



**Board of Directors – Meeting Minutes  
January 12, 2017  
Maple Room  
Athabasca University  
Athabasca, AB**

**Attending:** Brian Deheer, Dan Moore, Garry Horton, Jamie Giberson, Janice Linehan, Robert Holmberg, Doug Kariel, Terry Sheehan, Carolyn Campbell, Larry Armfelt, Morris Nesdole, Tim Polzin, Abdi Siad-Omar, Jason Ponto (Administrative Coordinator)

**Regrets:** Janice Pitman, Marv Fyten, Walter Quinn.

**Thursday, January 12, 2017**

**1. Call to Order**

Brian called the meeting to order at 10:01.

**2. Review and Approval of Agenda**

Item 10f, "AGM Planning," was added to the agenda.

**MOTION:** Larry moved to approve the agenda as amended. Seconded by Janice L. **Approved by consensus.**

**3. Review and Approve Board meeting minutes: November 24-25, 2016**

**MOTION:** Robert moved to approve the minutes from the November 24-25 Board Meeting, as presented. Seconded by Garry. **Approved by Consensus.**

**ACTION:** Jason will work with the executive committee to develop an action list for future board meetings.

**4. Executive Committee Update**

**a. Chair's report**

Brian reported that the executive held one meeting in December and that he has spent considerable time on the HR Committee's work. He is continuing to approach potential board members.

**b. Vice Chair's Report**

Nothing to report.

**c. Treasurer's Report.**

No report was given. Jason reported that, based on a conversation with Andrew Schoepf, that the funds carried forward into 2016-17 year are the AWC's funds and that there is no expectation to return any of those funds to AEP.

**ACTION:** Abdi will contact Andrew Schoepf and request documentation about the carry forward funding.

Dan joined the meeting at 10:22am.

The unspent funds from the 2015-16 grant and GST refund, which together total \$17,706, should be returned to AEP as a deduction from the balance payment for the 2016-17 grant. Jason suggested that, even with this deduction, there is a strong chance that the AWC-WPAC will finish the year significantly under budget. He presented a scenario ("Scenario A") which predicted year-end expenditures.

**ACTION:** Jason will request that the book keepers include a balance statement in future monthly reports.

Tim joined the meeting at 10:55.

Carolyn left the meeting at 10:57.

Potential projects for the 2016-17 year were discussed, including: website updates; outreach and engagement events; AGM; interactive atlas updates; info sheets; promotional materials; and a watershed demonstration table.

**MOTION:** Morris moved that Jason be authorized to spend up to \$15,000 to update the website by the end of the financial year. Seconded by Terry. **Approved by consensus.**

**MOTION:** Janice moved that Jason, working the C&CE committee, be authorized to spend up to \$10,000 for communications and engagement projects by the end of the financial year, by increasing the "Stakeholder Engagement, Misc" budget item to \$15,000. Seconded by Larry. **Approved by consensus.**

Tim left the meeting at 11:55.

Brian called a recess for lunch at 11:55. The meeting reconvened at 12:47.

**MOTION:** Doug moved to accept the December financial report and the "Scenario A" document as information. Seconded by Garry. **Approved by consensus.**

**d. Secretary's Report**

No report was given.

**i. Accept EC meeting minutes: November 10**

**MOTION:** Terry moved to accept the minutes from the executive committee meeting on November 10 as information. Seconded by Robert. **Approved by consensus.**

## 5. Admin Coordinator Update

Jason reported that he recently reported an inaccuracy in a CBC news story that incorrectly referred to the “Keepers of the Athabasca Watershed Council” (the story was subsequently edited accordingly). He plans to work with Jamie to install river monitoring signage near the office. He reported that the letter to Rick Blackwood has been sent. He will present on behalf of the AWC-WPAC at the AAMDC District 3 meeting on January 16.

Janice suggested that someone from PADEMP may be interested in presenting to the board at a future board meeting.

## 6. Technical Committee Update

Work is underway on the SOW Summary. Brian suggested that we pursue updates to the Interactive Atlas.

## 7. Communications and Community Engagement Committee Update

Dan reported that the committee has not met since the last board meeting. A meeting related to the voyageur canoe brigade is planned for the end of January.

### a. Open House

The event will occur on January 12 from 7-9pm. Jason placed an ad in the Athabasca advocate, posted posters around Athabasca, and sent an invitation through the mailing list to promote the event.

## 8. HR Committee Update

Jason left the meeting. The Board discussed various HR matters.

### a. Finalization of the Executive Director job description

The Board reviewed the draft Executive Director job description that was presented by the HR Committee. Some minor changes were suggested.

**MOTION:** Terry moved to approve the finalized version of the Executive Director job description. Seconded by Larry. **Approved by consensus.**

**ACTION:** The HR Committee will do research to develop an appropriate salary range for an Executive Director for our organization.

### b. New Employment Agreement terms for the Administrative Coordinator

The Board considered various points related to Jason’s Employment Agreement. The HR Committee was not proposing any change to his job description at this time; Jason will continue as the Administrative Coordinator.

The Committee recommended changing Jason’s method of pay from hourly wage to salary, as he has requested. A new salary was discussed, as well as an increase to the amount of annual paid vacation time, and the provision of funds to be applied to health benefits.

**MOTION:** Morris moved to approve a salary, based on a 7.25-hour work-day, 5 days a week, to be effective as of January 1, 2017. Further, he proposed an increase to three

weeks paid annual vacation, effective after Jason has worked his first year. He also proposed providing a lump sum towards health benefits. Seconded by Robert.

**Approved by consensus.**

The HR Committee also recommended that a performance evaluation be conducted at the earliest convenient time.

**c. Overtime Agreement**

Brian informed the Board, with regrets, that due to an error of oversight on his part, an Overtime Agreement was not completed last February when Jason started. This agreement sets out the details of banking overtime hours and take time off in lieu. It's referred to in the Labour Code, as well in our Employee Handbook, and in Jason's current Employment Agreement, and we have been following this practice as indicated in both the Handbook and Jason's contract.

**ACTION:** an Overtime Agreement needs to be completed.

Jason returned to the meeting.

**9. Review of Three Year Strategic Plan (2017-19)**

Tabled until the next board meeting.

**10. Collaborations and Event Updates**

**a. Alberta Energy Regulator—Area-Based Regulation**

Jason described the AER-ABR process.

**ACTION:** Jason will present a report about the AER-ABR panel at the next board meeting.

**b. WaterSmart Athabasca River Basin (ARB) Initiative**

The ARB Initiative was described. Janice L will represent the AWC and Suncor at the meeting on January 17.

**ACTION:** Jason will send Robert the TOR for the ARB initiative.

**c. Baptiste and Island Lakes Stewardship Society (BAILS)**

Jason described his involvement with BAILS to date. The board encouraged Jason to provide support to BAILS, as time permits.

**d. Long and Narrow Lakes Stewardship Society (LNLSS)**

There was discussion about the role of board members and whether they should act as self-guided individuals, or as representatives of a specific sector. There was recognition that it may be beneficial to bring in a facilitator to describe the consensus-based decision making process. There was discussion about the contents of a letter to be written to LNLSS.

**ACTION:** Jason will work with Abdi to draft a letter to LNLSS and circulate it to the board for feedback and approval.

**e. Moonlight Madness**

Jason reported that about 160 people attended the open house at the train station.

**f. AGM Planning**

An AGM planning committee was struck. Dan, Brian, and Morris volunteered to be on the committee.

**MOTION:** Terry moved to hold the AGM in Whitecourt in June of 2017. Seconded by Larry. **Approved by consensus.**

**11. Confirm date and location of next board meeting**

The next meeting will be held in Athabasca on 3 February from 9:30 – 5:00.

**12. Adjournment**

**MOTION:** Morris moved to adjourn the meeting. **Approved by consensus.**

The meeting was adjourned at 5:03.