

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

**May 2, 2019
Minutes**

Attendees: Sharon LeBlanc (Facilitator/Chair), Kate Spencer, Jennifer Frotten (LP Environment, Health and Safety Manager), Samuel Djetore (LP Environment Dept. Student), Kerry Keddy, Paul Kempster (Envirem Rep), Andre Veinotte, Marshal Hector (Councilor Blandford – East Chester)

Regrets: Chris Rhodenizer (Envirem)

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

Quorum was declared by Sharon LeBlanc

Minutes – The minutes for the September 6, 2018 meeting were reviewed and adopted. Moved by Kerry Keddy. Seconded by Andre Veinotte.

ITEM	ACTION BY
1. Guideline Review <ul style="list-style-type: none"> • The Guidelines for the Community Environmental Liaison Committee were reviewed and the only change required is to update Jennifer Frotten’s position to Plant EHS Manager. Motion made by Kerry Keddy to update Guidelines. Seconded by Kate Spencer. 	Jennifer Frotten will update Guidelines.
2. Community Feedback <ul style="list-style-type: none"> ▪ No feedback since last meeting. 	No Action Required
3. Website Updates – to be added: <ul style="list-style-type: none"> ▪ Website has not been updated due to internal changes at LP. Jennifer will work with LP’s IT Department to make updates to the website. 	Jennifer Frotten will work with LP IT Department to make updates
4. Open House <ul style="list-style-type: none"> ▪ Reviewed invitations list and made minor changes. Invitation letters will be prepared for the event and sent out. Bob Kiely will take care of sending to Envirem contacts. ▪ Reviewed draft poster for this year’s event. Final version will be sent 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 reviewed by LP corporate and sent out as well. ▪ Open House will run from 9 am to 12:30 pm this year with wrap-up meeting to follow ▪ 2 Bays 4H club will hold a small plant sale in conjunction with the BBQ fundraiser. They will run the “wheel of dirt” again this year with revenue going to their club. 	Jennifer Frotten, Sharon LeBlanc, and Bob Kiely to facilitate. Jennifer Frotten and Sharon LeBlanc to facilitate. Jennifer Frotten and Sharon LeBlanc to facilitate. Sharon LeBlanc to coordinate with help from other members as required.

<ul style="list-style-type: none"> ▪ 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. No tour during Envirem presentation. Investigate a way to identify guests signed up for the tour or announce tours. Difficult to find people signed up for tour previous years. ▪ Kate Spencer will prepare the planters again this year. Kate will check planters and let Sharon LeBlanc know if anything is needed. ▪ We will again have the giveaway of bags of compost and the draw for a load of compost. LP Volvo will be used to move compost pallets and place in same location as last year with like product in front of like product. A wheelbarrow would be very useful for transporting bags to cars. Surplus product will again be donated to community groups. Discussed Chester Middle School Memorial Garden and will reach out to other possible recipients. Need to verify if Municipality will be again providing a backyard composter for giveaway. ▪ Envirem will be presenting again. LP will be presenting and have “smash-o-matic” demonstrations. Presentations scheduled for 10 minutes each. ▪ Have not received confirmation from Municipality that they will attend with a table again this year. ▪ Niki Jabbour will present on Spring Gardening Spectacular. ▪ LP and Envirem will donate prizes for presenters to give out. ▪ 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 filled and/or marked. ▪ Committee members and volunteers: Will Attend: Sharon LeBlanc, Kyle Kennedy, Colin Johnston (LP), Jennifer Frotten, Samuel Djetore, Robert Kiely, Kate Spencer, Paul Kempster, Andre Veinotte, Chris Rhodenizer. Several LP volunteers confirmed as well. Members invited to bring other volunteers. Members asked to confirm any additional volunteers prior to event to ensure there are enough. At least 14 needed. ▪ Kerry Keddy will bring PA system and LP will provide screen and projector. LP will bring traffic cones. ▪ Road signage worked well last year. Need additional entrance and exit signs for building to direct people into front door. ▪ Refreshments will be similar to previous years. Suggestion to 4H club to offer water for sale. 	<p>Paul Kempster to follow-up with Bob Kiely. Jennifer Frotten and Sharon LeBlanc to investigate options for locating guests signed up for the tours.</p> <p>Kate Spencer to follow-up.</p> <p>Paul Kempster to follow-up regarding bags of product. Marshal Hector to bring a wheelbarrow. Sharon LeBlanc, Kerry Keddy, and Marshal Hector to follow-up with community gardens re surplus product. Marshal Hector to verify composter with municipality.</p> <p>Marshal Hector to follow-up.</p> <p>Jennifer will arrange pothole inspection.</p> <p>Members will follow-up with additional volunteer names. Sharon LeBlanc & Jennifer Frotten to coordinate as needed.</p> <p>Kerry Keddy and Jennifer Frotten to arrange.</p> <p>Jennifer Frotten to have new signs made for the event.</p> <p>Jennifer Frotten and Sharon LeBlanc to coordinate.</p>
<p>5. Meeting Schedule – remaining for 2019</p> <ul style="list-style-type: none"> ▪ Open House – June 8th ▪ September 5th 	
<p>Meeting adjourned: Kerry Keddy moved. Next meeting: September 5th, 2019 – 7:00 p.m., LP Large Boardroom</p>	