



**Executive Committee – Minutes  
May 10, 2016  
via Conference Call  
(Accepted by Board)**

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

**Absent:** Doug Badger

**1. Quorum and Call to Order – Brian**

Brian called to order at 7:32 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 April 21, 2016 Minutes**

**MOTION:** Tim moved, Carolyn seconded, to approve April 21, 2016 Executive Committee minutes for sending to Board members. **Approved by consensus.**

**4. Admin Coordinator Update – Jason**

Discussion: Jason attended the WPAC managers meeting in Red Deer on April 26. The two major topics of discussion related to WPAC review meetings with Ernie Hui and the late funding announcement from GoA.

Discussion: Jason suggested the need to develop more autonomy in the admin coordinator position.

**ACTION: Jason and Brian will meet once a week for a weekly check-in.**

**ACTION: Jason will draft a presentation to give to AWC-WPAC municipalities and industry as a part of a stakeholder engagement and fundraising effort.**

**ACTION: Jason will follow up with Telus regarding office internet set up.**

**ACTION: Jason will look into updating in-kind contribution forms and processes.**

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

Discussion: There has not been a funding announcement from the GoA. Brian has heard that grants have been finalized and will be signed very shortly.

**6. H.R. Committee Update – Brian / Carolyn**

Discussion: An HR Committee TOR has not yet been drafted.

**ACTION: Jason will draft an HR Committee TOR.**

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

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

Discussion: Tim reported that Terri, the book-keeper, has completed a year-end financial report. We are in good shape, financially-speaking, with cash and GST receivables of over \$60,000 at the end of April. The year-end financial report has been sent to the volunteer auditors from our membership. Carolyn clarified the difference between a 'review engagement', which tests for plausibility, and an 'audit', which seeks verification. There was additional clarification around the role of the member audit, which may emphasize an examination of the validity of individual expenses, and the review engagement conducted by accountants, which would emphasize adherence to accounting principles.

## **8. Secretary Update – Carolyn**

Discussion: Minutes from past meetings have not yet been posted on the website.

**ACTION: Jason will contact Wayne to get access to the website and upload the minutes.**

## **9. AGM Prep**

### **a. AGM formal notification**

Discussion: AWC-WPAC bylaws state that the formal notification must include an agenda. Carolyn presented a draft agenda and the committee agreed to use it.

### **b. Membership renewal**

Discussion: The formal AGM notice and membership renewal message will have four attachments: agenda (minutes from 2015 AGM to be appended to the agenda), membership form for individuals and for organizations, and a board nomination form.

**ACTION: Jason will send three follow-up messages to the membership (roughly every week) to remind them to renew their memberships and attend the AGM. Updates should also include relevant information about the AGM (keynote speaker, guided walk) and notifications of contested board seats with no nominations.**

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

Discussion: The process for gathering board nominations and disclosing them was discussed.

**ACTION: Jason will compile board nominations and notify the Board of updates (without disclosing individual names) prior to the closing of nominations on June 4.**

### **d. AGM Meeting rules / elections / presider**

Discussion: Carolyn will try again to connect with facilitator Rick Moyse.

**e. AGM Event Committee update**

Discussion: Carolyn suggested looking for a keynote speaker that could relate water issues to the Fort McMurray wildfire. Several names were suggested and the committee will continue to brainstorm via email.

**10. Annual Report Update – Jason**

Discussion: Jason reported that he is awaiting feedback about the Annual Report mock-up circulated earlier.

**ACTION: Committee chairs will send Jason required information no later than May 18.**

**ACTION: Jason will compile the annual report and send it to the board for review on May 20 (prior to the long weekend).**

**11. May 24 Board Meeting Prep**

**a. Ernie Hui discussion follow-up**

Discussion: The AWC must draft a letter to send to Ernie Hui by the end of May. That letter should be drafted and circulated prior to May 24 so that it can be discussed and approved at the May 24 Board Meeting.

**ACTION: Jason will circulate his notes from the April 22 Board Meeting and draft a letter to Ernie Hui.**

**12. Communication & Community Engagement Committee Update – Brian**

Discussion: Nothing to report. No meetings are planned.

**ACTION: Jason and Brian will work together to initiate a meeting of the C&CE committee.**

**13. Technical Committee Update – Carolyn**

Discussion: Nothing to report. The committee will not likely meet before the AGM.

**14. Wood Buffalo Park UNESCO/IUCN/ NGO Meeting June 3 Edmonton – Brian**

Discussion: The Mikisew Cree First Nation has filed a petition to the UNESCO World Heritage Committee to request that Wood Buffalo National Park be added to the “List of World Heritage in Danger”. A round-table meeting of NGOs is scheduled for June 3, with RSVP by May 13. Carolyn explained that if AWC-WPAC attended, it would be expected to provide a statement outlining its stance on the issue, which should have Board approval. Because such a discussion would be difficult to arrange prior to June 3 due to AGM preparations, AWC-WPAC will not seek to attend.

**15. Collaborative process and Event Updates**

**a. WaterSmart Athabasca River Basin (ARB) Initiative**

Discussion: Nothing to report.

**b. Lesser Slave Lake watershed**

Discussion: Nothing to report.

**c. UofA Sustainability Network Collaborative**

Discussion: Nothing to report.

**16. Meeting adjourned at 9:46 pm.**

**Next Meetings: May 24, June 7**