



**Executive Committee – Meeting Minutes
9:00am, May 18, 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 9:05am.

2. Review and Approval of Agenda – Brian

The following items were added to the agenda:

- 4a. Review Engagement
- 7c. Wetlands Specialist
- 10c. LNLSS Event

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

3. Review and Approval of Executive Committee Minutes: May 4 – All

MOTION: Tim moved to approve the minutes from the executive committee meeting on May 4, as presented. **Approved by consensus.**

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

Tim reported that the AEP grant funding announcement has been made, and that we will be receiving \$220,000 for 2017-18. Several rent cheques will be re-issued to reflect the newly signed lease. Tim suggested that a co-chair be appointed to the Finance and Fundraising Committee. There was a discussion about potentially splitting that committee into two separate committees so that specific attention can be paid to fundraising efforts in the future.

a. Review Engagement

Our bookkeeper has recommended that we work with the firm of Kingston Ross Pasnak. The quoted fee is the same as last year (\$3500).

5. Secretary Update – Janice

Nothing to report.

6. Communication & Community Engagement Committee Update – Janice

Nothing to report.

7. Technical Committee Update – Brian

a. SOW summary

The Technical Committee met with staff from Alberta Environment and Parks on May 11 to discuss additions/revisions to the SOW summary. There is an ongoing discussion about the content to be included in any revisions.

b. Interactive Atlas

Jason has been in contact with Jim Sellers from Athabasca University and Kristy Dixon from AB WaterSmart. There are some technical hurdles, but the project appears to be moving forward.

c. Wetlands Specialist

Tim reported that new Wetlands Specialist positions have been created at Alberta Environment and Parks for the Upper and Lower Athabasca regions. The Lower Athabasca position will be based out of Lac La Biche. He suggested that when the position has been filled, we should invite him or her to attend a board meeting to present information and discuss opportunities for collaboration.

8. H.R. Committee Update – Brian

a. Hiring process for Executive Director

The hiring committee is proceeding towards scheduling interviews and expects to have a recommendation to present at the upcoming board meeting.

9. AGM Committee

a. Board Nominations

The process for soliciting and collecting board nominations was discussed. This topic will be discussed at the upcoming board meeting.

b. Board TOR Bylaws

Jason reported that he has contacted several WPAC managers and has heard mixed responses. The members of some WPACs ratify their board TORs while, for others, the board itself can amend its TOR.

ACTION: Jason will contact the Oldman Watershed Council, the Mighty Peace Watershed Alliance, and the North Saskatchewan Watershed Alliance and inquire about their process for approving amendments to board TORs.

10. Admin Coordinator Update – Jason

a. Annual Report

Jason has sent a very preliminary draft of the annual report to Brian.

ACTION: Jason will circulate the rough draft to the executive committee for feedback.

b. 2017-18 budget and Work Plan

There was a discussion about the timeline for approving this year's budget and workplan. It is expected to be presented, discussed, and approved at a board meeting in July.

c. LNLSS Event

The Long and Narrow Lake Stewardship Society is hosting events on May 27 and 28. Brian expressed interest in attending the events on behalf of the AWC-WPAC.

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

The AWC-WPAC has been awarded funding in the amount of \$220,000. Jason has submitted the paperwork to AEP.

12. Next Board Meeting

a. May 25-26 Meeting Agenda

A draft agenda for the meeting was discussed and amendments were proposed.

13. Next Executive Committee Meeting

The next meeting will be held on Wednesday, May 31 at 9:00am.

14. Adjourn

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

Brian adjourned the meeting at 10:38am.

Next Committee Meeting: Wednesday, May 31, 9:00am.