



**Executive Committee – Meeting Minutes
9:00am, March 3, 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 9:03am.

2. Review and Approval of Agenda – Brian

The following items were added to the agenda:

- 6.a. Presentation to Alberta Student Services
- 6.b. Newsletter
- 6.c. Outreach efforts
- 7.a. SOW Summary
- 7.b. Online interactive atlas
- 8.a. Performance evaluation
- 8.b. Hiring process for Executive Director
- 8.c. Hiring HR help
- 9. AGM Committee

MOTION: Tim moved to approve the agenda, as amended. **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 27, as presented. **Approved by consensus.**

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

Tim suggested that options be explored to pre-approve monthly salary cheques in advance of the end of the month to avoid delays in payment. Direct deposit options were discussed. Tim reported that T4A slips have been prepared and will be mailed out shortly. Brian reported that the website's donations feature may not be working.

ACTION: Jason will look into the AWC's pay pal account.

ACTION: The finance and fundraising committee will meet to work towards developing a fundraising plan.

5. Secretary Update – Janice

Janice described proposed land use bylaw changes in Athabasca County and enquired about the AWC's potential role in the process. Janice will attend meetings as a citizen and keep the Executive up-to-date on the process.

6. Communication & Community Engagement Committee Update – Janice

a. Presentation to Alberta Student Services

Robert Holmberg has been approached by Alberta Student Services to make a presentation about the Athabasca River Basin. The executive supports Robert in making the presentation, provided that the board can review the presentation material in advance.

b. Newsletter

Brian suggested that the recent ECCC info session on coal regulations and the AB Ecotrust Environmental Gathering would be appropriate topics for the newsletter.

c. Outreach efforts

Brian suggested that there is a need for committees to meet and support the outreach efforts laid out in the work plan.

7. Technical Committee Update – Brian

a. SOW summary

Jason has received the revised draft and will circulate it to the technical and C&CE committees shortly.

b. Online interactive atlas

Jason has spoken with Ryan Johnson about updates to the interactive atlas and will follow up with him shortly. In addition to adding municipal boundaries, the interactive atlas could be updated to include Treaty boundaries and land use planning regions.

ACTION: Jason will follow up with Ryan Johnson.

8. H.R. Committee Update – Brian

a. Performance evaluation

The HR Committee must perform a performance evaluation soon. The evaluation format will be discussed at the next HR Committee meeting, scheduled for March 6.

b. Hiring process for Executive Director

Brian emphasized the need to expedite the hiring process for the Executive Director.

c. Hiring HR Help

Brian suggested that in an effort to expedite the HR Committee's work, the AWC could consider hiring a consultant to help with the process. After some discussion, the executive committee encouraged Brian to explore options for hiring a consultant while the HR Committee continues to advance the process internally.

9. AGM Committee

Nothing to report.

10. Admin Coordinator Update – Jason

Jason reported that he continues to be very busy. He suggested that if his work load continues to increase, the board and sub-committees might help by providing their own support, in terms of scheduling meetings, preparing agendas, and writing minutes. There was a lengthy discussion about the Executive Director hiring process.

a. ECCC coal regulation info session

Jason and Brian attended the event on March 2. It was successful as both an educational event and as a networking opportunity.

b. Website Contract Update

Jason has signed a contract with Habit. The first invoice is expected to be sent on Monday, March 6.

ACTION: Jason will contact Andrew Schoepf about any financial reporting implications for a project that spans two fiscal years.

c. Watershed Demonstration Table

Jason explained that the C&CE committee suggested purchasing a watershed demonstration table for around \$800USD.

MOTION: Terry moved to purchase a watershed demonstration table. **Approved by consensus.**

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

The grant application is due on March 13. Jason will continue work on the application.

12. Board Meeting: Feb 27, 2017

a. Time and Place

The committee decided to hold the next board meeting in Athabasca on March 30-31.

13. Adjourn

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

Brian adjourned the meeting at 10:45am.

Next Committee Meeting: TBD.