



Minutes

Heat and Frost Insulator Trade Board Meeting

September 1, 2015 at 10:00 a.m.
The Master Insulators' Association of Ontario
2600 Skymark Avenue, Suite 1-101
Mississauga, ON, L4W 5B2

Trade Board Members in Attendance

Randy Sloane, Chair

Adam Melnick

David Gardner, Vice-Chair

Walter Keating

Trade Board Members not in Attendance

None

Resource Persons/Guests in Attendance

None

Staff in Attendance

Dev Baichan, Program Coordinator, Standardsⁱ

1. Call to Order/Welcome

The Chair called the meeting to order at 10:15 a.m. The Program Coordinator officially welcomed the Trade Board.

2. Approval of Agenda

ON A MOTION MADE BY W. Keating, SECONDED BY A. Melnick AND CARRIED, the agenda was approved as circulated.

3. Conflict of Interest

No conflicts of interest were declared.

4. Previous Minutes

ON A MOTION DULY MADE BY A. Melnick, SECONDED BY W. Keating AND CARRIED the draft minutes of the Trade Board's May 11, 2015 meeting were approved as amended.

5. Update on Trade Board Resolutions & Issues

5.1 Membership Registration Update

A. Melnick provided an update on the Master Insulators' Association's (MIA) membership application process to the College. He informed the Trade Board that each member must submit an application to join the College and that mass registration was deemed not to be an option. A. Melnick advised that the union will be submitting the applications in batches to streamline processing.

5.2 Communications Plan and Exam Implementation Process

The Program Coordinator advised that the College has developed a communications plan around the exam implementation process. The implementation date is a critical factor, as once the Red Seal exam implementation date has been finalized, communications on the Red Seal exam will be released on an ongoing basis by the College prior to the exam's implementation. Letters to Apprentices, Journeypersons and key stakeholders will be drafted and shared with the Trade Board prior to final distribution. The Trade Board discussed a possible early-2016 exam implementation date, however, no final decisions were made.

6. College of Trades Update

6.1 Tony Dean Review

The Program Coordinator provided an update regarding the Dean Review. He advised that the written submissions have been posted online and showed the Trade Board where to access the submissions on the Dean Review website.

6.2 Registrar's Report

The Program Coordinator distributed the April 21, 2015 report. The Trade Board reviewed the document which led to a discussion around the College's Communications and Marketing activities and recently developed promotional videos.

6.3 Compliance and Enforcement

The Trade Board was updated on the College's Compliance and Enforcement activities for the period of May 2013 – March 2015 and from January – March 2015.

6.4 Trades Today Magazine

The Program Coordinator handed out copies of the Winter and Spring editions of the Trades Today magazine and advised that extra copies of the magazine can be obtained from the College.

7. Program Update

The Trade Board discussed the statistics of the various College membership classes for the Heat and Frost trade.

8. Next Scheduled Meeting/Event

The Trade Board is next scheduled to meet on January 19, 2016.

9. Adjournment

ON A MOTION MADE BY D. Gardner, SECONDED BY A. Melnick AND CARRIED, the meeting adjourned.

“Randy Sloane”

Randy Sloane, Chair

January 19, 2016

Date

ⁱ Recording Officer