



**Executive Committee – Minutes
December 30, 2015
via Conference Call
(Accepted by Board)**

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

1. Quorum and Call to Order – Brian

Brian called to order at 7:35 pm.

2. Review and Approval of Agenda – Brian

MOTION: Tim moved, Doug seconded, to approve agenda. Approved by consensus.

a. Review and Approval of Dec. 16, 2015 Minutes

MOTION: Tim moved, Carolyn seconded, to approve Dec. 16, 2015 Executive Committee minutes for sending to Board members. Approved by consensus.

ACTION: Carolyn to send approved Nov. 13, Dec. 2, Dec. 16 Exec. Comm. Minutes to Board for acceptance.

3. Staff Issues - Brian

a. Hiring

Discussion: Brian has circulated draft ad for admin. position to Exec Comm and H.R. Committee members for comments. Worded to be flexible for either part-time or full-time position. Decision to move from part-time to full-time should be by Board. Reviewed Nov. Board draft minutes: Board authorized Executive Committee to draft a contract and fill an Administrative Contract position within budgeted funds, so position could be posted as written.

ACTION: Brian to post, discuss full-time vs. part-time at January Board meeting.

b. Complaint

Discussion: Discussed options to present at January Board meeting.

ACTION: Brian and Tim will draft outline to Board for information/decision

c. H.R. Committee

Brian will ask for assistance drafting TOR.

4. Office - Brian

Discussion: Brian sent written request for office space to Athabasca U.; it was acknowledged and they will discuss in January. Hinton office contents likely too much for one rental trailer haul. Worth proposing to realtor: to help attract next long-term tenant earlier, AWC could partially subsidize new tenant's lease payments for several months if tenant occupied during AWC's term, which would also reduce AWC costs.

5. GoA 2016-17 Grant Application – Brian

Discussion: Deadline for AWC 2016-17 budget, plan and grant request is February 1, 2016. Important details on WPAC direction to be provided at January WPAC

Forum. Tim has prepared draft budget. Desirable to have Tech and C&CE set next meeting dates asap, with F&F soon after (Tim away Jan. 22-Feb 1)

ACTION: Carolyn to contact Tech co-chair and C&CE chairs re: meeting set up

ACTION: Brian to write Board on grant requirements before January Board meeting

6. WPAC Forum Attendance

Discussion: Five AWC Board members attending is positive, can shift some budgeted funds to cover greater expense.

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

ACTION: Brian to send WaterSmart reply to Board before January Board meeting.

8. Treasurer/Finance Update – Tim

Discussion: Legal invoice and accounting software purchase decisions for Board. Reviewing 2016 bookkeeping and insurance options.

ACTION: Tim to draft expenditure guidelines for Committees between Board meetings for Board review/approval at January Board meeting.

9. Board Members Recruitment – Carolyn

Same status as Dec.16.

10. Other January Board meeting administrative items – All

a. AGM draft procedures

ACTION: Carolyn will draft list of items to consider to send to Exec Committee ahead of January Board meeting. Will develop specific proposals between Jan. and March meetings for March decision.

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

ACTION: Carolyn to circulate to Board

c. March Board Meeting poll

ACTION: Carolyn to remind Board members to fill out so can decide at January meeting.

d. Board meeting Start Time

On Thursday (Day 1), try 10:30 am start and 5:30 pm recess so fewer members need 2 nights' accommodation.

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

Same status as Dec.16.

12. CCEMC Forum Edmonton

Discussion: Put on January Board agenda

13. Next Exec Comm Meetings: tentative (subject to Doug's confirmation):

Wed. Jan 20 7:30-8:30 pm

Wed. Feb. 10 7:30-8:30 pm

14. Meeting adjourned at 9:18 pm.