



Executive Committee Minutes

November 18, 2014

7:30 pm Teleconference

Present: Donna, Doug, Connie, Bill

Regrets: Lorraine

1. Meeting called to order at 7:39 pm
2. Doug moved to approved the agenda. Donna 2nd. Approved.
3. Review of the minutes of October 28, 2014. Revisions to the minutes were requested.
Revisions:
 - The website domain was not transferred, it was understood that it was and passwords were provided, but the domain was not actually transferred.
 - Clarification: Lee Anne Bombeneck said she was not provided the original notice of termination by the GM.
 - Clarification on nominations from Municipalities for Interim Board of Directors position. One complete nomination only to date, but another pending with completion of paperwork.
4. Action Items addressed:
 - Contact with Brittany – Bill is in contact with her on an ongoing basis. Brittney requires more direction and assistance with her work. A second person is needed to assist with this. The Board will need to address this concern.
 - Mail delivery has been addressed for the time being. Keeping the office open and the continuing the Research Coordinator position will need to be addressed by the Board.
 - Office lease – Donna spoke to the owner, he was nice but firm, there is a legal obligation to meet the terms of the lease contract – it expires January 2017. We may receive written permission to sublet. The real estate agent (Doug Kopp – Andre Kopp and Associates) will survey the office as a potential sublet. Potential to lease furnished or unfurnished.
 - Message to the membership: best to wait to resolve the office situation and then we can provide an update to the membership. Janice is working on the newsletter. We will need resolution on the office, phone number and mailing address at the next Board meeting.

- Nominations to the Board of Directors: A nomination from Forestry was submitted today (Oct. 28, 2014), from Bruce Alexander, West Fraser Mills, Hinton. All paperwork is in order. Municipal nomination from Summer Villages is also complete. We are waiting for final paperwork from a Municipal nominee from Lesser Slave River. The nominations will need to be reviewed and approved by the Board of Directors.
- Legal advice: The matter regarding the previous GM is now being addressed between two lawyers. The Bookkeeper has been paid and the termination without cause has been finalized. A part-time Bookkeeper is needed immediately, with terms that will be within the limits of our budget for the year.

ACTION: Bill to search for a Bookkeeper who can do this work for the AWC

5. New Business:

- Revisions to the Board of Directors Terms of Reference – this will need to be done at the Board meeting in order to move forward on the nominations to the Board. Proposed amendments to the TOR need to be provided to the Board for review.
- The Board will need to develop a plan on how to address all the work of the ESRD Work Plan for 2014-15. Governance, representation, Board development and business practices will all be addressed by the Board.
- We will provide a draft framework for the Board to address the work plan. This will be part of the next Board meeting.

ACTION: request to Dave Trew - North Saskatchewan Watershed Alliance for their Governance document to use as reference for AWC governance amendments.

- **ACTION:** Connie to provide a Framework Work Plan (Draft) for the Board to work from at the Board meeting.

6. Connie moved to adjourn at 9:13 pm.