



## Executive Committee – Meeting minutes

October 28, 2014

7:30 pm teleconference

**Present: Donna, Doug, Connie, Lorraine, Bill**

1. Call to order at 7:32 pm
2. Addition to the Agenda: Letter from Municipalities, letter from Alberta Forest Products Association. Letter requested from CAPP and Janice Linehan (Suncor Inc.)  
Doug moved to approve the Agenda. Connie 2<sup>nd</sup>. Approved.
3. Connie moved to approve the minutes of October 10, 2014. Doug 2<sup>nd</sup>. Approved.
4. Key discussion points of the meeting:
  - Bill and Lorraine reported on meeting with Staff in Hinton on October 28, 2014  
Meeting with Jen Landry:
    - JNL stated that notice of termination was to begin on this day, not October 3<sup>rd</sup>. The Board will need to address this concern.
    - JNL made a request for continued coverage of benefits until 3 month timeframe is complete. She will take care of her portion of paying for these benefits during this time.
    - JNL requested that further communication be done through Lorraine, Tom or Bill. Bill third in line.
    - Timesheets were secured, only October 27, 28<sup>th</sup> not noted as yet.
    - Website domain was thought to be transferred. Some passwords were provided. Keys and some property of the AWC were left in the office.
  - Meeting with Lee-Ann Bombeneck:
    - LB said she had not received the original notice of position termination from the GM on October 3<sup>rd</sup>.
    - Decision by Bill and Lorraine to take this situation back to the Board for direction.
    - Office lease possibility-close a door to adjoining office space and reduce the cost substantially.
  - Meeting with Brittany Klein:
    - Would like to keep her role as research coordinator. She does not have skills of bookkeeper or administrative assistant.

5. Work Plan to address key deliverables from the GoA grant.
  - Best to approach and decide on how to complete all the key actions through a face to face meeting with the entire Board of Directors. This will include a full discussion about the management team idea and other strategies to complete the work required.
  - Meeting with the Peer Panel will help with the management of the work plan. Three meetings are coming up: teleconference with the Board; Peer Panel meeting with the Board (November 14<sup>th</sup> is best for the Peer Panel); full Board meeting November 27-28<sup>th</sup>, 2014.
  
6. Letters from Municipalities on AWC request for representation on the AWC Board of Directors: Doug has received two nominations for Board consideration for Municipal government sector representation. Doug will send out the package of all letters to the EC for our information and to take forward to the Board of Directors for their consideration.

Connie received a request for a the nominations request letter from CAPP. Connie will send to CAPP, cc to Janice Linehan.

Letter from AFPA.

Discussion: concern that the letter contained information that was internal to staff and the Board of Directors. This will be a longer process and will require a strategic approach to addressing this sector's representation.

7. Bill moved to adjourn the meeting at 9:11 pm.

**Action Items:**

1. Need to provide communication from the Board to remaining staff. Bill will provide this support until the Board is able to make a decision on who will liaise with staff.
2. Need to address the concern with the Board on notice not being provided to Lee-Anne and action to be taken.
3. Mail delivery questions from staff need to be answered. Both regular mail and email to the AWC will need to be tended to in a timely way.
4. A message to the membership will need to be provided to the membership soon. A short overview of what is to be done this year, and due to financial constraints, Staff members are no longer with the AWC.
5. Doug will send the nomination letters and accompanying documents from potential municipal government representatives to the EC.
6. Connie to send letter requesting representation on the AWC Board of Director to CAPP, cc to Janice Linehan.
7. Legal advice is needed to address the question of the Bookkeeper and the lack of termination notice delivered by the GM.