



**Executive Committee – Minutes**  
**April 21, 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:** Carolyn moved, Tim seconded to approve the agenda as amended.  
**Approved by consensus.**

**3. Review and Approval of March 31, 2016 Minutes**

**MOTION:** Tim moved, Carolyn seconded, to approve March 31, 2016 Executive Committee minutes as amended for sending to Board members. **Approved by consensus.**

**4. Next Executive Committee Meetings**

At 7:30 pm on: either May 9 or 10 (Brian to confirm); May 24.

**5. Staff Matters - Brian**

a. **Admin Coordinator** – No update.

b. **H.R. Committee**

**ACTION:** Carolyn to ask H.R. Committee members to draft TOR.

**6. Office – Jason / Tim**

Discussion: Business cards printed. Office signage options discussed. Some furniture had minor damage from disassembly by others in Hinton, is usable. Will obtain basic Internet package and investigate 1 land line.

**7. GoA Program /Funding /Planning Update – Brian / Jason**

Discussion: No update. Jason may hear more at April 26 WPAC Managers meeting.

**8. Admin. Coordinator Update – Jason**

Discussion: Water North Coalition of municipal utilities, recent working meeting in Athabasca, more suited to Board member vs. Admin Coordinator participation. One WPAC ED replied to AGM-related queries: they don't disclose any member information, don't have volunteer audit, don't have specific processes for Board nomination confidentiality.

**ACTION:** Carolyn to check with another WPAC on volunteer audit question.

Athabasca County invited Jason to present at June 14 Council meeting, Jason will send draft PowerPoint to C&CE Committee for review.

Inquiry from Cold Lake First Nation member; encourage them to stand for Beaver River Watershed Alliance Board.

#### **9. Treasurer/Finance/F&FC Update – Tim**

##### **a. Year-end financial review / audit**

Discussion: Over \$91k of GoA's \$100k grant spent in 2015-16. Have adequate balance for operations until current year grant. GST credit funds of \$9.5k are coming. Tim will send statements to volunteer audit members next week, then to accountant.

#### **10. Secretary Update – Carolyn**

Discussion: Approved Board minutes sent to C&CE, cc'ed Jason, for website posting. Carolyn to send approved EC minutes to Board. Carolyn and Jason to compile Action Register from prior Board meetings as actioned.

#### **11. Apr. 22 Board Meeting Prep**

##### **a. Ernie Hui discussion**

Discussion: Logistics arranged for in-person and call in. Reviewed Board e-mail thread on AWC-WPAC strengths, needs and 'implementer' concept.

##### **b. Other items**

Discussion: Will canvass Board members on best May call-in meeting date for Annual Report review, and membership form revisions.

#### **12. AGM-May Board Meeting Prep**

##### **a. Potential dates for May Board Meeting**

Discussion: Canvass Board member availability for May 24 and 25.

##### **b. AGM formal notification**

Discussion: Date noted in newsletter. Jason drafted formal notice, Carolyn revised as must be from Secretary. Need AGM agenda before sending.

**ACTION:** Jason to draft AGM agenda.

##### **c. Membership renewal**

Discussion: Canvass Board members April 22 for approval of separate individual and organization forms, as Jason has drafted.

##### **d. Board nominations: application process; outreach**

Discussion: Open positions noted in newsletter. Carolyn revised Board nomination form to only list open Board positions for clarity, will review with Board April 22.

##### **e. AGM Meeting rules /elections / preside**

Discussion: Reviewed facilitator queries, confirmed that facilitation support to Chair would be appreciated.

**ACTION:** Carolyn to renew request for GoA facilitator during AGM.

##### **f. AGM Event Committee update**

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

#### **13. Annual Report Prep**

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

**14. Communications & Community Engagement Committee Update – Brian**

Discussion: Newsletter sent. Have not had time to set up meeting.

**15. Technical Committee Update – Carolyn**

Carolyn forwarded to Executive the correspondence with AEP on assistance with presentation on State of Watershed findings.

Have not had time to set up meeting with some C&CE members on next steps.

**16. Collaborative Process and Event Updates**

**a. WaterSmart Athabasca River Basin (ARB) Initiative** - No updates.

**b. Lesser Slave Lake watershed** - No updates

**c. U of A Sustainability Network Collaborative**

Discussion: Carolyn sent them AWC-WPAC newsletter, asked for updates.

**d. Wetland policy workshop**

Discussion: Jason and Brian attended workshop, Brian will circulate notes.

17. Meeting adjourned at 9:47 pm.

**Next Meetings: May 9 or 10 (Brian to confirm), 7:30 pm, May 24, 7:30 pm**