



**Executive Committee – Meeting Minutes
9:00am, February 23, 2017
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 9:01am.

2. Review and Approval of Agenda – Brian

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

3. Review and Approval of Executive Committee Minutes: February 9 – All

MOTION: Terry moved to approve the minutes from the executive committee meeting on February 9, as presented. **Approved by consensus.**

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

Tim reported that there is currently no provision for honoraria for board members when meetings exceed 8 hours in a day.

ACTION: Jason will collect honoraria policy information and the executive committee will prepare recommendations for discussion at a future board meeting.

5. Secretary Update – Janice

No report given.

6. Communication & Community Engagement Committee Update – Janice

A C&CE meeting was held on February 15. The committee discussed projects and expenditures to be completed by the end of the fiscal year and made recommendations for the 2017-18 work plan (including a recommendation to hire an outreach coordinator)

7. Technical Committee Update – Brian

The Technical Committee met on February 15. The committee made recommendations for the 2017-18 work plan (including a recommendation to hire a watershed coordinator).

8. H.R. Committee Update – Brian

Brian reported that the HR Committee will make several recommendations to the board at the upcoming board meeting, including: amendments to the employment agreement,

recommended changes to the Employee Handbook, covering administration fees for health spending account, and a request for additional members. Brian also reported that Jason has signed the overtime agreement.

9. Admin Coordinator Update – Jason

a. ECCC coal regulation info session

The executive confirmed that Jason should attend the event on March 2 and suggested that Brian should attend as well, if possible.

b. Website Contract Update

Jason summarized the three proposals that he has received for redeveloping the website.

MOTION: Tim moved to support Jason’s recommendation to approach Habit for a website development contract. **Approved by consensus.**

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

a. 2017-18 Workplan

The proposed workplan was discussed and changes were recommended and recommended for presentation to the board of directors.

b. 2017-18 Budget

The proposed budget, developed with the Finance and Fundraising Committee, was discussed and recommended for presentation to the board of directors.

11. Board Meeting: Feb 27, 2017

a. Agenda

An agenda for the meeting was discussed. The committee suggested discussing the workplan, budget, HR recommendations, and the ECCC session. Other items will be discussed as time permits.

12. Adjourn

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

Brian adjourned the meeting at 10:03am.

Next Committee Meeting: March 3 at 9:00am.