



**Executive Committee – Meeting Minutes
August 23, 2016, 7:00 AM
via Conference Call**

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

1. Quorum and Call to Order – Brian

Brian called the meeting to order at 7:14am.

2. Review and Approval of Agenda – Brian

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

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

MOTION: Tim moved to approve the June 7 meeting minutes as amended. **Approved by consensus.**

4. Review and Approval of August 10, 2016 Exec. Committee Minutes – All

MOTION: Terry moved to approve the June 7 meeting minutes as presented. **Approved by consensus.**

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

Tim explained that Jason has prepared a draft expenditures budget. SVF has suggested that we tighten the procedure for approving board expenses and honoraria. SVF has recently submitted our GST return and we should receive the nearly \$10,000 credit sometime soon.

ACTION: Jason and Tim will work together to prepare a draft budget for review by the F&F Committee.

ACTION: Jason and Tim will work together to develop a process for approving board expenses and honoraria.

6. Secretary Update – Janice

No report given.

7. Communication & Community Engagement Committee Update – Janice

Jason has received a write-up of the results from the workshop held on August 9, many of which can be incorporated into the communications strategy.

8. Technical Committee Update – Brian / Jason

Planning for the next meeting is underway. It is likely going to be scheduled for August 29 or 30.

9. H.R. Committee Update – Brian

The HR Committee has not met. Brian will meet with Jason for a telephone meeting to initiate the development of a new employment contract for presentation at the September board meeting.

10. Admin Coordinator Update – Jason

a. Social Media Policy

Jason presented a draft copy of a social media policy. No concerns were raised. After it has been approved by the C&CE Committee, it should be presented at the board meeting for review and adoption.

b. Children’s programming at Athabasca Library

Jason reported that he worked with staff at the Alice B Donahue Library and Archives in Athabasca to deliver watershed-based children’s programming on August 18. About 10 children attended the successful half-day event.

11. 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. Jason suggested that after developing a budget, the committees could develop project plans, and then Jason could work towards writing the interim report.

12. Collaborations and Event Updates

a. Baptiste and Island Lake Society (BAILS)

Jason made a presentation on behalf of the AWC-WPAC at BAILS’ open house event on August 13. About 60 people attended the event and the presentation was well received.

b. Alberta Water Council – Lake Management Plan/Water for Life Review

The Technical committee is reviewing the documents and we are on track to have comments submitted before the deadline.

c. AER Area-Based Regulation project

AER has approached the AWC-WPAC about participating in a project in the MD of Greenview. There was consensus that we should try to participate, but it is not clear who might be the best person to represent the AWC.

ACTION: Jason will follow up with AER, enquire about meeting locations and time commitments, and inform the organizers that we will name our representative and alternate after the September board meeting.

d. Open House Event, Sept. 8, 2016

A CARE conference is taking place in Athabasca at the same time as the board meeting

and all hotels appear to be booked. If the board meeting is held in Athabasca, Jason will continue organizing the open house. If the meeting is moved to another location, the open house will be held at a later date.

ACTION: Jason will enquire about hotel availability in Athabasca.

13. September 8-9 Board Meeting – All

If there are no hotels available in Athabasca during the scheduled board meeting, the meeting may have to be held in another location, possibly Spruce Grove. Concerns were raised about the feasibility of using the Long Lake Camp for a board meeting and it was ruled out as a potential location.

ACTION: Jason will contact hotels in Athabasca and enquire about availability.

ACTION: Jason will begin to draft an agenda for the board meeting.

14. Adjourn

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

The meeting was adjourned at 8:10am.

Next Committee Meetings: The next meeting will be held on September 30 at 7:00am.