



**Executive Committee – Minutes
10:30am, February 9, 2017
via Conference Call**

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

1. Quorum and Call to Order – Brian

Brian called the meeting to order at 10:32am.

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: December 15 – All

MOTION: Terry moved to approve the minutes from the executive committee meeting on December 15, as presented. **Approved by consensus.**

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

Jason reported that the remainder of the 2016-17 grant was deposited into our account. The amount (\$27,294) is the balance of the remaining funding (\$45,000) less the unused funding from the 2015-16 grant and unclaimable GST credits (together: \$17,706). A Finance and Fundraising committee meeting is being planned for the week of February 13 to advance the development of the 2017-18 budget and workplan.

5. Secretary Update – Janice

Nothing to report.

6. Communication & Community Engagement Committee Update – Janice

A C&CE meeting is being scheduled for the week of February 13 to advance the development of the 2017-18 budget and workplan. Jason reported that he has received three quotes for website redevelopment. The next newsletter should be released by the end of the month, if possible.

7. Technical Committee Update – Brian

The technical committee has commented on the first draft of the SOW Summary. Brian is trying to get in contact with potential consultants that may be able to assist with updating the AWC's Interactive Atlas. A Technical Committee meeting is being planned for the week of February 13 to advance the development of the 2017-18 budget and workplan.

8. H.R. Committee Update – Brian

Brian reported that the HR Committee is continuing to discuss issues pertaining to overtime. They are developing a contract to reflect the move from hourly wage to a salaried position. They plan to discuss the AWC-WPAC's staffing needs to support the 2017-18 grant application. There is a need to undertake a performance evaluation of the administrative coordinator.

9. Admin Coordinator Update – Jason

Jason provided a brief report about his recent activities, including attending WaterSMART ARBI WG meetings, the AER ABR Panel, and the WPAC managers meeting.

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

Brian reminded the executive that the AWC-WPAC appears to have been given the go-ahead to begin work on IWMP planning. There is a need to develop a workplan and budget prior to the Board Meeting scheduled for February 27.

11. Collaborations and Event Updates

Jason reminded the executive that Environment and Climate Change Canada (ECCC) has invited the AWC-WPAC to participate in an engagement session pertaining to regulations around the effluent produced in coal mining.

ACTION: Jason will enquire about meeting details with the organizer and follow up with the board.

12. Membership with Edmonton Chamber of Voluntary Organizations (ECVO)

MOTION: Terry moved that the AWC-WPAC purchase a membership (\$50) with the Edmonton Chamber of Voluntary Organizations. **Approved by consensus.**

13. Adjourn

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

Brian adjourned the meeting at 11:31am.

Next Committee Meeting: February 23 at 9:00am.