



**Executive Committee – Meeting Notes**  
**9:00am, May 31, 2017**  
**via Conference Call**

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

**1. Quorum and Call to Order**

Brian called the meeting to order at 9:08. The meeting did not have quorum.

**2. Review and Approval of Agenda**

The following items were added to the agenda:

- 4b. Environmental Damages Fund (moved from 10c)
- 4c. Watershed Resiliency and Restoration Program

**3. Review and Approval of Executive Committee Minutes: May 18**

Item 7c was modified to demonstrate that at least two positions have been created (one for the upper Athabasca and one for the lower Athabasca) and that the lower Athabasca position will be based out of Lac La Biche.

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

The cheque for the phone bill was late in being sent, but it is in the mail. Rent cheques have been re-issued to reflect the new amount and the June cheque is in the mail. Jason reported that he has scheduled a meeting with the bookkeeper to discuss opportunities to streamline financial procedures.

**a. Review Engagement**

Tim reported that he has contacted SVF explaining that their services are no longer required.

**b. Environmental Damages Fund**

**ACTION:** Jason will follow up with Noel St. Jean to discuss opportunities.

**c. Watershed Resiliency and Restoration Program**

Brian reminded the executive that there is funding available and that the deadline for applications is October 30.

**5. Secretary Update**

No report was given.

**6. Communication & Community Engagement Committee Update**

No report was given.

## **7. Technical Committee Update**

No report was given.

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

### **a. Hiring process for Executive Director**

The contract has not yet been finalized and signed, but the position will come into effect on June 12. There was a discussion about opportunities for hiring an additional staff person.

## **9. AGM Committee**

### **a. Board Nominations**

There was a discussion about executive position responsibilities. There was a discussion about municipal government representation and the implications of municipal elections.

### **i. Metis Status**

There was a discussion about a potential board member and what constitutes aboriginal representation on the board.

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

### **a. Annual Report**

Jason noted that the deadline for printing the Annual Report is June 14.

### **b. Additional office storage**

Jason noted that with the expected arrival of a new staff person, there is a need for additional office storage. He has been in discussions with the Athabasca Heritage Society about using the basement in the train station for storage. Tim suggested putting furniture on pallets and storing items in plastic bins to avoid water damage in the event of flooding.

### **c. Voyageur canoe brigade equipment purchase**

Jason recommended the purchase of a tent, a folding table, and two lawn chairs for the events, and for future events. He also suggested purchasing promotional t-shirts for board members and staff to wear at events and for giveaways. Brian suggested purchasing 50 t-shirts. Jason was directed by the chair, with support of the treasurer, to move forward with these purchases.

### **d. Laptop**

Jason expressed interest in purchasing a new laptop for professional use. The chair and treasurer supported the idea.

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

### **a. 2016-17 Grant Closure Report**

Jason reminded the executive that the report is due at the end of June, but that with the voyageur canoe brigade events, the effective due date is June 21.

**12. Next Executive Committee Meeting**

The next executive committee meeting is scheduled for Monday, June 19<sup>th</sup> at 9:00am.

**13. Adjourn**