



**Executive Committee – Minutes
March 31, 2016
via Conference Call
(Accepted by Board)**

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

Regrets: Doug Badger

1. Quorum and Call to Order – Brian

Brian called to order at 7:31 pm.

2. Review and Approval of Agenda – Brian

MOTION: Tim moved, Carolyn seconded to approve the agenda as amended.

Approved by consensus.

3. Review and Approval of March 22, 2016 Minutes

MOTION: Tim moved, Carolyn seconded, to approve March 22, 2016 Executive Committee minutes as amended for sending to Board members. **Approved by consensus.**

4. Staff Matters - Brian

a. Admin Coordinator

Discussion: Time sheet adopted. Jason was encouraged to keep a separate log of activities.

ACTION: Jason to investigate how digital signatures could be implemented for Jason and Brian for timesheets.

b. H.R. Committee

Discussion: Carolyn has sent Brian and Jason a Committee TOR template.

ACTION: Brian to follow up with H.R. Committee on draft TOR.

5. Office – Brian and Tim

a. Lease

Discussion: AWC-WPAC lawyer reviewed and suggested a few changes to lease agreement which were adopted; final minor revisions will reflect that site improvements will be ongoing. AWC-WPAC has received written permission via e-mail to move in, lease signing will be April 2, Town Council approval April 5.

b. Move In – Furniture and LLB stored files

Discussion: April 2 for move-in, including items stored in Lac La Biche to be transported by Brian and Tim. Jason has arranged for 3 Athabasca area board members to assist in set up.

c. Other Office setup – software, etc.

Discussion: Software ordered and being loaded on 3 AWC-WPAC computers. Office insurance will be in effect as of April 1. Jason will order business cards (this is within set-up funds approved by Board).

6. Admin. Coordinator Update – Jason

[Action Item from March 22 Executive Committee meeting, on Society Annual return was addressed by Jason via e-mail before March 31 meeting: AWC-WPAC to re-submit its form asap after AGM, including updated Board of Directors list.]

Discussion: Jason will attend Alberta wetlands policy presentation and part of Water North coalition meeting in Athabasca vicinity.

ACTION: Brian to send Jason info on next meeting of WPAC EDs.

ACTION: Jason to clarify with several other WPAC EDs a process for:

- releasing member names from a sector to that sector's associations while addressing any potential privacy concerns
- review of financial statements by volunteer audit members identified at AGM
- Board nomination: how encourage quality nominees without appearance of bias; when/how should candidate names become public?

7. Treasurer/Finance Update – Tim

Estimate roughly \$90k expenditures for 2015-16 from \$100k Alberta government spent. Preparing for year-end reporting.

8. Secretary Update – Carolyn

a. Approved Board and Committee minutes to website

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

b. Action Register

Discussion: Carolyn and Jason will work offline to prepare this, as actioned.

c. Board discussion with AEP Special Advisor Ernie Hui on WPACs

Discussion: Brian attended another WPAC meeting recently where Ernie presented. Giving AWC-WPAC Board an advance summary of topics would help in a timely response, since this is near the end of Ernie's WPAC consultation period.

ACTION: Carolyn to suggest April 22 meeting in Athabasca, and notify Board members to save date for in-person or call-in.

ACTION: Brian to compile topics Ernie is seeking feedback on.

9. AGM-May Board Meeting Prep

a. AGM formal notification

Discussion: 30 days' notice to members is mandatory, will be noted in upcoming newsletter, but formal notice should go out in next few weeks to ensure interested members save the date

ACTION: Jason to draft AGM notice, Executive Committee to review, Brian to send in next few weeks.

b. Membership renewal

Discussion: Carolyn and Jason discussed, support an initial start on individual renewal (easy reply to e-mail) and outreach to as many municipalities as possible to renew or join, with copy to Councillor contact (if available) and admin. staff. Will also contact members from other sectors for renewal.

ACTION: Jason to draft individual e-mail and municipality renewal notices first, and compile municipality contacts, list to work from may be in office records already

c. Board nominations: application process; outreach

Discussion: Carolyn receives nomination forms, will encourage anyone to apply for any vacant position, will remind current Board members periodically to seek out nominees, will release information on numbers that have applied. Jason actioned above (Item 6) on other process questions.

d. AGM Meeting rules /elections / preside

Discussion: Brian will chair AGM before elections, we need to recruit someone else to chair during elections. Noting that Board agreed to use Robert's rules and have knowledgeable parliamentarian, Executive supports seeking a facilitator to preside over AGM elections, as could help to back-up the Chair on any potential process issues that may arise before elections.

ACTION: Carolyn to request GoA facilitator to chair elections during AGM.

e. AGM Event Committee update

ACTION: Brian and Tim to activate that Committee's work.

10. Annual Report Prep

Discussion: Jason has done a checklist and will circulate to C&CE Chair and Executive after the newsletter is sent out.

11. Communications & Community Engagement Committee Update – Brian

Discussion: Newsletter should be ready to send next week.

ACTION: Jason and Brian to assist in setting up next C&CE meeting.

12. Technical Committee Update – Carolyn

ACTION: Carolyn to forward to Executive correspondence with AEP on assistance with presentation on State of Watershed findings.

ACTION: 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: Transition underway from Steering Committee to Working Group.

b. Lesser Slave Lake watershed and c. U of A Sustainability Network Collaborative

No updates

14. Meeting adjourned at 9:33 pm.

Next Meeting: Thur. April 21, 7:30 pm