



Executive Committee - Minutes
November 13, 2015
via Conference Call
(Accepted by Board)

Attending: Brian Deheer, Carolyn Campbell, Tim Polzin
Regrets: Doug Badger

1. Quorum and Call to Order – Brian

Brian called to order at 4 pm.

2. Review and Approval of Agenda - Brian

Agreed to review Nov. 5-6 Board meeting items for follow up.

3. January Board meeting administrative items

Discussion: Board and EC could use a tool to track past Action and Tabled items.

ACTION: Carolyn to circulate draft Action Register to Executive Committee for consideration.

ACTION: Carolyn to connect with Doug K on booking January Board meeting room at Athabasca University.

ACTION: Brian to provide notes for items at end of Nov. 6 (after Carolyn left), to add to draft Nov. minutes to Board.

ACTION: Carolyn to start building draft agenda for January Board meeting.

4. Hiring Staff

Discussion: Check notes on Oct 6 working Board meeting (no quorum) for discussion on suggested steps in hiring process.

ACTION: Brian to post the job position, including federal Job bank, Environment Canada and Alberta Works.

5. Finance Issues

Tim is following up on GST refund procedures.

6. H.R. Committee

ACTION: Brian to draft TOR for H.R. Committee before next Board meeting.

7. Society Annual Return

ACTION: Carolyn to check with Doug B before end of November.

8. Board Members Recruitment

ACTION: Carolyn to send out letters to Stewardship sector members for open Board seat.

ACTION: Carolyn to circulate open Board sector positions to Board members

9. Office

Discussion: Tim has the AWC finance computer. He will upgrade Simply Accounting software (estimated ~\$300), to retain useful analysis tools for reporting financial position to Board. This is within budget.

10. WaterSmart Athabasca River Basin (ARB) Initiative

ACTION: Brian will circulate draft reply to WaterSmart to Executive Committee for review before sending.

11. Athabasca River Basin Research Institute (ARBRI) Day

Discussion: Brian is working on his AWC presentation with Kai and Janice P.

12. AWC Website

ACTION: Tim will check with Janice P on website maintenance.

13. First Nations Participation In WPAC Work – AEP Request for Comments

Discussion: Send comments to Brian/Carolyn by Nov. 16

ACTION: Brian to send letter to AEP based on comments received from Board members

14. Adjourn

At 5:30 pm.