



**Executive Committee – Meeting Minutes  
December 15, 2016  
via Conference Call**

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

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

Brian called the meeting to order at 9:01.

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

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

**3. Review and Approval of Executive Committee Minutes: November 10 – All**

**MOTION:** Terry moved to approve the minutes from the executive committee meeting on November 10, as presented. **Approved by consensus.**

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

Tim reported that the CANACT approval process is still ongoing. Jason has contacted Andrew Schoepf regarding the sources of carry forward funding but is awaiting an in-depth review of the situation.

**a. Spending Account**

A proposal to implement an accountable advance for the Administrator was discussed.

**5. Secretary Update – Janice**

No report was given.

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

**a. Open House Event**

Jason reported that an open house event is being planned for January 12. The event will be a partnership between the AWC-WPAC and the Alice B Donahue Library and Archives.

Jason noted that a newspaper ad would help to promote the event but it would likely bring the total expenditures in excess of the current \$500 budget.

**MOTION:** Tim moved to increase the open house budget to \$700. Approved by consensus.

**7. Technical Committee Update – Brian**

A contract for work on the SOW summary has been signed.

**8. H.R. Committee Update – Brian**

Brian reported that work on a new contract has progressed but is still ongoing. The approval of office holidays between Christmas and New Year's Day was discussed.

**9. Admin Coordinator Update – Jason**

**a. AAMDC District 3 presentation**

The AWC-WPAC has been approved to make a presentation at the District 3 meeting on January 16.

**b. LNLSS Letter of Support**

There is not consensus support for the LNLSS request.

**c. River conditions signage**

Jason described a proposed project which would see the installation of a message board to be used for reporting daily river conditions.

**d. Vacation Time**

Jason reported that he will be out of the office from December 21 to January 4 for a personal vacation.

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

**a. Three-Year Strategic Plan (2017-2019)**

Jason presented a draft copy of the three-year strategic plan. It was discussed and the Executive committee recommended that Jason circulate the draft plan to the Board.

**11. Collaborations and Event Updates**

Nothing to report

**12. Board Meeting, January 12-13 - All**

**a. Agenda**

Jason presented a proposed board meeting agenda. The executive committee recommended holding a one day meeting on January 12.

**13. Adjourn**

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

The meeting was adjourned at 10:00am.

**Next Committee Meetings: TBD**