



**Executive Committee – Minutes
9:00am, April 13, 2017
via Conference Call**

Attending: Brian Deheer, Tim Polzin, Janice Pitman, Terry Sheehan, Jason Ponto (Admin Coordinator).

1. Quorum and Call to Order – Brian

Brian called the meeting to order at 9:06am.

2. Review and Approval of Agenda – Brian

Jason added item 10c, "Voyageur Canoe Brigade Fees".

MOTION: Tim moved to approve the agenda, as amended. **Approved by consensus.**

3. Review and Approval of Executive Committee Minutes: March 24 – All

MOTION: Tim moved to approve the minutes from the executive committee meeting on March 24, as presented. **Approved by consensus.**

4. Treasurer/Finance/F&FC Update – Tim

Tim reported that there was a delay in mailing Jason's paycheck, but the problem has been rectified.

a. 2016-17 Year End Expenditures

Jason reported that he made the year-end purchases, as approved by the executive committee, and is awaiting the year-end financial report from the book-keeper.

5. Secretary Update – Janice

Nothing to report.

a. Membership Renewal

Jason has circulated a membership renewal notice and many members have renewed their memberships. He will send a message to the entire mailing list to encourage them to become members.

6. Communication & Community Engagement Committee Update – Janice

a. Newsletter

Jason sent a newsletter to the mailing list at the end of March.

7. Technical Committee Update – Brian

a. SOW summary

The final draft of the report has been prepared and circulated. If any additional changes are required, work may need to be done with a new contractor.

b. Online interactive atlas

Access to the Interactive Atlas infrastructure depends on staff from Athabasca University. The project has been delayed until they are available to help with the project.

8. H.R. Committee Update – Brian

a. Hiring process for Executive Director

There was a discussion about the process for hiring an executive director. The executive committee decided to hold the next Board Meeting on April 21 to advance the process.

9. AGM Committee

Nothing to report.

10. Admin Coordinator Update – Jason

Jason reported that he will be attending the WPAC Managers meeting in Red Deer on April 20 and a meeting with the website developer in Edmonton on April 18.

a. ECCC coal regulation info session

Jason reported that the letter was not finalized or sent before the deadline.

ACTION: Jason will contact ECCC and ask if late submissions will be accepted.

b. Annual Report

Jason has begun work on the 2016-17 annual report and asked the executive to consider any content that they would like to include.

c. Voyageur Canoe Brigade Fees

Jason reported that he must pay a \$240 registration fee to participate in the Voyageur Canoe Brigade. The total cost will include additional expenses, including transportation, some accommodations, and food expenses. Janice suggested that the trip might be a good opportunity for board development.

MOTION: Tim moved that the AWC-WPAC cover Jason's expenses for the Voyageur Canoe Brigade Trip, up to \$1500. **Approved by consensus.**

ACTION: Jason and Brian will develop a budget and plan for the trip.

11. GoA Program / Funding / Planning Update – Brian / Jason

Jason reported that he expects to hear results of the grant application by the end of April. Brian has heard a similar timeline.

12. Next Board Meeting

The next meeting will be held on April 21.

13. Next Executive Committee Meeting

The next meeting will be held on Thursday, May 4 at 9:00am.

14. Adjourn

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

Brian adjourned the meeting at 10:12am.

Next Committee Meeting: Thursday, May 4, 9am.