



**Executive Committee – Meeting Minutes
August 30, 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 7:05 am.

2. Review and Approval of Agenda—Brian

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

3. Review and Approval of August 23, 2016 Exec. Committee Minutes—All

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

4. Treasurer/Finance/F&FC Update—Tim

Brian, Tim, and Jason worked together to develop a draft budget, included in the agenda package. Brian explained that, based on a discussion at the Technical Committee, the SOW Summary will likely cost between \$10,000 and \$20,000 and is considered to be a top priority. Jason pointed out that the figure for staffing costs is high because the figure is based on anticipated annual costs in the future and does not reflect actual expenditures from June through August.

ACTION: Jason and Tim will work to revise the budget and circulate it to the F&F Committee and to the board for discussion at the board meeting.

5. Secretary Update—Janice

No report given.

6. Communications & Community Engagement Committee Update—Janice

Nothing to report.

ACTION: Jason will set up a doodle poll to initiate a teleconference meeting prior to the board meeting.

7. Technical Committee Update—Brian

The Technical Committee held a teleconference meeting on August 29. They identified the SOW Summary project as a top priority for 2016-17. They discussed the UNESCO World Heritage Committee review of the status of Wood Buffalo National Park: Janice L will present to the board on this topic at the board meeting and Jason will attend the round-table meeting to deliver a statement on behalf of the AWC-WPAC.

8. H.R. Committee Update—Brian

Brian has begun to draft an employment agreement (which would include a job title, job description, and employment contract) that draws on similar agreements made by other WPACs. There was a discussion of employee benefits, including a health spending account delivered through QuickCard.

9. Admin Coordinator Update—Jason

Jason has sent letters of support on behalf of the AWC-WPAC for funding applications for Living Lakes Canada and Science Outreach – Athabasca.

10. GoA Program / Funding / Planning Update—Brian / Jason

a. 2016-17 Budget and Workplan

As reported during the treasurer's report, a draft budget has been developed and it includes a rough project by project breakdown of costs.

ACTION: Jason will draft a summary of proposed projects, which will include a description of funded or unfunded components, and include it in the agenda package for the upcoming board meeting.

11. Collaborations and Event Updates

a. Open House Event, Sept. 8, 2016

Due to time constraints in effectively planning and promoting the event, the open house will be postponed.

b. WPAC Summit Booklet

This item was not discussed. (It was left to the end of the meeting, and, by that time, quorum had been lost).

12. September 8-9 Board Meeting—All

a. Location

Jason reported that the community centre in Boyle was not available on September 8 and that there were time constraints at the Boyle Legion. Tim explained that the costs of holding a meeting in Lac La Biche would likely be about \$1200 higher than Athabasca. The committee decided to hold the meeting in Athabasca, despite the potential shortage in hotel rooms.

Terry left the meeting at 8:10 and quorum was lost.

b. Agenda.

The draft agenda for the board meeting was amended.

13. Adjourn

The meeting was adjourned at 8:35am.

Next Committee Meetings: To be determined.