp Bucko</li> </ul>	
<p><b>7</b></p>	<p><b><u>Nominations Committee Report</u></b></p> <p>Lindsay Ranger indicated that the Chapter Officers will retain their posts in 2023, and that Lindsay Ranger will continue as Chapter President.</p> <p>It was moved by <u>Lindsay Ranger</u> to accept Executive Cmmittee, and seconded by <u>Geoff Randall</u>. Motion carried.</p>	<p>Info</p>
<p><b>8</b></p>	<p><b><u>Other Business</u></b></p> <p>Peter McBride – discussed the process for membership to elect directors.</p> <ul style="list-style-type: none"> <li>• Currently directors volunteer for the position.</li> <li>• Lindsay noted that given lack of engagement from membership as a whole, it seems challenging to follow old process of nominating directors and having membership vote. The directors welcome anyone who wants to volunteer as a director.</li> </ul> <p>Lindsay Ranger noted that the chapter is revising its constitution to better reflect the current practices of the chapter. A notice has been sent to members and any comments are requested by March 1, 2023.</p> <p>Technical Session Ideas for 2023:</p> <ul style="list-style-type: none"> <li>• Amazon warehouse</li> <li>• Sam Salem fire lab</li> <li>• May for student conference</li> </ul> <p>The chapter hopes to run a fundraising campaign to be able to reinstate the Ken Richardson Scholarship. An antique fire extinguisher has been purchased to help fund/promote this activity.</p>	<p>Info</p>
<p><b>9</b></p>	<p><b><u>Adjournment</u></b></p> <p>It was moved by <u>Lindsay Ranger</u> to adjorn the meeting, and seconded by <u>Claire Frechette</u>. Motion carried.</p>	<p>All</p>



# SFPE NCR AGM

January 26<sup>th</sup> 2023

# AGENDA



- ▶ President's Welcome
- ▶ Constitution Update
- ▶ Executive Committee Update
- ▶ Programming Report
- ▶ Membership Report (including new fee structure for 2023)
- ▶ Treasurer Report
- ▶ Fundraising
- ▶ SFPE Canadian Chapters
- ▶ Other Business

# WELCOME!



- ▶ Objective:
  - ▶ To advance the science and practice of fire protection engineering and its allied fields, to maintain a high professional and ethical standing among its members, and to foster fire protection engineering education
- ▶ Modernizing SFPE NCR
  - ▶ Wild Apricot / Website / LinkedIn
  - ▶ Online Events
  - ▶ Chapter Constitution

# CONSTITUTION UPDATE



- ▶ Proposal posted on website
- ▶ Do not require NCR members to be SFPE members
- ▶ Recommend Executive Committee to be SFPE members, but not required
- ▶ Membership requests through website
- ▶ President and VP can hold office for 2 years OR UNTIL SUCCESSOR FOUND
- ▶ Added gender neutral language
- ▶ Removed bi-annual Newsletter requirements
- ▶ Officer nominating committee will be formed by the Executive Committee
- ▶ Removed chapter meetings
- ▶ Amendments by Executive Committee

# EXECUTIVE COMMITTEE



- ▶ The Nominating Committee, recommends the appointment of the following members as Chapter Officers and members of the Executive Committee for 2023
- ▶ President - Lindsay Ranger
- ▶ Vice-President/Membership - Dominic Esposito
- ▶ Programming - Chief Peter McBride
- ▶ Treasurer - Geoff Randal / Richard Michels
- ▶ Student Representative - Adam Petrycki (social media)
- ▶ Secretary - EMPTY
- ▶ Directors - Claire Frechette, Amer Al Merabi, Chief Duncan McNaughton
- ▶ Directors at Large - Bill Fremis, Matt Jardine



# EXECUTIVE COMMITTEE



- ▶ Kevin Wu stepped down
- ▶ Chief Duncan McNaughton OFS joined in January
- ▶ Adam Petrycki joined as Student Representative
- ▶ Need more Directors!
  - ▶ Secretary (meeting minutes)
  - ▶ Online event organizer (creating posters, initiating events in WildApricot).

# PROGRAMMING REPORT 2022



- ▶ February 9<sup>th</sup> - 1<sup>st</sup> Annual Student Conference - 40
- ▶ March 9<sup>th</sup> - Simulation: High Fidelity and Versatility. Dr. Katherine Lamb - 16
- ▶ May 3<sup>rd</sup> - Mass Timber Demonstration Burns. Dr. Steve Craft - 60
- ▶ May 25<sup>th</sup> - New Energy Efficient Homes . Dr. Beth Weckman -17
- ▶ June 29<sup>th</sup> - Celebration Of Dr. Hadjisophocleous Retirement - 28
- ▶ Oct 6<sup>th</sup> - High Rise Fire Fighting. Cpt Brent Brooks - 61

# PROGRAMMING IDEAS 2023



- ▶ NBCC/NFCC 2020 Code Update (2 part presentation)
- ▶ Witness training at OFS training facility
- ▶ 2<sup>nd</sup> Annual Student Conference
- ▶ Nuclear industry related
- ▶ NRC Code harmonization
- ▶ Lithium ion batteries
- ▶ Facility tours
- ▶ More in person networking events
  
- ▶ Aiming for 8 in 2023
- ▶ Can use SFPE technical sessions for PEO PEAK hours

# MEMBERSHIP REPORT



- ▶ 40 active members
- ▶ 6 lapsed members
- ▶ Revenue (2022 to end of November):
  - ▶ Membership Fees: \$700
  - ▶ Technical Session Registrations: \$955
    - ▶ 51 member registrations
    - ▶ 70 non-member registrations
  - ▶ **Total: \$1655**

# MEMBERSHIP REPORT



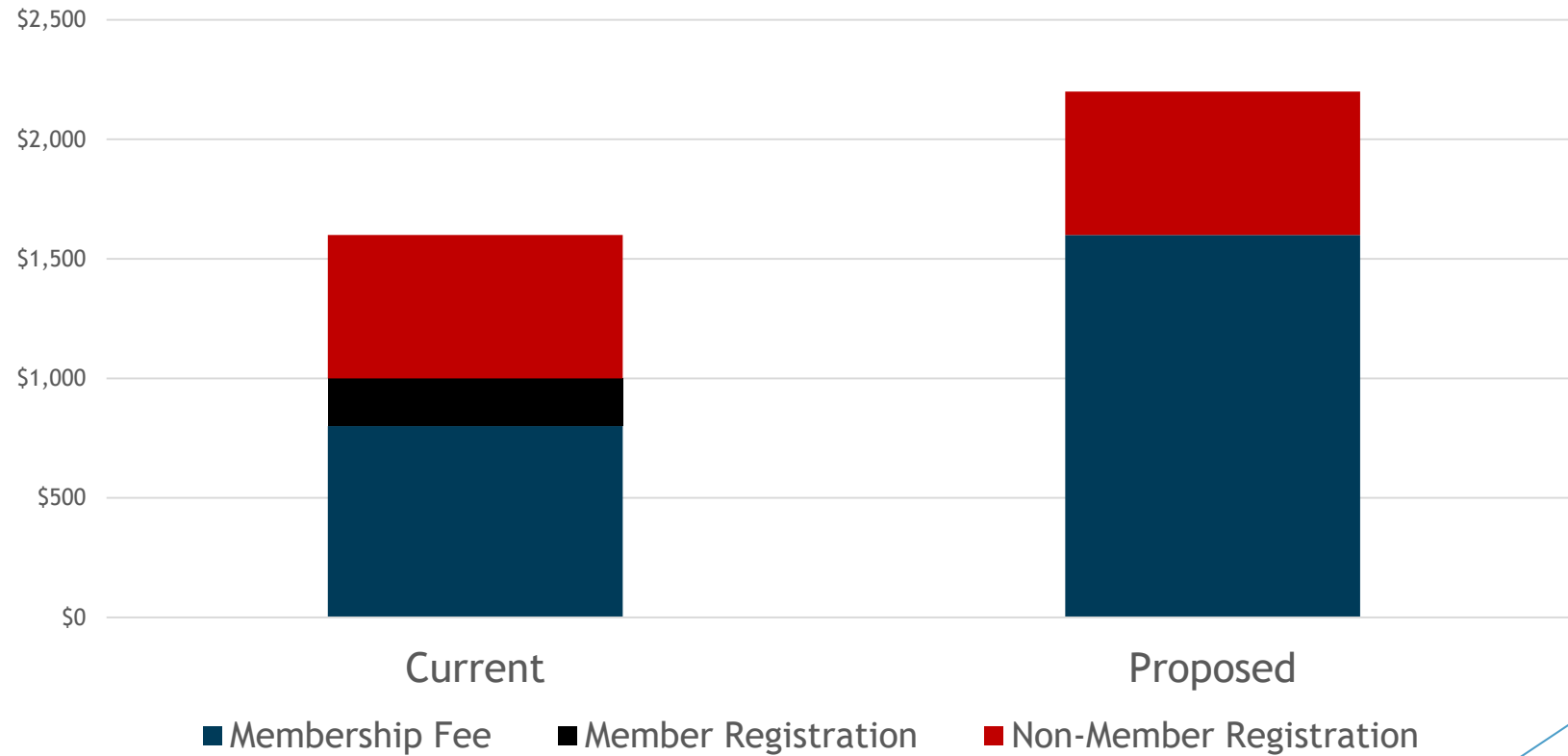
- ▶ NEW fee structure
  - ▶ Increasing membership fees to \$40 / year
    - ▶ Offset with free member attendance to Technical Sessions
  - ▶ Members have until March 31, 2023 to renew at existing pricing
  - ▶ Motion passed by Directors unanimously
  - ▶ Will send out email to members following AGM
  - ▶ Going forward will require dues to be paid January 1<sup>st</sup> of each year
  - ▶ Assume an active annual membership of 40, 60 non-member registrations

# MEMBERSHIP REPORT



- ▶ Assume an active annual membership of 40, 60 non-member registrations

## Membership Fee Models

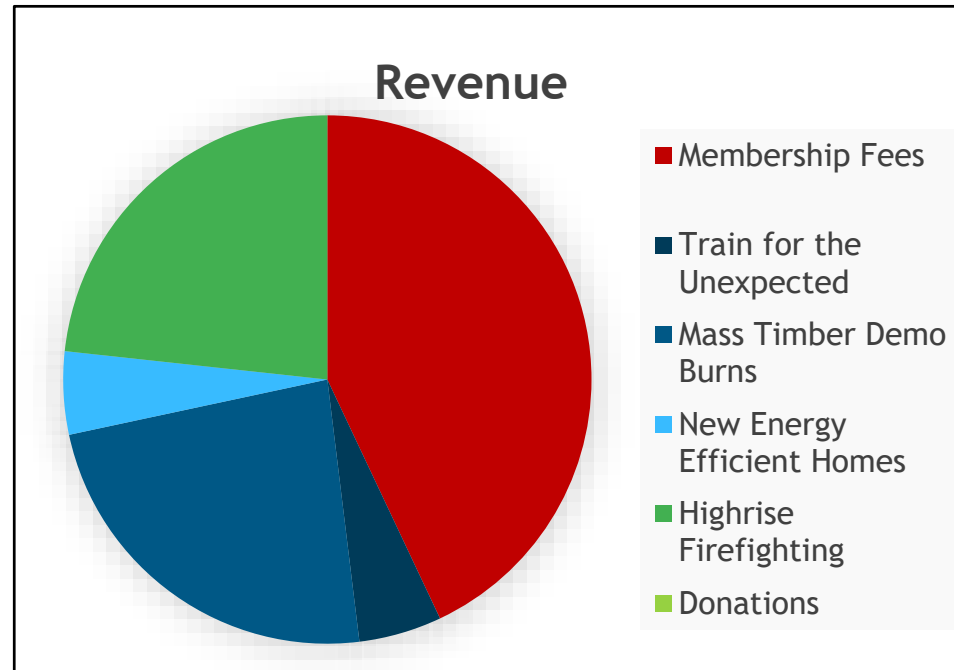


# TREASURER'S REPORT - 2022



Richard Michels & Geoff Randall

- ▶ Opening Balance: **\$2,827.90**
- ▶ Revenue: **\$1760.00**
- ▶ Net: **\$410.19**
- ▶ Closing Balance: **\$3238.09**

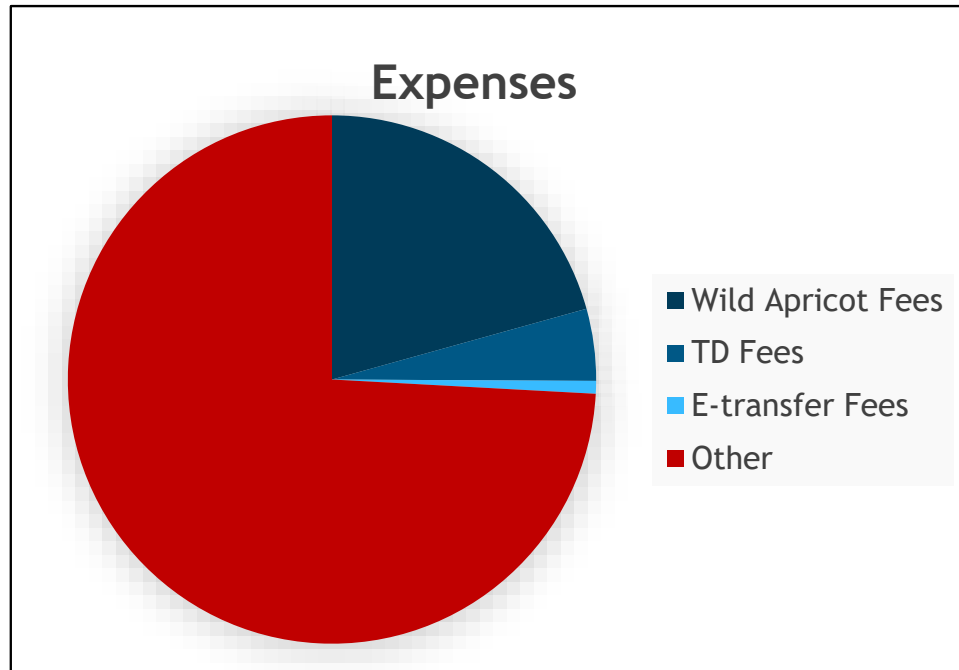


Membership Fees	\$720.00
Train for the Unexpected	\$85.00
Mass Timber Demo	\$95.00
New Energy Homes	\$85.00
Highrise Firefighting	\$390.00
Donations	\$0

# TREASURER'S REPORT - 2022



- Expenses: **\$1349.81**



Wild Apricot Fees	\$ 279.19
TD Fees	\$ 59.40
E-transfer Fees	\$ 10.50
Other	\$ 1,000.72



# WEBSITE



- ▶ No longer needed old website once migrated to Wild Apricot
- ▶ Will only pay for [sfpe-ncr.ca](http://sfpe-ncr.ca) domain going forward
- ▶ Allows us to manage events and membership
- ▶ All content moved

# FUNDRAISING



- ▶ 2023 Initiative to renew Ken Richardson Bursary fund
- ▶ Auction off antique brass fire extinguisher
- ▶ French and English. Unique piece of Canadian Fire Fighting History



# SFPE Canadian Chapters



- ▶ Created a group of SFPE Canadian Chapter Presidents
- ▶ Possible formation of an SFPE Canada organization
  - ▶ Discussions with SFPE Headquarters
  - ▶ Foster collaboration between chapters
  - ▶ Promote fire protection engineering professional practice in Canada
  - ▶ Survey now available
- ▶ Cross promotion of online events with other chapters

# Other Business



# SOCIAL EVENT



Please join us this evening at Mill St. Brew Pub  
6:00-8:00 pm



# SFPE NCR AGM

January 26<sup>th</sup> 2023