



**Executive Committee – Minutes
March 1 and 3, 2016
via Conference Call
(Accepted by Board)**

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

Tuesday, March 1

1. Quorum and Call to Order – Brian

Brian called to order at 7:02 pm.

2. Review and Approval of Agenda – Brian

MOTION: Carolyn moved to approve agenda. **Approved by consensus.**

3. Review and Approval of Feb. 10, 2016 Minutes

MOTION: Tim moved, Carolyn seconded, to approve Feb. 10, 2016 Executive Committee minutes for sending to Board members. **Approved by consensus.**

4. Staff Issues - Brian

a. Hiring

Discussion: Executive and H.R. Committees supported Interview committee recommendation. Jason Ponto accepted part-time permanent position for 20 hours a week, 3 month probationary period. Will look to transition to full-time position in 3-4 months (Jason is also completing PhD).

ACTION: Executive recommend to Board that Jason receive 3 weeks' vacation

ACTION: Carolyn to write Connie Simmons (in her capacity as both former ED and Board member) with benefits and part-time hours/overtime topics not in AWC Employee Handbook, cc Executive and H.R. Committees.

MOTION: Doug moved, Carolyn seconded, that the Admin Coordinator arrange for a smart phone, and service package including data, for AWC use, in the range of \$75/month. **Approved by consensus**

b. Complaint

ACTION: Tim to notify AWC lawyer of cashed settlement cheque, so AWC can receive copy of signed release.

c. H.R. Committee

Discussion: TOR still to do. Members gave input on Admin Coordinator hiring.

5. Office – Brian and Tim

Discussion: Athabasca University didn't approve AWC request for 200-300 square foot office yet; have questions on security and access hours to follow up with us. 600 square foot space in the historic Athabasca railway office is available to rent.

[Between March 1 and March 3, Board members resident in Athabasca area provided information and questions on potential railway office location]

ACTION: Jason to follow up questions on potential railway office location

Hinton office Discussion: Tim negotiated early lease payout of \$6500 plus regular March rent, building owner accepted, saves AWC \$4500. Furniture to be removed before March 31. Brian moved one desk to Lac La Biche in late February.

6. GoA 2016-17 Grant Application – Brian

Discussion: AEP requested several other items after Feb. 11, Brian sent these Feb 22, AEP has confirmed AWC application is complete. One informal feedback comment: advisable for AWC to have industry or other contributions.

7. Recess

Executive Committee recessed at 8:10 pm, until 7 pm Thursday March 3.

Thursday, March 3

8. Meeting reconvened

Meeting reconvened at 7:00 pm on March 3.

9. Treasurer/Finance Update – Tim

Discussion: Insurance proposal will be ready for Board meeting. Overall, our new bookkeeper providing excellent service at very good rates. Bookkeeper has read-only bank account access, will do tax-related paperwork for new employee.

Year-end: CSV auditors will be retained as per last AGM members' resolution. Tim will work with 2 volunteer auditors.

ACTION: With planned office/staff start-up, Tim to list proposed office software purchases for 2015-16 to present at March Board meeting.

10. Secretary Update – Carolyn

a. Board minutes to website

ACTION: Carolyn to send minutes to Janice P/Wayne for website posting

b. Board recruitment, member renewal

ACTION: Carolyn to follow up with Doug B on potential interim aboriginal member

ACTION: EC take suggested change in municipality seat distribution (in Board TOR) to Board for discussion/approval.

c. AGM prep and procedures

ACTION: Carolyn to compile Executive proposal for membership renewals, Board nomination receipt, AGM rules/election process for Board discussion/approval.

ACTION: Carolyn to contact potential facilitator and election presider.

ACTION: Tim to check on potential AGM venues in Lac La Biche, for a Saturday in late May or early June.

ACTION: Tim to check on timing for financial statement review by accountants and auditor committee review to inform AGM timing recommendation

11. March Board Meeting Prep

Discussion: Two guest presenters confirmed for March 11. Potential ARBRI bibliography speaker is unavailable.

ACTION: Carolyn to follow up with another potential ARBRI speaker.

12. Communications & Community Engagement Committee Update – Brian

Discussion: Met Feb 28, proposed newsletter topics, outreach ideas, including suggestions for Tech Committee supporting work.

13. Technical Committee Update – Carolyn

Discussion: Feb 29 meeting postponed. Brian, Janice P, Kai and Carolyn discussed proposed work plan for April-June, will bring to Board for discussion and approval.

14. Collaborative Process and Event Updates

a. WaterSmart Athabasca River Basin (ARB) Initiative

Discussion: Brian, Janice P and Jason attended Steering Committee meeting in Edmonton Feb. 26, will discuss with Board at March meeting

b. U of A Intersections of Sustainability Network

Discussion: As well as Network presenting at AWC March Board meeting, AWC members invited to March 22 Edmonton World Water Week panel discussion

c. Lesser Slave Lake watershed

ACTION: Carolyn to advise Lesser Slave Watershed Council's Meghan Payne that AWC wants to discuss potential Upper Athabasca regional planning collaboration when she presents at March Board meeting

d. CCEMC Forum Edmonton

Discussion: summary by Janice P requested for Board meeting

e. Aboriginal Consultation Workshop

Discussion: summary by Dave L requested for Board meeting

15. Next Exec Comm Meetings: TBD at March Board meeting

16. Meeting adjourned at 9:10 pm.