



**Executive Committee
Teleconference Minutes
Tuesday, February 17, 2015**

Attending: Donna, Doug, Connie, Bill, Lorraine

1. Call to order 7:34 pm
2. Review Agenda:
 - Lorraine requested an update on Staff – Brittany
 - Bill requested an update on the Real Estate – Hinton office lease.
3. **MOTION:** Lorraine moved to adopt the Agenda as amended. Doug 2nd. Carried
4. **MOTION:** Review of the Minutes of previous meeting: Bill moved to approve the minutes. Connie 2nd. Carried.
5. Discussion on CIP grant for office furniture: CIP grant \$3548.00 applied for Nov. 9, 2012. Documentation of the grant will be with the Bookkeeper.
ACTION: Lorraine will investigate conditions of the grant to see if funds for furniture have stipulations with re-sell or renting (i.e.: in potential lease of the AWC Hinton office to another party).
6. Trip to Hinton is needed to get all AWC computers etc. secured and stored.
ACTION: Donna to ask Board members if there might be someone who could do this task.
7. Real Estate update: Donna had a message to phone the owner as the realtor may have someone interested in leasing the office space.
Discussion: if we are not sub-leasing, we will need to address the furniture and CIP grant question.
Removal and securing of all files and computers at the NSWA office is the first concern. Furniture can be addressed after that.
8. Strategic Planning for the AWC-WPAC at the Feb. 26-27 Board meeting.
Connie and Donna have a teleconference with Rick Moyse on Friday and will review the framework to address this key work plan deliverable.
9. In-kind contributions – some Board members have not provided this information. Only have information from 8-10 Board members. Please do so!
10. Discussion on following through on representation from industry: Tim has talked to Dan (Alberta Newsprint-AFPA) today. A written submission will be coming to the AWC-WPAC from the AFPA. Suggest we provide a half hour at the next meeting for the AFPA to have a discussion with the Board. We need to hear directly from the AFPA first.

11. Update on Staff: Remaining staff were paid all remaining funds owing to her. Her last letter has been sent to the lawyer to address appropriately. What has been paid? She is entitled to 6 weeks' notice, sick leave and earned vacation. This needs to be documented in the minutes. All has been addressed and payout has been completed as per legal requirements.
12. EC is working on completing all 'evidence' based reporting for the Interim Report to ESRD. Still missing the budget and in-kind information but will pull this together over the coming week. ESRD has asked for a table showing all interactions of the Board to work on gaining representation on the Board from Municipalities and industry.
ACTION: Bill and Connie will get in-kind information to Donna tomorrow.
13. Discussion: appointment for Review Engagement of fiscal year end finances. ESRD had questions on amount of the audit in 2014 - \$13,000.00. Suggested we seek a different way to address this requirement. At the AGM, the membership voted to have Kingston-Ross-Pasnak Inc. complete the financial review for 2014-15. What is the requirement for Charitable status? The application for charitable status was sent to Revenue Canada in September. We do not have charitable status as yet. We have no funds for this service in this year's budget, but need to factor it into the budget for 2015-16. A reputable firm needs to do this work. Have been doing Review Engagements up til last year, this would save costs.
ACTION: Bill to talk to Bob Savage on what is required for ESRD.
14. The Board Agenda package will be sent out on Thursday for the Feb. 26-27th meeting.
15. MOTION: Doug moved to adjourn at 8:12 pm.