

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

**May 7, 2015
Minutes**

Attendees: Sharon LeBlanc (Facilitator/Chair), Chris Rhodenizer (Envirem), Kate Spencer, Jennifer Frotten (LP Environmental Manager), Matthew Zwicker (LP Environment Dept. Student), Kevin Green

Regrets: Kerry Keddy, Paul Kempster (Envirem Rep), Andre Veinotte (Councilor Blandford – East Chester)

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

Quorum was declared by Sharon LeBlanc

Minutes – The minutes for the February 18, 2015 meeting were reviewed and adopted. Moved by Kevin Green. Seconded by Chris Rhodenizer

ITEM	ACTION BY
1. Guideline Review <ul style="list-style-type: none"> • The Guidelines for the Community Environmental Liaison Committee were reviewed and discussions took place regarding revising the role of the committee. LP has a renewed provincial Approval to operate the compost facility which does not require a community liaison committee. This allows the committee to have increased flexibility regarding formal structure, meeting schedule, etc. Further discussions on the committee's role and structure will take place during the September meeting. • References to the provincial Approval and regulations will be removed from the guidelines (Section 11 and last sub-bullet under Officers and Procedures - Committee Secretary). Moved by Kate Spencer and seconded by Chris Rhodenizer. 	
2. Additional Committee Members <ul style="list-style-type: none"> • A thank-you card and a few corporate gift items from LP & Envirem will be sent on behalf of the committee to Michelle Green, Bill Mercier and Marshal Hector. • Committee Members will provide name and contact information for any potential members to Sharon and Jennifer for follow-up. 	Sharon LeBlanc and Jennifer Frotten to arrange
3. Community Feedback <ul style="list-style-type: none"> ▪ No concerns brought forward. 	No Action Required
4. Website Updates – to be added: <ul style="list-style-type: none"> ▪ Updates required include adding this year's open house date to home page, updating meeting schedule, new compost spec sheet and adding most recent meeting minutes. ▪ Redesign of the website to be mobile device friendly has been requested through LP's webmaster. 	Jennifer Frotten and Sharon LeBlanc will work with LP webmaster to redesign website, make updates

<p>5. Open House</p> <ul style="list-style-type: none"> ▪ Invitation letters will be prepared for the event and sent out. Bob Kiely 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. ▪ Open House will run from 9 am to 1 pm again this year with wrap-up meeting to follow ▪ Basin Gardeners' Club will again hold plant sale with all revenue going to the Garden Club. ▪ YMCA Youth Leadership Group 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. ▪ Kate Spencer offered to prepare the planters this year. Bob Kiely will deliver bags of Envirem product to Sharon LeBlanc who will deliver to Kate. ▪ We will again have the giveaway of bags of compost and the draw for a load of compost. There will be 2 community gardens in Blandford that will gladly take any excess product. LP Volvo will be used to move compost pallets. Need to confirm if municipality will be providing a backyard composter for giveaway. ▪ Confirmation needed for Envirem and LP presenting again. ▪ Jodi DeLong will present on encouraging pollinators to your garden. ▪ LP will present their product. The smash-o-matic will be used multiple demonstration times. ▪ We will again provide a table for pamphlets, etc. from other community groups. ▪ Invitations will be sent to compost suppliers and businesses that use compost in Lunenburg County, Kentville to Windsor area, and Halifax area. A brochure with compost pricing info was prepared by Envirem to send with invitations. 	<p>Jennifer Frotten, Sharon LeBlanc, and Bob Kiely to facilitate.</p> <p>Jennifer Frotten and Sharon LeBlanc to facilitate.</p> <p>Jennifer Frotten and Sharon LeBlanc to facilitate.</p> <p>Chris Rhodenizer to follow-up with Bob Kiely.</p> <p>Bob Kiely and Sharon LeBlanc to arrange delivery.</p> <p>Jennifer Frotten will contact the municipality to confirm.</p> <p>Jennifer Frotten to arrange LP and Envirem presentations.</p> <p>Sharon LeBlanc / Jennifer Frotten will contact interested community groups.</p> <p>Jennifer Frotten / Matt Zwicker to send out invitations.</p>
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<ul style="list-style-type: none"> ▪ Union Hall has been booked and equipment will be moved to allow additional floor space. Inspection of parking lot condition will occur prior to event to ensure pot holes are marked. A covering to shelter people exiting the back doorway will be looked at and set up in case of rain. ▪ Committee members and volunteers: Will Attend: Sharon LeBlanc, Kyle Kennedy, Jennifer Frotten, Matt Zwicker, Chris Rhodenizer, Kerry Keddy, Kevin Green, Paul Gosse (LP), Robert Kiely, Kate Spencer. Unconfirmed: Paul Kemptster, Colin Murray (Envirem), Colin Johnston (LP). 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. ▪ Sound barrier with Envirem's and LP's large display boards worked well. A similar layout will be used this year, keeping tables away to help reduce interference. A microphone would be useful if plant sale is inside due to weather conditions. Kerry Keddy may have a microphone that could be used. ▪ Comment / suggestion cards will not be used this year as comments from previous 2 years were similar and guests tend to provide verbal feedback on what they like and dislike. Kevin Green moved. Kate Spencer seconded. ▪ Improved signage for the event was reviewed and agreed upon by the committee. Also need entrance and exit signs for building to direct people into front door. 	<p>Jennifer will arrange pot hole inspection and options for rain shelter.</p> <p>Members will follow-up with additional volunteer names. Sharon LeBlanc & Jennifer Frotten to coordinate as needed.</p> <p>Sharon LeBlanc to follow up on microphone from Kerry Keddy.</p> <p>Jennifer Frotten to have new signs made for the event</p>
<p>6. Meeting Schedule – remaining for 2015</p> <ul style="list-style-type: none"> ▪ Open House – June 13th ▪ September 3rd 	
<p>Meeting adjourned: Chris Rhodenizer moved.</p> <p>Next regular meeting: September 3rd, 2015 – 7:00 p.m., LP's Large Boardroom</p>	