

**East River, Louisiana Pacific
Community Environmental Liaison Committee Meeting**
www.compostingpeastriver.ca

**May 2, 2013
Minutes**

Attendees: Sharon LeBlanc (Facilitator/Chair), Kyle Kennedy (LP Plant Manager), Katie MacKenzie (LP Environmental Department), Chris Rhodenizer (Envirem Rep), Rod Fry (Envirem Rep), Kerry Keddy, Kevin Green, Michelle Green, Bill Mercier, Marshal Hector
Regrets: Jennifer Frotten (LP Environmental Manager), Susan Davis, Kate Spencer

Opening – Sharon LeBlanc opened the meeting at 7:00 pm

Quorum was declared by Sharon LeBlanc

Minutes – The minutes for the February 7, 2013 meeting were reviewed and adopted. Moved by Bill Mercier, seconded by Kevin Green

ITEM	ACTION BY
<ul style="list-style-type: none"> ▪ The Guidelines for the Community Environmental Liaison Committee were reviewed and no changes required. The guidelines were stayed until next year. 	No Action Required
1. Additional Committee Members <ul style="list-style-type: none"> ▪ Sharon LeBlanc informed the committee an invitation was sent to Municipal council regarding participation in committee. As of yet no response was received. ▪ The option to send the approved meeting minutes to Municipal Council to keep them informed of committee activities was discussed. Members agreed that this could be a working option if no council member joined the Committee. 	Sharon LeBlanc to follow up
2. Community Feedback <ul style="list-style-type: none"> ▪ No concerns brought forward. 	No Action Required
3. Website – Updates <ul style="list-style-type: none"> ▪ The website updates have been made. ▪ February 7, 2013 minutes will be posted on website as well as the announcement for the upcoming open house. 	Katie MacKenzie & Jennifer Frotten to facilitate updates.
4. Open House <ul style="list-style-type: none"> ▪ Invitation letters will be prepared for the event and sent out once approved by LP's communications department. Rod Fry will take care of sending to Envirem contacts. ▪ Posters will also be prepared and sent out to committee members to distribute as required and posted in various locations. Posters will also be sent to the public via ad-mail and ads will be taken out in local publications (Aspotogan Recreation Association and New Ross Family Resource Centre newsletters as well as put onto any community bulletin boards and into publications as appropriate, ▪ Press release will be revised and sent out as well. ▪ Time of 9 am to 1 pm was re-confirmed with wrap-up meeting to 	Jennifer Frotten to prepare invitation letters and work with Rod Fry to distribute. Sharon LeBlanc to distribute to committee members. Jennifer Frotten to look after ad-mail and any paid advertizing. Jennifer Frotten

<p>follow.</p> <ul style="list-style-type: none"> ▪ Basin Gardeners' Club will hold plant sale with all revenue going to the Garden Club. ▪ Sea Cadets will run the BBQ fundraiser. ▪ Tours of the compost facility will again be offered using the flip chart to sign people up, starting at 9:00 a.m. and scheduled every 45 minutes. ▪ Susan Davis is unable to grow plants for planters however offered to arrange if plants provided. Suggestions made to transplant plants into compost. ▪ We will again give away bags of compost and have the draw for a load of compost. ▪ Rod Fry will present again. ▪ Rosmarie Lohnes will present on understanding soil. Committee members and general public if possible asked to bring in jars of soil for Rosmarie's demonstration. LP to provide 20 L of compost in pail for demonstration. Committee members will bring extra jars for others in attendance to use. ▪ LP will present their product. The smash-o-matic will be used. Multiple demonstration times suggested. ▪ A draw for "LP" prizes will occur. Community garden information along with info on Our Health Centre (one time) and Farmer's market will be on a table at the back exit. ▪ Union Hall has been booked. Inspection of parking lot condition will occur prior to event to ensure pot holes are marked. ▪ Suggestion was made to contact Land and Sea for event to be featured on future episode. ▪ LP Volvo will be used to move compost pallets ▪ Committee members and volunteers: <i>Will Attend:</i> Sharon LeBlanc, Kyle Kennedy, Katie MacKenzie, Chris Rhodenizer, Rod Fry, Kerry Keddy, Kevin Green, Michelle Green, and Bill Mercier, Robert Kiely. <i>Cannot attend:</i> Marshal Hector. <i>Unconfirmed:</i> Jennifer Frotten, Susan Davis, and Kate Spencer. Members invited to bring other volunteers. Members asked to confirm any additional volunteers prior to event to ensure there are enough. At least 12 needed. ▪ Suggestion of cake to celebrate 10th anniversary. Will look at buying from local grocery stores. ▪ Suggestion/ comment card idea approved. Feedback received for adding a question, "Where did you hear about the event?" ▪ Suggestion made to update bulletin board at test site with current approved minutes and poster on the open house event. 	<p>Bill Mercier will arrange/oversee sale. Sharon LeBlanc will coordinate with cadets. Chris Rhodenizer and Rod Fry will arrange the tours.</p> <p>Jennifer Frotten, Katie MacKenzie & Sharon LeBlanc will follow up. Katie MacKenzie & Jennifer Frotten will arrange/confirm amounts.</p> <p>Committee members will bring extra jars. Jennifer Frotten & Katie MacKenzie will ensure 20 L of compost in a pail is available.</p> <p>Kyle Kennedy will arrange. LP Sales rep will attend event. Kyle Kennedy will arrange prizes. Sharon LeBlanc to collect.</p> <p>Katie MacKenzie & Jennifer Frotten will inspect. Sharon LeBlanc to look into.</p> <p>Jennifer Frotten & Katie MacKenzie will arrange. Members will follow-up with additional volunteer names. Sharon LeBlanc & Jennifer Frotten to coordinate as needed.</p> <p>Jennifer Frotten on behalf of LP will purchase cake if approved. Jennifer Frotten, Sharon LeBlanc, & Katie MacKenzie will update comment card prototype. Katie MacKenzie will follow up.</p>
<p>Meeting adjourned: Michelle Green moved. Next regular meeting: September 5th, 2013 – 7:00 p.m., LP's Large Boardroom</p>	