



AGENDA

Eco-Web Spring Fling Meeting

April 29, 2010

8:00 a.m. – 5:00 p.m.

Meeting Called to Order by:

Attendees:

Please bring: Yourself (pen and paper if you are really keen)

8:00 a.m. – 8:45 a.m.	Introduction Continental Breakfast Welcome <i>Dan Webster</i> Orientation	Lunch Room
8:45 a.m. – 11:00 a.m.	Eco-Web Job Procedures Forms/accounting/Benefits <i>Joanna Webster</i> Field/Equipment Procedures <i>Dan Webster</i>	Conference Room
11:00 a.m. - noon	Eco-Web Safety Program Overview Review Updated Safety Manual and HSE Manual and discuss how this applies to employees, subcontractors and labour on Eco-Web projects	
Noon – 1:00 p.m.	BBQ – We provide the burgers, you bring the appetite!	Out Back!
1:00 p.m. – 2:15 p.m. 2:15 p.m. - 2:45 p.m.	Corel Draw Orientation - <i>Dominic Santomauro</i> Q & A Period - <i>Ask questions about topics previously discussed</i>	Conference Room
2:45 p.m. – 3:15 p.m.	Break – BS'ing and more food and coffee	
3:15 p.m. – 5:00 p.m.	Eco-Web Reports / Job Procedures Daily Reports <i>Dan Webster</i> Monitoring 101 SOP's (including new) Discussion	Conference Room

Additional Instructions:

This meeting is mandatory for employees and subcontractors and will become part of our general orientation at the time of hire, so feedback is encouraged.

Friday, April 30, 2010 – Bear Aware – Free course for all - 8am til noon. Trap shooting @ Whiplash Ranch (directions will be given at the end of Bear Aware course!!!!)