



**Executive Committee – Meeting Minutes  
9:00am, March 16, 2017  
via Conference Call**

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

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

Brian called the meeting to order at 9:04am.

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

The following items were added to the agenda:

- 5.a. Membership Renewal
- 5.b. Board/Executive Governance
- 6.b. Athabasca County Update
- 10.c. AER ARB Panel
- 13. ACTWS Conference
- 14. Next Executive Committee Meeting

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

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

Brian requested that new agenda items be recorded in the minutes.

**MOTION:** Janice moved to approve the minutes from the executive committee meeting on February 27, as amended. **Approved by consensus.**

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

Tim reported that he has received an invoice for insurance for the 2017-18 year and that a cheque has been prepared. T4As have been put in the mail.

**a. 2016-17 Year End Expenditures**

Jason presented a spreadsheet that outlines anticipated and proposed expenditures for the 2016-17 year.

**MOTION:** Tim moved to approved the proposed expenditures, as presented. **Approved by consensus.**

## **5. Secretary Update – Janice**

Nothing to report.

### **a. Membership Renewal**

Jason pointed out that all memberships will be terminated at the end of the fiscal year and must be renewed to be maintained. The committee instructed Jason to accept email responses as confirmation of membership renewal.

**ACTION:** Jason will mention membership renewal in the upcoming newsletter and begin a renewal campaign via email for current members.

### **b. Board/Executive Governance**

The committee discussed the roles of the board and the executive committee, noting that the executive committee should be responsible for overseeing day-to-day administration and the board should be responsible for overseeing programming initiatives.

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

### **a. Newsletter**

Suggestions were made for newsletter content. Jason hopes to develop and send the newsletter by March 24.

### **b. Athabasca County update**

Janice provided an update on the land use planning review at Athabasca County. The AWC-WPAC may have a role to play in terms of providing information and advice at some point in the process.

Terry joined the meeting at 9:51.

## **7. Technical Committee Update – Brian**

### **a. SOW summary**

Jason will ask for feedback from the C&CE and Technical Committees by March 22.

### **b. Online interactive atlas**

Ryan Johnson is no longer able to work on the interactive atlas. Jason has contacted Kristy Dixon from Watersmart for a proposal.

## **8. H.R. Committee Update – Brian**

### **a. Performance evaluation**

The performance evaluation is underway and will be completed soon.

**b. Hiring process for Executive Director**

Jason left the call for this agenda item. The committee discussed the consensus-based decision making process and the process for hiring an executive director. This issue will be discussed at the upcoming board meeting.

Terry left the meeting at 10:21.

**9. AGM Committee**

Nothing to report.

**10. Admin Coordinator Update – Jason**

**a. ECCC coal regulation info session**

Feedback is required by March 31.

**ACTION:** Jason will work with Brian to draft a letter and circulate it to the board for review.

**b. Website Contract Update**

Jason met with the website developers and work on the project is underway.

**c. AER ABR Panel**

Jason explained that the panel's work is ongoing, and draft recommendations are expected to be complete by the end of the next meeting.

**ACTION:** Jason will prepare a presentation that provides an overview of the project and the draft recommendations and present it to the board at the next meeting.

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

Jason reported that the application was submitted on March 10.

**12. Board Meeting: Feb 27, 2017**

**a. March 30-31**

The next meeting will take place, as scheduled, on March 30-31. The agenda will include the process for hiring an executive director, a presentation about the AER ABR Panel, and a session about the consensus-based decision making model.

**ACTION:** Brian will contact Rick Moyse about facilitating a session about consensus-based decision making at the next board meeting.

**13. ACTWS Conference**

Brian described the Alberta Chapter of the Wildlife Society (ACTWS) meeting in Lac La Biche.

**MOTION:** Tim moved that Brian attend the ACTWS Conference, with conference registration fees to be covered by the AWC-WPAC. **Approved by consensus.**

**14. Next Executive Committee Meeting**

The next meeting will be held on Friday, March 24 at 9:00am.

**15. Adjourn**

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

Brian adjourned the meeting at 10:52am.

**Next Committee Meeting:** Friday, March 24, 9am.