



**Executive Committee – Minutes
March 22, 2016
via Conference Call
(Accepted by Board)**

Attending: Brian Deheer, Carolyn Campbell, Doug Badger, Tim Polzin, and Jason Ponto (Admin. Coordinator).

1. Quorum and Call to Order – Brian

Brian called to order at 7:32 pm.

2. Review and Approval of Agenda – Brian

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

3. Review and Approval of March 3, 2016 Minutes

MOTION: Tim moved, Brian seconded, to approve March 3, 2016 Executive Committee minutes for sending to Board members. **Approved by consensus.**

4. Set next Exec Comm Meetings

Thur. March 31 at 7:30 pm, and Thur. April 21 at 7:30 pm.

5. Staff Matters - Brian

a. Admin Coordinator

Discussion: Review vacation at June Board meeting when transitioning to full-time, Executive supportive of 3 weeks. Employment Standards-related vacation pay to be included in each paycheque.

ACTION: Jason to set up time sheet process for Executive review.

b. H.R. Committee

ACTION: Carolyn to send Brian and Jason Committee TOR template.

6. Office – Brian and Tim

a. Lease

Discussion: Railway building office site floors now being renovated. April 5 is next Athabasca Town Council meeting for formal lease approval.

ACTION: Jason to obtain written authorization to move in to office space.

b. Furniture Move

Discussion: Target April 2 for tentative move in, including of items stored in Lac La Biche to be transported by Brian.

ACTION: Jason to advise Athabasca area board members for assistance.

c. Other Office setup

ACTION: Jason to proceed with cell phone package. Tim and Jason to decide on exact MS Office software.

7. Admin. Coordinator Update – Jason

ACTION: Jason to contact AB Corporate Registry for Society Annual Return status.

8. Treasurer/Finance Update – Tim

Preparing for year-end. Will include office information on insurance policy.

9. Secretary Update – Carolyn

a. March Board Minutes

ACTION: Carolyn to distribute to Board asap.

b. Approved Board and Committee minutes to website

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

10. AGM-May Board Meeting Prep

a. Place and date

Discussion: Legion in Lac La Biche confirmed for June 11.

b. Membership renewal and d. Board nomination application process

ACTION: Carolyn and Jason to discuss and update Executive.

c. Board open seats, sector targets

ACTION: Jason to draft memo to Board member with low attendance.

e. AGM Meeting Rules and f. Elections and presider

ACTION: Carolyn to follow up with potential facilitator, presider

11. Communications & Community Engagement Committee Update – Brian

Discussion: Newsletter is progressing, Jason, Monica assisting C&CE.

ACTION: Jason will investigate write-up on AWC-WPAC in Athabasca Advocate when office opens.

12. Technical Committee Update – Carolyn

ACTION: Carolyn to forward to Executive correspondence with AEP on assistance with presentation on State of Watershed findings. Carolyn to work with Kai and Brian to set up next meeting.

13. Collaborative Process and Event Updates

a. WaterSmart Athabasca River Basin (ARB) Initiative

Discussion: At least one Board member sent comments in on draft issues and performance measure documents circulated after Board meeting.

b. Lesser Slave Lake watershed

No updates

14. Meeting adjourned at 9:18 pm.