

Action List

Date Actioned	Action Item	Resp	Status as of June 14 2023	Comment
April 11 2022				
	Send a final copy of the 2021 Financial Statements to TSBC Board	Jl	done	sent with July 5/6 consent agenda
	Send a copy of the amended 2022 Budget to TSBC Board	Jl	done	
	Review the Committee Structure at the SPS as there may be opportunity to combine some committees	RS	done	on the July agenda
July 5&6 2022				
	Send the updated 2.2 version of the LCA to the board when available.	RS	done	
	Ask Maureen Kline for the comprehensive University of Missouri State of Knowledge RMA report that outlines its many benefits.	RS	done	
	Send the TI increase % from July 1, 2021, to July 1, 2022, to Neil Bansal to share with the haulers.	RS	done	
	Develop an alternative approach for a Retailer Education campaign.	RS and Bianca Bujan	TBD	in progress
	Make sure the ADF is captured on new car sales delivered direct to home.	TSBC Staff	done	It is being captured
	Set a date for the Board's fall virtual meeting.	RS	done	
Sept 19 2022				
	Check availability for Board winter meeting to be held over Monday Dec 12 to Wed Dec 14.	RS	Done	
	Continue to update and present the ADF sales by business type table at future board meetings.	RS	Done	
	Send the 5-year financial forecast summary pages as presented at the meeting, to the Board	Jl	Done	
	Send instructions to the board on how to login to the "Board login" site of the TSBC website	RS	Done	
Dec 13 2022				
	Add a copy or snippet of the letter from the school principal to the TSBC web site	RS	Done	
	Update the board if a report is received from NWR with content worthy to report	RS	N/A	No report rec'd
	Adjust the 2023 budget to reflect the changes agreed upon regarding the grant program and resend to the Board	RS	Done	
	Prepare an analysis for the next board meeting on the appropriate PLT eco fee	TSBC Staff	Done	On April 18 agenda
	Send out the calendar invite for the April meeting and investigate the Langley Coast as a potential option	RS	Done	
April 18 2023				
	TRAC to report back to TSBC on what the tire manufacturers are doing to address the issue of tire wear particles and their effect on waterways and fish.	Carol Hochu		
	To look into trailer manufacturing companies that may be purchasing tires from China as a focus for compliance reviews	TSBC staff		Rosemary working with Adrian on this
	To add to the December board meeting agenda, the merit of TSBC being an ongoing member of ICD	RS		
	To send an email to Tim and Ray Gelata, ED of the Western Canada Tire Dealers Association, to advise a new web site is being created and its purpose	RS	Done	
	To document the process for use and payment of the TSBC credit card	RS	TBD	CC not yet rec'd. Document will be completed before card is activated
	Prepare and execute a written agreement with Ocean Legacy Foundation	RS	Done	
	Advise Neil of the Board's decision to approve the 3.25% increase for crumb, mulch, steel and fibre effective May 1 2023	RS	Done	
	Prepare and distribute the notification of the PLT increases from \$5 to \$6.50 effective September 1, 2023	RS	Done	
	Engage TSBC's PR firm – Somaworks – for guidance on how to respond to media inquiries related to the increase	RS	In progress	
	Update the Governance Manual to reflect the Carol Hochu as the new TSBC Secretary and Chair of the Governance Committee	RS	in progress	
	Invite Carol Hochu to the June 6 2023 Governance Committee	RS	Done	