



**Board of Directors – Meeting Minutes  
May 24, 2016  
(Held via teleconference)**

**Attending:** Brian Deheer, Carolyn Campbell, Dan Moore, Doug Kariel, Janice Pitman, Jamie Giberson, Marv Fyten, Monica Dahl, Terry Sheehan, Tim Polzin.  
Administrative Coordinator Jason Ponto.  
**Regrets:** Dave Loyie, Garry Horton, Janice Linehan.  
**Absent:** Doug Badger, Kai Ma.

**1. Call to Order 1:04 pm**

**2. Review and Approve Agenda**

**MOTION:** Tim moved to approve the Agenda. Janice P seconded. **Approved by consensus.**

**3. Review and Approve Board Minutes of Mar. 10-11, 2016.**

Discussion: Brian suggested that the minutes be amended to reflect Jamie's support for the decision to change his sector representation from Lower-Basin municipal government to the mining and utility sector. Terry asked that his name be added to the list of meeting attendees.

**MOTION:** Marv moved that the minutes be accepted as amended. Terry seconded. **Approved by consensus.**

**4. Executive Committee Update – Brian**

**a. Accept EC Minutes of Mar. 3, Mar 22, Mar. 31, Apr. 21**

**MOTION:** Terry moved that the minutes be accepted as presented. Tim seconded. **Approved by consensus.**

**5. AGM Preparation Update.**

**a. Program – Brian / Tim**

Discussion: Brian will lead a short, guided walk along the lakeshore after the AGM. The walk will be open to the public.

No guest speaker has been confirmed. A speaker able to relate the Fort McMurray to watershed issues would be ideal.

**ACTION:** Tim will contact AB Environment and Park's Dean Litzenberger about speaking at the AGM.

**ACTION:** Carolyn will initiate contact with U of A's Rick Schneider about speaking at the AGM; Jason will follow up.

**ACTION:** Jason will send an AGM reminder to members promoting the walk and guest speaker.

Venue Discussion: Tim reported AWC-WPAC will make a \$200 donation to the Legion and they will provide soup/sandwich lunch and morning refreshments (coffee, fruit, muffins) for up to 50 people. Doors open 9am for set up, we must vacate by 4pm. Janice P asked about door prizes.

**ACTION:** Jason will bring AWC umbrellas and vests for door prizes.

Discussion: Carolyn reported that Rick Moyse, from Alberta Culture and Community Spirit, will preside over the elections.

**ACTION:** The AGM Committee will schedule a meeting to follow up on AGM planning arrangements.

**b. Membership and Board nomination update**

Discussion: Some member contact information is several years old, Jason is updating. To date, about 7 individuals and 3 organizations have renewed. The Board directed Jason to accept simple email responses as renewals for individual members (instead of completed forms).

No nominations have been received yet for open Board positions. Janice P encouraged board members to personally phone people to encourage Board nominations.

**ACTION:** Jason will send the board of directors a brief message outlining available positions so that board members can recruit for open positions.

**ACTION:** Jason will contact municipalities to encourage them to renew their memberships and reach out to those that are not currently members.

**6. Annual Report Review – Brian / Jason**

Discussion: Update partner recognition list. 'Budget' lines are helpful in Financial statements. Tim will present Treasurer's report at AGM that includes upcoming financial statements from our accountants' Review Engagement Summary.

**ACTION:** Jason to update Annual Report, Carolyn to assist with recognition list.

Doug K. joined the meeting at 2:09.

Discussion: Doug suggested running an ad in local papers to thank partners. General consensus that ads in newspapers throughout the watershed would be a nice gesture, but because of the associated costs, should not be pursued.

**ACTION:** Brian will contact Lac La Biche's newspaper about a story that highlights the upcoming AGM.

**7. Review draft AWC-WPAC letter to Ernie Hui re WPAC Discussion – Brian**

Discussion: Review of revised draft Jason had circulated prior to the meeting.

**MOTION:** Janice P moved to send the letter to Ernie Hui as presented, to be signed by the Board Chair. Seconded by Terry. **Approved by consensus.**

**8. Board Terms of Reference Review – Carolyn**

Discussion: Carolyn presented the Board of Directors Terms of Reference (TOR) document, updated to include the March Board meeting decisions to allocate municipal government Board seats to upper, middle, and lower basins, and to clarify that either elected officials or senior staff may represent municipalities.

Carolyn presented a document outlining the Board's definition of the upper, middle, and lower basins for municipal government sector representation purposes, as discussed at the April 22 Special Board Meeting. There was a suggestion for that document to be presented as an info sheet, and to include a second page that features a full-page map.

Discussion on how to seek sector representation without inappropriate "screening" of nominations, for example, individuals vs. industry associations.

**ACTION:** Suggest that the new Board discuss, with input from other WPACs, ways to ensure strong Board sector representation.

**MOTION:** Terry moved to approve the municipality subregion map as a new info sheet, as amended. Seconded by Janice P. **Approved by consensus.**

**MOTION:** Terry moved to accept the amended Board of Directors Terms of Reference, as information. Seconded by Marv. **Approved by consensus.**

## 9. Adjournment

**MOTION:** Carolyn moved to adjourn the meeting at 3:14 pm. **Approved by Consensus.**