



Executive Committee Meeting Minutes

Tuesday, February 10, 2015

Attending: Donna, Doug, Connie, Lorraine.

Regrets: Bill

1. Call to order 7:32 am.
2. Doug moved to adopt agenda. Connie 2nd. Approved.
3. Doug moved to adopt the minutes of the last EC meeting. Connie 2nd. Approved.
4. Action items and updates:
 - New bookkeeper is getting caught up, has filled out GST return, Donna signed and mailed it last week. Approximately \$7500.00 is coming back.
 - We will need to ask Board members to go to Hinton to pack up key items from the office and ship to the NSWA office for storage. This would include all computers, printers, phones etc. Lorraine has a key to the office if this is needed for Board members to come to Hinton to address moving these items.
 - Furniture is another matter. Question: was furniture was purchased with funds from lottery dollars (perhaps a CIP grant)? If so, there may be stipulations with that funding agreement to not let the furniture be used for anything but its original intended purpose.
ACTION: Donna will check the files for the grants provided in 2011-2012 to the AWC cover the cost of furniture (purchased Summer 2012) to ascertain if there are conditions of the grant agreement would preclude rental of the office with furniture included. If there is a stipulation that requires the furniture be moved and stored until future use in an AWC office, Board members will be asked to complete this work, or a contractor will need to be hired to do this task.
 - Documentation has been provided to Alberta Registries to identify the location of AWC files at the NSWA office.

5. Strategic Plan, Work Plan and Budget requirements – strategy to move forward:
Review the last updated AWC Strategic Plan to see how we can move forward from this foundation. Review the NSW's operational plan as a potential template to use.

ACTION: Lorraine will search her files and provide the last updated AWC Strategic Plan to the EC.

ACTION: Donna will set up a teleconference call on Friday with Rick Moyse and Rhonda (Peer Panel) to work on an approach to completing the Strategic Plan/Work Plan/Budget exercise with the Board.

6. Interim Report and Application for Funding – both due on March 2, 2015.

- Helpful to have a draft of both documents ready for Board consideration by February 19th.
- Interim report will require concrete evidence of accomplishments related to the Work Plan deliverables. Require a table that clearly shows the work completed to approach and communicate with industry and municipalities to encourage participation on the AWC Board of Directors. Also a full list of the Board of Directors and their affiliations. A complete accounting of all in-kind contributions is also required. Many on the Board have not responded to this request.

ACTION: Donna to AGAIN send out the request to the Board for in-kind contributions.

7. Industry Representation on the AWC Board of Directors. Discussion regarding proposed AFPA discussion with the Board on February 26th. Concern raised that the AWC Board has moved forward and that this will not be a recap of issues last year. Concern also that this could be detrimental to the Board if this happens and dismantle progress and the focus needed to accomplish the work that needs to be done at this Board meeting.

ACTION: The Executive Committee requests that the AFPA provide a written request to join the meeting of the AWC Board of Directors on February 26th, 2015 and to provide points of discussion they wish to cover at that time. Clarity that the AWC is moving forward with a focus on the work of the IWMP is needed. Clarity that the agenda for the 26th and 27th is packed with essential work and no more than 30 minutes would be allowed for a presentation from AFPA. Lorraine to talk to Tim and have him discuss this request with the AFPA and provide the AFPA written submission to the EC.

8. Doug moved to adjourn. 8:46 pm.