



**Executive Committee Minutes  
December 11th, 2014  
7:30 pm Teleconference**

**Attending:** Donna Mendelsohn, Bill Grieve, Doug Badger, Connie Simmons

**Regrets:** Lorraine Johnson Mackay

1. Call to order 7:35 pm
2. Review and approval of the agenda. Doug moved. Connie second. Approved.
3. Review and approve the minutes of November 18<sup>th</sup> – tabled until the next meeting as minutes are still being completed.
4. Review action items – tabled until review of the Nov. 18<sup>th</sup> minutes.
5. Finance and Office Update:
  - Notice of CRA refund came in from Brittney. Forms need to be filled out for refund. Bill will be working on this (in all his spare time! Thank you Bill!)
  - Book-keeping service for the AWC - Bill has been in conversation with potential book-keepers. Bill provided an accounting of these discussions and will arrange for this support service asap.
6. Interim performance evaluation report – Due Dec. 15 to ESRD. Donna to draft the report from input from the committees. Input in from some committees, but not all as yet. The AWC has made progress on key tasks of the Work Plan, and will be able to provide a solid accounting to date to ESRD for the funds provided this fiscal year. The report will be submitted on time to Andrew Schoepf.
7. EC strategic work plan and holiday schedule: The EC Strategic Work Plan will need to be completed in January 2015. The EC will need to focus on what is required for the 2015-16 fiscal year. The Letter of Intent (LOI) for ESRD funding that was submitted in early 2014 can be re-visited and revised to fit the AWC Board's direction in 2015-16. ESRD changes the template so we will need to address this when the LOI request comes in from ESRD. Holiday schedule: no meetings over Christmas break, our next meeting will be Tuesday, January 6, 2015.
8. Doug moved to adjourn at 8:45 pm. Thanks for attending!

***Merry Christmas to all – and the very best for a productive and focused 2015 for the AWC!***