**Roevin SRM Meeting Minutes**

Date: October 30, 2018

Time: 9:00 am – 10:00 am

Attendees: Hoa Lien Stuart Wotherspoon

Colleen Gibson Susan Brown

Agenda:

1. Safety Moment

2. Review Q1 – Q3 SRM Dashboard

* + Recruitment numbers by Quarter
	+ Total Spend
	+ Highlights and Challenges

3. Review potential improvement ideas

4. Additional feedback and questions

Discussion:

* Cole Parker who has been in an incident is temporarily available to do basic office duties that require very light lifting
* Canadian Natural will support Roevin anytime a contractor is not treating staff with courtesy and professionalism
* Business area managers need to provide feedback for candidates
* Camp/Flight coordination now require an additional person to fulfill, question is raised on what the agreement terms are and what was done in the previous years

Action Items:

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| **Action Item** | **Responsible** |
| Clarify procedure and who is responsible in arranging medical transportation when a Roevin contractor has been in an incident and how Roevin will be notified. | Hoa Lien |
| Clarify with Nicole Brown why PeopleNet cannot be used for Albian | Colleen Gibson |
| Work with BA managers to better communicate hiring timeline and feedback for candidates to Roevin | Hoa Lien |
| Send Schedule B to Hoa to review camp/flight communication | Susan Brown |
| Send Industry average rate sheet for major contracting positions  | Stuart Wotherspoon |
| Set up meeting for discussion of Camp/Flight challenges  | Hoa Lien |
| Review agreement regarding camp and flight deliverables | Hoa Lien |
| Christmas Lunch! | Susan Brown |