



**Executive Committee – Meeting Minutes
9:00am, March 24, 2017
via Conference Call**

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

1. Quorum and Call to Order – Brian

Brian called the meeting to order at 9:10am.

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: March 16 – All

MOTION: Janice moved to approve the minutes from the executive committee meeting on March 16, as presented. **Approved by consensus.**

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

a. 2016-17 Year End Expenditures

Jason reported that he has purchased software (Adobe and Office 365) and is planning to finalize the other approved expenditures before March 31.

5. Secretary Update – Janice

Nothing to report.

a. Membership Renewal

Jason has had trouble with his email and has been unable to circulate the renewal notice.

ACTION: In addition to circulating a renewal notice to existing members, Jason will send out a member recruitment notice through the mailing list.

6. Communication & Community Engagement Committee Update – Janice

a. Newsletter

Jason circulated a draft newsletter to the C&CE committee. He plans to finalize it early next week.

7. Technical Committee Update – Brian

a. SOW summary

Members of the technical committee have raised concerns about the second draft. Jason will present their feedback and suggest revisions. Jason will ask for an invoice for partial payment (\$6000), to be paid by the end of the fiscal year, with the remaining portion (\$4000) to be paid upon the completion of the project.

b. Online interactive atlas

Jason is waiting for a formal proposal and expects the work to be completed by March 31.

8. H.R. Committee Update – Brian

a. Performance evaluation

The performance evaluation has been completed.

b. Hiring process for Executive Director

The committee discussed the process for making a decision about hiring an executive director. Brian has worked on a document that highlights the risk, costs, and benefits of three scenarios. Brian has made arrangements to hire an HR consultant from Omni Consulting to assist with the process.

9. AGM Committee

Nothing to report.

10. Admin Coordinator Update – Jason

a. ECCC coal regulation info session

Feedback is required by March 31. Jason has circulated a draft of the letter to Brian, Janice L, and Jana and will use their feedback to revise the letter before he circulates it to the board.

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

Nothing to report.

12. Board Meeting: Feb 27, 2017

a. March 30-31

To accommodate the most board members and to expedite the decision-making process for hiring an Executive Director, the meeting will be a one-day, to be held on Thursday, March 30. There will only be two items on the agenda: a facilitated session on consensus-based decision making and a discussion about the process for hiring an Executive Director.

13. Next Executive Committee Meeting

The next meeting will be held on Friday, April 21 at 9:00am.

14. Adjourn

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

Brian adjourned the meeting at 10:24am.

Next Committee Meeting: Friday, April 21, 9am.