



**Executive Committee – Minutes
December 16, 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 7:30 pm.

2. Review and Approval of Agenda – Brian

MOTION: Carolyn moved to approve agenda as amended. Approved by consensus.

a. Review and Approval of Dec. 2, 2015 Minutes

MOTION: Tim moved to approve the Dec. 2, 2015 Executive Committee minutes for sending to Board members. Approved by consensus.

ACTION: Carolyn to send approved Nov. 13 and Dec. 2 Exec. Comm. Minutes to Board.

3. Staff Issues - Brian

a. Hiring

Discussion: Brian is drafting admin. position ad and will circulate to Board for comments. Will post to federal job bank, Alberta Works, Athabasca University, Portage College, Alberta Stewardship Network.

ACTION: Brian to draft job posting, review with Dave Mussell and circulate to Executive Committee and H.R. Committee members before posting.

ACTION: Tim to prepare background note of pros and cons to posting full-time position, including budget impacts, for discussion Dec. 30 by Exec. Comm and possibly on to Board for Jan 7-8 decision.

b. Complaint

Discussion: Requested documentation sent to Employment Standards Division of Alberta Jobs, Skills, Training and Labour.

ACTION: Brian to notify Board of claim and follow up.

c. H.R. Committee

Brian will draft TOR before next Board meeting (Actioned at Nov. 13 Executive Committee meeting).

4. Board Members Recruitment – Carolyn

a) Stewardship

Discussion: Carolyn has not had time to draft letter seeking Stewardship sector nominations (Actioned at Nov.13 Executive Committee meeting). Due to only 2 Board meetings remaining before next AGM, Carolyn will draft letter announcing Board vacancy, encouraging applications at upcoming AGM, and inviting interested sector members to attend March meeting.

b) Municipal

ACTION: Brian to provide Carolyn with RMWB representative name for follow up regarding interest in vacant municipality sector Board seat.

5. Office - Brian

Discussion: Brian and Tim moved all items that were stored in Edmonton. Portage College is storing for free for 1-2 months. Brian has discussed office space with Athabasca U. and has drafted formal request. Consider vacating Hinton office sooner to encourage earlier rental.

ACTION: Brian to send office space request to Athabasca U.

ACTION: Brian to photograph Hinton office contents when in Hinton.

6. AWC Website - Tim

Discussion: Tim and Janice P corresponded on website maintenance, volunteer may have time so outside contractor may not be needed. Further discussion, if needed, could be at C&CE Committee

7. Treasurer/Finance Update – Tim

Discussion: Monthly financial report format feedback; Tim will continue to identify computers in storage boxes.

8. Society Annual Return - Doug

ACTION: Carolyn to follow up with Doug

9. WPAC Forum

Discussion: send as many Board members as possible, confirm attendance before Board meeting if possible.

10. Other January Board meeting administrative items – All

a. Action Register – Carolyn

Template circulated, try out working copy after January Board meeting.

b. FF&C, Exec Comm draft minutes – Carolyn

ACTION: Carolyn will circulate to Board

c. Food

ACTION: Carolyn email Doug K, cc Doug B, checking that Doug B can arrange.

11. WaterSmart Athabasca River Basin (ARB) Initiative - Brian

Discussion: received WaterSmart's reply, discuss at Jan. Board meeting.

12. First Nations Participation In WPAC Work – AEP Request for Comments - Brian

ACTION: Brian to discuss further with Bob Savage.

13. GoA Grant Update – Brian

Discussion: Deadline for 2016-17 budget, plan and grant request is February 1, 2016. Important details on WPAC direction to be provided at January WPAC Forum. Desirable to have Tech and C&CE meet before Jan Board meeting. F&F meeting after Board meeting (Tim away Jan. 22-Feb 1)

ACTION: Tim to prepare basic budget draft for January Board meeting

ACTION: Brian and Carolyn facilitate set-up of Tech and C&CE meetings

14. CCEMC Forum Edmonton

Discussion: Put on January Board agenda

15. Meeting adjourned at 8:35 pm.

Next Meetings: Wed. Dec. 30 7:30-8:30 pm