



**Executive Committee – Meeting Minutes
9:00am, May 4, 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 9:07am.

2. Review and Approval of Agenda – Brian

Jason added item 10c, "Office Lease".

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

3. Review and Approval of Executive Committee Minutes: April 13 – All

Item 10a was amended to include the word "not" and the dates of the next committee meeting were updated for consistency.

MOTION: Tim moved to approve the minutes from the executive committee meeting on April 13, as amended. **Approved by consensus.**

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

Tim reported that he has spoken with the book keeper about suggestions for an accounting firm to conduct the review engagement and regarding how to proceed with the GST Refund process.

a. 2016-17 Year End Expenditures

Tim reported that the year-end expenditures closely match the annual revenues, and that we are showing a very small surplus (about \$1389).

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 is meeting with staff from Alberta Environment and Parks on May 11 to discuss additions to the SOW summary to include information about their 2015 synoptic survey.

8. H.R. Committee Update – Brian

a. Hiring process for Executive Director

Jason left the meeting for this agenda item.

MOTION: Tim moved to extend the competition for the Executive Director position until midnight on May 16. Seconded by Janice. **Approved by consensus.**

9. AGM Committee

The AGM has been tentatively scheduled for June 26 in Whitecourt. The executive discussed a request by a member to change the bylaws to state that any changes to the Board Terms of Reference must be approved by special resolution.

ACTION: Jason will ask other WPACs how changes for their board TORs are approved.

10. Admin Coordinator Update – Jason

a. ECCC coal regulation info session

Jason reported that time had expired and the letter was not sent.

b. Annual Report

Jason continues to work on the Annual Report.

c. Office Lease

Jason reported that the office lease is up for renewal. Tim explained that several cheques have been pre-authorized and that it would be convenient to use them. Jason will work with the Athabasca Heritage Society to develop a lease agreement.

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

No update is available. Jason has heard that funding will be available by May 19.

12. Next Board Meeting

The next meeting will be held on May 25-26 in Athabasca.

ACTION: Jason will contact the Highway 2 Conservation group about a potential presentation to the board.

13. Next Executive Committee Meeting

The next meeting will be held on Thursday, May 18 at 9:00am.

14. Adjourn

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

Brian adjourned the meeting at 10:15am.

Next Committee Meeting: Thursday, May 18, 9:00am.