

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

**April 12, 2007
Minutes**

Attendees: Sharon LeBlanc (Facilitator/Chair), Melissa MacIntyre (LP Environmental Manager), Doug Baker (Envirem Rep), Bill Mercier, Marshal Hector, Kerry Keddy, Kevin Countway (Spare LP Environmental Manager), Shawn Paquet (Envirem), and Susan Davis.

Regrets: Chris Melvin

Opening – Sharon LeBlanc opened the meeting at 7:05 pm

Quorum was declared by Sharon LeBlanc

Minutes – The minutes for the February 1, 2007 meeting were reviewed. The date provided for the Canadian Compost Council Workshop is March 5th and 6th (not March 2nd and 3rd) and Committee Member’s name misspelled. Doug Baker motioned for the February 1, 2007 minutes with adjustments to be adopted and Bill Mercier seconded the motion.

ITEM	ACTION BY
1. Community Concerns <ul style="list-style-type: none"> • Nothing to report. 	No Action Required
2. Website Update <ul style="list-style-type: none"> • LP logo is has been up-dated. • Meeting dates posted have been up-dated. • Proper referencing as a Committee, not a Council. • Request for the web address to be posted to the Community bulletin board. 	Melissa MacIntyre to follow up.
3. Review of Guidelines (as per annual meeting requirements) <ul style="list-style-type: none"> • Need to change the up-dated date to April 2007. • Have a page break placed before the Officers and Procedures – Committee Secretary section (ease of read). • Corrections/adjustments to the Officers and Procedures – Committee Secretary section <ul style="list-style-type: none"> • Change “be responsible for holding” to “hold” • Change “be responsible for ensuring” to “ensure” • And have the two above statements indented to reflect them as a sub-part of the distributing agenda statement. 	Melissa MacIntyre and Sharon LeBlanc to make appropriate adjustments & re-issue.

<ul style="list-style-type: none"> • Moved: Kerry Keddy, 2nd Doug Baker to adopt the changes above. 	
<p>4. Community Liaison</p> <ul style="list-style-type: none"> • Enhanced Compost Process Flow Chart – suggested changes made and found to be acceptable. • Thank you for Paul Green (creator of the Enhanced Compost Process Flow Chart – Thank You Card (signed by Committee members) and Gift Card (certificate) • Rose Park – Request for compost donation approved, and intended trucker (Monty Dorey) already in LP’s database system for property access. • 2006 cost for Committee – none provided (food and advertising for Open House only, rest are internal. • Request for compost donation towards Community Garden (Municipality) – brought forth by Melissa Macintyre • Request for compost donation towards the Municipalities’ small parks (i.e. The Anvil) – brought forth by Bill Mercier 	<p>Melissa MacIntyre and Sharon LeBlanc - post flowchart - community boards & website.</p> <p>Melissa Macintyre to provide cost through E-Mail to Committee members, and report at next meeting.</p> <p>Melissa MacIntyre to follow up on the compost donations.</p>
<p>5. Open House</p> <ul style="list-style-type: none"> • Open House 2007 to be held June 9; Union Hall booked. • Tours – suggested times of 10:30, 11:30 and 12:30 – to be flexible. • Invitation list was discussed – first draft provided. Susan Antler’s attendance to be confirmed (with a Composting Council of Canada display). • Open House Advertising and Press Release documents <ul style="list-style-type: none"> • Draft of the Invitation Poster to have a couple of modifications. • Several adjustments to made to press release - moved by Marshal Hector and 2nd by Susan Davis to be adopted. • Add Rural Delivery to the press release list (the draft). Moved by Doug Baker, 2nd by Susan Davis - Adopted • The draft of Who We are handout – OK • The poster board display of the description of the Committee to include Doug Baker. • Displays – Envirem; Composting Council (to confirm) Municipality on household composting; Suppliers provided table for displaying material. • Containers planted using compost and put on display at Open House – 2 concrete crocks donated. Envirem to provide compost. • Melissa MacIntyre to have display of composting materials at different stages in see-through bags. 	<p>Melissa MacIntyre to follow up invitations. Rod Fry to confirm attendance of Susan Antler (with display).</p> <p>Melissa MacIntyre & Sharon LeBlanc</p> <p>Melissa MacIntyre / Sharon LeBlanc adjustments to Press release - Melissa MacIntyre get approval from corporate.</p> <p>Melissa MacIntyre</p> <p>Susan Davis - planting; Bill Mercier containers; Doug Baker compost.</p> <p>Melissa MacIntyre</p>

<ul style="list-style-type: none"> • Attire for the Open House - dress in unison – Orange vests with the LP Logo for the Committee members. • Ballots needed for draw for compost from Envirem • Back yard composter draw – composter provided by the Municipality – to confirm if need ballots 	<p>Melissa MacIntyre to follow up on ordering Vests (as a donation to the Committee) Melissa MacIntyre</p> <p>Melissa MacIntyre</p>
<p>6. Canadian Compost Council Workshop</p> <ul style="list-style-type: none"> • Held on March 5th and 6th • Attended by Kerry Keddy, Kevin Countway, Melissa MacIntyre, Doug Baker • Melissa MacIntyre provided a presentation, as well as Envirem provided a facility tour. • Kerry Keddy reported to the Committee favorability of the Workshop. 	<p>No Action Required</p>
<p>Meeting adjourned: Bill Mercier moved. Motion passed.</p> <p>Next meeting (unofficial wrap-up meeting), June 14, 2007 at 7 p.m. (Large Conference Room at LP – East River Mill)</p> <p>Next meeting (official meeting), September 6, 2007 at 7 p.m. (Large Conference Room at LP – East River Mill)</p>	