



**Board Meeting Minutes  
November 27-28, 2014  
250 Diamond Ave., Spruce Grove**

**27 November 2014**

**Attending:** Donna Mendelsohn, Janice Pitman, Kai Ma, Tim Polzin, Tom Weber, Warren Walker, Bill Grieve, Dean Lindsey, Dave Loyie, Bob Savage, Connie Simmons, Brian Deheer

**Regrets:** Lorraine Johnston-MacKay

**Guest:** Rhonda Clarke-Gauthier (Peer Panel)

1. Call to Order at 9:18 am
2. Review and Approval of the Agenda
  - Motion by Doug to approve the agenda; seconded by Tim; carried by consensus.
3. Review and Approval of Minutes of September 25-26<sup>th</sup>, 2014.
  - Minutes taken by Staff will be incorporated into the Board minutes of September.
    - Remove bank account number from July minutes.
    - Bill Grieve was elected Treasurer.
4. Review Outstanding Action Items
  - Missing action item was identified: the Board has not discussed or replied to Research Coordinator's questions.
    - Bill will discuss with research coordinator on following day.
  - Former bookkeeper has been paid out and is no longer an employee of the AWC.
5. Review Financial Status
  - Bill provided an update of balance. He pointed out the outstanding items, including:
    - The extra 3-week payment that the former GM requested and the Board has approved;
  - Discussion of invoice from Hatfield, asking the AWC to pay for the work they had done for the previous board.
  - Funding from ESRD was not allotted to pay consulting work.
  - Shell issued a 'Purchase Order' to AWC.
  - AWC made a lump sum payment to the former GM to cover AWC's share of medical insurance as per her request. By including medical insurance in the lump sum payout to the former GM, AWC has a clean break.
6. Review Staff and Office Status
  - AWC has no control of AWC web and email domain. Bill volunteered to contact the former GM to get the password.

- The Board was informed of the qualification of a member of the AWC (Wayne) who volunteers his time. AWC web was originally designed by Wayne.
  - Suggestion to hire a part time bookkeeper
    - Motion by Tim that the Board authorizes Bill to hire a bookkeeper with \$10-15/hour for the AWC; seconded by Doug; carried by consensus.
  - A Hinton realtor will be contacted to discuss the feasibility of sub-leasing the Hinton office space.
  - Discussion of financial obligations including office rental, cost of holding a Board meeting, staff salary (not including benefit cost), web contract, etc.
  - Agreed that there is sufficient funding to keep the research coordinator for now
  - Agreed that the Tech Committee will supervise the research coordinator task to summarize SoW reports, traditional ecological knowledge.
    - Action: The Tech Committee will prepare a task list for the research coordinator on or before December 3, 2014, including summary of TEK and SoW 1, 2, 3, and 4 in layman's terms.
7. Discuss Potential Public Release of Phase 3 & 4 SoW Report
- Public requests for the release of SoW3 and 4.
  - Last version of the review is version 6. However, the consultant that wrote SoW3 had not seen any revision after version 3.
  - SoW3 work had been paid by AWC. So, AWC could decide whether the report could be released.
  - AWC will contact the consultant letting them know about version 6.
    - Motion by Janice that Tech Committee is to review SoW3 and make recommendation to the Board; seconded by Doug; carried by consensus.
  - Previous Board approved and finalized the SoW4 report.
    - Motion by Janice that the Tech Committee is to look over SoW4 report and make recommendation whether to release SoW4; seconded by Doug; carried by consensus.
8. Interim Appointments to the Board
- A complete nomination was received from from the Association of Summer Villages of Alberta.
    - Motion by Brian to approve interim appointment of Robert Yontz, seconded by Dave, carried.
  - An incomplete nomination was received from the MD of Lesser Slave River.
    - Motion by Dean to approve interim appointment of Garry Horton, contingent upon AWC receiving completed nomination form, seconded by Dave, carried.
  - Orientation materials will be provided to the new board members.
  - Interim adjustments to the Board ToR are needed to accommodate new industry representatives, if nominations are received.
    - Motion by Dave that the board ToR will be amended on an interim basis to allow no more than 18 members and 4 seats under the "NGO" sector and 4 seats under the "Other" sector, seconded by Dean, carried by consensus.
9. Motion by Warren to adjourn at 4:20 PM, carried.

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**Regrets:** Lorraine Johnston-MacKay, Warren Walker

**Guest:** Rhonda Clarke-Gauthier (Peer Panel)

1. Call to Order at 9:05 AM
2. Review Agenda
  - Motion by Doug to approve agenda as presented, seconded by Brian, carried.
3. Set 2015 AGM Date
  - Agreed on Saturday 23 May, unless Friday 22 May was the only day an Alpac tour would be available.
4. Invoice from Consultant
  - Agreed to seek legal advice on this matter.
5. Committee Work Plans
  - Motion by Doug to approve Ad Hoc Committee ToR, seconded by Bill, carried.
  - Breakout committee sessions occupied most of the afternoon.
  - All committees will submit strategic work plans to the EC by 10 December, to aid the EC in drafting of the interim performance report due to ESRD on 15 December.
6. The Board is on notice from ESRD to move past acrimony and get on with business.
7. Motion by Kai to adjourn at 5:45 PM, carried.