



**Executive Committee – Meeting Minutes
November 10, 2016, 7:00 AM
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 7:02am.

2. Review and Approval of Agenda – Brian

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

3. Review and Approval of Executive Committee Minutes: October 20 – All

MOTION: Tim moved to approve the minutes from the executive committee meeting on October 20, as presented. Terry seconded. **Approved by consensus.**

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

MOTION: Terry moved to authorize Terri, the book keeper, to make CRA payments via Canact. Janice seconded. **Approved by consensus.**

Jason presented a year-to-date financial report for October that was prepared by the book keeper.

a. Sources of Carry-Forward Funding

Tim explained that since 2014, it appears that AWC has always carried forward a minimum of \$55,000.

ACTION: Jason will contact Andrew Schoepf to identify the source of the discrepancy.

5. Secretary Update – Janice

Nothing to report.

6. Communication & Community Engagement Committee Update – Janice

No meeting has been scheduled but a doodle poll has been circulated to help establish a meeting time prior to the board meeting.

7. Technical Committee Update – Brian

a. SOW Summary Proposal

Brian reported that himself, Janice P, Janice L, and Jason met during the WPAC Summit to discuss the current proposal. Janice L has circulated an email to solicit feedback from the technical committee. A contract has not yet been developed.

ACTION: Jason will follow up with Janice L about moving the project forward.

8. H.R. Committee Update – Brian

Brian reported that a new contract is still under development. Jason suggested that if the contract is not ready for the board meeting, other options include modifying the employee handbook to list the week over Christmas as office holidays, increasing his hourly wage, and/or discussing a “Christmas bonus”.

9. Admin Coordinator Update – Jason

a. NALMS conference

Jason reported that the NALMS conference was immensely beneficial and increased his knowledge of watershed science.

b. WPAC Summit

Jason reported that Brian, Janice L, Janice P, Morris and himself attended the event.

i. Response to Ernie Hui

Jason mentioned that Ernie Hui presented a summary of his findings and a preliminary outline of some discussions happening at AEP. The Board should consider submitting a written statement to Mr. Hui shortly after the board meeting.

ii. Interactive Atlas Layers

Brian described the need to add a municipal boundaries layer to the interactive atlas. We may need to hire a contractor to do this work.

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

a. 2017-18 Grant Application

Jason pointed out that the 2017-18 Grant Application will be due sometime in late January or early February. He suggested discussing the process for developing a new strategic plan at the Board Meeting in November.

11. Collaborations and Event Updates

Jason reported that he has attended two AER ARB Panel meetings and another is scheduled for November 16. He attended a technical meeting for BAILS in St Albert on November 9 and plans to continue to work with them as required.

12. Board Meeting, November 24-25 - All

a. Membership renewal policy

Jason highlighted the need to discuss membership renewal policy, as identified at the June board meeting.

b. Term restrictions for executive positions

Currently, board members are restricted to holding executive positions for a maximum of two consecutive terms. Jason highlighted the board's desire to discuss this restriction.

c. New board members

Jason reported that Robert Holmberg has shown interest in filling the research and academia seat. Brian suggested several possibilities for aboriginal representatives.

d. Agenda

Jason presented a draft agenda for the board meeting. It was discussed.

13. Adjourn

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

The meeting was adjourned at 8:06am.

Next Committee Meetings: TBD