



**Executive Committee – Meeting Minutes  
June 7, 2016  
via Conference Call**

**Attending:** Brian Deheer, Carolyn Campbell, Tim Polzin, Jason Ponto (Admin. Coordinator).

**Regrets:** Doug Badger

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

Brian called the meeting to order at 7:32.

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

**MOTION:** Tim moved to approve the agenda as presented. Carolyn seconded.

**Approved by consensus.**

**3. Review and Approval of May 10, 2016 Exec. Committee Minutes – All**

**MOTION:** Tim moved to accept the minutes from the May 10 Executive Committee meeting as presented. Carolyn seconded. **Approved by consensus.**

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

Our 2016-17 Alberta government grant is \$150,000. Tim gave a rough forecast of 2016-17 revenues and expenditures. Carolyn suggested Tim present a summary at the AGM to demonstrate to members that we can maintain operations through the year.

Carolyn recalled that AEP's Andrew Schoepf explained at the Mighty Peace Watershed Alliance's AGM that \$3.2M was allocated to WPACs and not all WPACs were funded equally (they are assessed based on individual capacities and needs).

The letter from Robert Stokes regarding 2016-17 funding was discussed including ideas for addressing the Fort McMurray wildfire.

**5. Ernie Hui WPAC Review followup – Jason**

Brian reported that he has sent the letter to Ernie Hui via email and that Donna Chaw has confirmed receiving the letter.

**6. Annual Report Update – Jason**

Jason presented a final version of the 2015-16 Annual Report.

**MOTION:** Brian moved to accept and distribute the Annual Report, with revisions. Carolyn seconded. **Approved by consensus.**

**ACTION:** Jason will circulate the Annual Report amongst the membership via email.

**7. AGM Prep – All**

**a. Membership and AGM attendance update**

Jason reported that 20 individual and 10 organization memberships have been renewed. Carolyn expects about 30-40 people to attend the AGM.

**ACTION:** Jason will send out a final AGM reminder notice to the membership.

**ACTION:** Jason will remind Board members that they are not eligible for honoraria for the AGM but that they can submit expense claims.

**b. Board Nominations update**

Jason reported that he has received six nominations for the board of directors: two in the position of member-at-large and one each in stewardship, small agricultural producer, health and environment, and municipal (middle basin).

**ACTION:** Jason will send an email to Board members to update them on Board nominations.

Jason reported that he spoke with Doug Badger and that Doug was interested in remaining on the Board but missed the deadline for Board nominations. Brian suggested trying to recruit someone from Jasper National Park to fill the provincial or federal government seat.

**ACTION:** Jason will compile election statements into short summaries that can be read at the AGM.

**c. AGM Meeting rules / elections / presider**

Carolyn reported that Rick Moyse will preside over elections at the AGM. She suggested that Rick and Brian discuss Robert's Rules of Order and parliamentary procedures before the AGM.

**d. AGM Meeting support materials: handouts, slides, sound**

**ACTION:** Jason will prepare slides of agenda items to present during the AGM.

**e. AGM Event Committee update: venue, refreshments, speaker, walk**

Necessary arrangements have been made. Jason reported that Mark Donner, a PhD student from the University of Alberta, will be the keynote speaker.

**ACTION:** Jason will email the AGM committee to schedule a final meeting.

**8. Scheduling Next Board meeting – Carolyn**

**ACTION:** Jason will e-mail the Board encouraging them to come to the AGM prepared to choose a date for the next Board meeting (possible dates are June 20, 21, or 22).

**9. H.R. Committee Update – Brian/Jason**

Jason presented a draft copy of the HR committee TOR. Brian suggested that the TOR should make clear that the administrator must ensure that the Employee Handbook applies to all of the staff of the AWC-WPAC.

**ACTION:** Jason will revise and recirculate the draft HR Committee TOR.

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

Tim reported that the Review Engagement was thorough, the report will be ready by the AGM, and he will present an overview of it. Possible firms for conducting next year's review engagement were discussed.

**ACTION:** Jason will contact Roman & Martinchuk in Athabasca and Broadbent & Girard in Lac La Biche about quotes for a review engagement for 2017.

**ACTION:** The Executive Committee will follow up on quotes and select a firm to recommend at the AGM via email.

#### **11. Secretary Update – Carolyn**

Carolyn reported that committee and board meeting minutes have been posted on our website, but that they should be re-ordered so that the most recent postings are on top.

**ACTION:** Carolyn will complete the Action Register prior to the June Board meeting.

#### **12. Admin Coordinator Update – Jason**

Jason reported that he will be presenting to Athabasca County Council on June 14.

#### **13. Communication & Community Engagement Committee Update – Brian**

No updates.

#### **14. Technical Committee Update – Carolyn**

No updates.

#### **15. Collaboratives and Event Updates**

##### **a. Baptiste and Island Lake Society**

Jason reported that David Trew has approached him, suggesting that the AWC-WPAC might play a support role for BAILS as they develop a lake management plan. Carolyn suggested that because of the AWC's limited time and funding in 2016-17, this project should be discussed and approved at the Board level.

**ACTION:** Jason will request a written proposal from BAILS and present it for discussion at an upcoming Board meeting.

##### **b. WaterSmart Athabasca River Basin (ARB) Initiative**

Brian presented a newspaper article in the Edson Leader titled, "County Council leery of AB WaterSMART initiative". Since that article was published, Jack Williams, a councilor for Yellowhead County, contacted Jason asking about the ARBI project. Jason provided a brief written explanation of the project and explained how it differed from the AWC-WPAC's work. The next working group meeting is scheduled for September 22 in Edmonton.

##### **c. Lesser Slave Lake watershed**

**ACTION:** Jason will register to attend a free Sustainability Resources seminar in Slave Lake on June 27.

##### **d. U of A Sustainability Network Collaborative**

Nothing to report.

#### **16. Adjourn**

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

The meeting was adjourned at 10:08pm.

**Next Committee Meetings: TBD**