



**Executive Committee – Meeting Minutes**  
**August 10, 2016, 7:00 AM**  
**via Conference Call**

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

**1. Quorum and Call to Order – Brian**

Brian Called the meeting to order at 7:03am.

**2. Review and Approval of Agenda – Brian**

**MOTION:** Janice moved to approve the agenda as presented. Tim seconded. **Approved by consensus.**

**3. Review and Approval of June 7, 2016 Exec. Committee Minutes – All**

**MOTION:** Janice moved to table the approval of June 7 meeting minutes until the next meeting. **Approved by consensus.**

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

Tim reported that the CRA has penalized the AWC-WPAC with late fees because we have not met their strictly-enforced payment deadlines. He suggested that we prepare cheques to pre-pay on a monthly basis to avoid future penalties. He explained that SVF requires signatures pertaining to the 2015-16 Review Engagement.

**ACTION:** Jason will follow up with SVF.

**5. Secretary Update – Janice**

Nothing to report.

**6. Communication & Community Engagement Committee Update – Janice**

On August 9, Janice, Dan, and Jason participated in a workshop facilitated by Sharina Kennedy, the Community Engagement Lead for the Community Engagement Branch of Alberta Environment and Parks. The productive session worked towards developing a strategic plan for communications and community engagement. The final product is still under development.

**7. Technical Committee Update – Brian / Jason**

Jason reported that Carolyn and Janice L (the technical committee co-chairs) met on June 28. They roughly outlined a summer timeline based on direction from the Board at the June 20 Board Meeting. They met again on August 5.

## **8. H.R. Committee Update – Brian**

Jason reported that, to the best of his knowledge, the HR Committee has not met and that no meetings have been scheduled. He expressed concern based on his expectation for a new contract to be developed and approved at the September board meeting.

## **9. Admin Coordinator Update – Jason**

Jason reported that he attended the WPAC managers' meeting in Red Deer on July 26 and that much of the conversation there centered around details pertaining to the WPAC Summit. He gave a presentation to Aspen Regional Water Services Commission on August 2 and it was well received. He is working with the Alice B Donahue Library and Archives (in Athabasca) to put on a watershed-based day of children's programming. He has been working to reorganize and redesign the AWC website and hopes to have it ready to launch in September. He is working on developing an in-kind contribution tracking form. There was consensus that in-kind tracking should account for both monetary items and time provided by volunteers.

## **10. GoA Program / Funding / Planning Update – Brian / Jason**

Jason explained that the interim report is due on October 17 and that there should be a draft budget and work plan prepared for discussion at the September board meeting.

**ACTION:** Jason will work with Brian and Tim to coordinate the development of a draft budget and work plan for 2016-17.

## **11. Collaborations and Event Updates**

### **a. Baptiste and Island Lake Society (BAILS)**

BAILS is holding an open house event on August 13 and has asked the AWC-WPAC to present. Jason will present, explaining that the AWC-WPAC supports water stewardship groups and will support its members in any way that it can, with consideration given to the AWC-WPAC's limited resources.

### **b. Long and Narrow Lakes Stewardship Society**

LNLSS is holding an open house event on September 5 and has asked the AWC-WPAC to participate. Jason will set up a table and represent the AWC-WPAC.

### **c. Alberta Energy Regulator multi-stakeholder initiative**

AER is working towards developing a multi-stakeholder initiative intended to manage water resources in the MD of Greenview. The AWC-WPAC has been asked to participate. Jason is awaiting further details and will report back to the board with an update when more details are available.

### **d. Alberta Health Services Recreational Water Beach Site Assessment**

AHS is developing a template for its Recreational Water Beach Site Assessment. Jason participated in a meeting on July 25 and will continue to participate as necessary.

### **e. Alberta Water Council – Lake Management Plan/Water for Life Review**

Jason reported that the Alberta Water Council has produced drafts of two documents and is looking for feedback from the AWC-WPAC by the end of August.

**f. Open House Event, Sept. 8, 2016**

The C&CE Committee would like the AWC-WPAC to host an open house event on September 8. The event could be a wine & cheese style event featuring a guest speaker. It would be promoted to members of the AWC-WPAC, to the general public, and representatives from industry and local orders of government could also be specifically invited.

**MOTION:** Terry moved that the AWC-WPAC host an open house event on September 8. **Approved by consensus.**

**MOTION:** Janice moved that the Jason be able to spend up to \$500 to organize and promote the open house event. **Approved by consensus.**

**g. WPAC Summit, Oct. 26-28**

Jason reported that the WPAC summit is scheduled for October 26-28 and will be held in Calgary. Jason suggested that because of the high costs associated with participation (likely over \$1000, per person), the Board might approve a budget for the event and send as many people as possible, within that budget.

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

Nothing to report.

**i. U of A Sustainability Network Collaborative**

Nothing to report.

**j. UNESCO WHC Meeting**

Nothing to report.

**12. September 8-9 Board Meeting – All**

The primary focus of the upcoming board meeting will be the development and approval of the budget and work plan for 2016-17.

**13. Adjourn**

**MOTION:** Terry moved to adjourn. **Approved by consensus.**

The meeting was adjourned at 8:08am.

**Next Committee Meetings:** The next meeting will be held on August 23 at 7:00am.