



Executive Committee Minutes
Tuesday, January 13, 2015
7:30 pm

Attending: Donna Mendelsohn, Doug Badger, Lorraine Johnston-MacKay

Regrets: Connie Simmons

Absent: Bill Grieve,

1. Call to order at 7:35 pm
2. Review and approval of the Agenda: Doug moved. Lorraine seconded. Approved.
3. Review of the EC Meeting minutes of January 6, 2014. Doug moved. Bill seconded. Approved.
 - Add that Shell paid the outstanding Hatfield bill for the SoW 3 update;
 - Interim report that was forwarded to ESRD in December 2014 needs to be sent to the boardMoved by Loraine with amendments, Donna second Approved.
4. Review outstanding action items:
 - Only outstanding Action items are that there is still no word from ESRD on funding request applications.
 - Notice has been sent to the Board of Directors asking for comments and suggestions from Board members addressing potential revisions to any of the governance documents. Comments were received from Tim Polzin provided a draft document dealing with Board membership, nominations and representation, dealing with sectors in the draft – industry and government representation. Connie had spoken to Tim on revising it a bit.
 - Comments and suggestions received from the Board of Directors will be included in a list for review at the January 30th Board meeting.
 - Also asked for feedback on policies and bylaws – Nothing on policies – Tech, not yet and Terms of Reference from the Executive and Communications committees are ready to be presented to the Board.
5. Financial update:
 - Bill sent out info on a bookkeeper to the BoD, Donna will confirm with Bill that she has been hired.
 - Office sublet: Realtor, Doug Kopp has been contacted to sublet part of the office space. He has asked if all of the office space could be sublet as he

seemed to think that if the entire area was available it may rent faster. Donna indicated to him that at this time that was not possible and the Board of Directors would need to discuss this at the Jan 30 Board meeting before a decision could be made.

- If this happens then the office would need closed and the contract with Brittney would need to be clarified for severance payout.
- Donna reported that there is currently over \$100,000 in bank the bank.
- EC Strategic Work Plan – discussion and consensus.

6. Funding for 2015-16 fiscal year:

- Plan ahead to have at least an ED. Be ready to have a person to hire...looking at the two projects. Communications
- Need to get funding EOI letter in with the ask for around \$350,000 with a request for the IWMP Terms of Reference project and core funding with at 1 full time staff and max 2 staff (1 part time).
- Suggest putting more of the ask into IWMP than the communications and indicate that communications be part of the WPAC staff & board duties and the hiring of a communications coordinator would not be necessary.
- Put emphasis on Communications planning in IWMP & Core funding request.
- Donna – need to update on the 3 year plan – start thinking about and get the strategy in place. Board will need to work on this and have in place when required by ESRD.
- Donna will confirm the timeline to have the strategic plan in to the government

7. Progress on Policy Revisions and Improved Governance:

- Start at the top with by-laws. Lorraine – will review and send to the EC. Process guidelines, and ToR need to be done as well.
- Employee handbook has been sent to the lawyer – his expertise is HR and he will go through the Employee hand book and ensure there are no concerns. A contract template should be in place for new staff – although some WPACs don't have contracts. He does not think that the EHB will require many changes.

8. Agenda items for January 30th Board of Directors meeting:

- Ask Bob for an update from ESRD including funding for 2015.

9. Doug moved to adjourn 8:23 pm

Action Items:

- Bill to confirm hiring of bookkeeper.
- Board to discuss the office sub lease and contract for Brittney Klein.
- The EC will compile point form list of potential revisions needed for each key governance document in readiness for Board review at the January 30, 2015 meeting. It would be helpful for all if a facilitator could be arranged for this part

of the meeting to assist the Board in moving through this work in a focused and timely way. Connie will review the Process Guidelines and the Employee Handbook and will submit suggestions for improvement. Lorraine will review the bylaws and submit draft bylaw document.

- Ad hoc committees need to be encouraged to submit the outcomes of their tasks by January 20th for consideration by the Board of Directors at the January 30th Board meeting.
- Upon receiving a letter from ESRD regarding funding requests for the 2015-16 year, the EC will review and revise the 2014 EOI and budget for the 2015-16 fiscal year, to be reviewed/approved at the January 30, 2015 Board of Directors meeting.

30 Jan Board Agenda Items

1. Introduce new Board members.
2. Review financial status and budget for remainder of term.
3. Update from ESRD.
4. Review status of office and staff and address matters requiring board attention.
5. Review draft Letter of Intent and 2015-16 Strategic Work Plan and Budget.
6. Consider SoW3 recommendation from Tech Committee and determine next steps.
7. Consider communications initiatives, web site, newsletter, etc.
8. Consider draft revisions to governance documents. (Facilitated Exercise)
 - a. Bylaws
 - b. Process Guidelines
 - c. Employee Handbook, Contract Template
 - d. Member Terms of Reference
 - e. Committee Terms of Reference
 - f. Board Terms of Reference