



**Executive Committee – Meeting Notes**  
**October 13, 2016, 9:00 AM**  
**via Conference Call**

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

**1. Quorum and Call to Order – Brian**

The meeting did not have quorum.

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

Tim suggested that we use CANACT to pay CRA-related fees. Tim presented an overview of all sources of revenues for the AWC-WPAC since 2011.

**3. GoA Program / Funding / Planning Update – Brian / Jason**

The 2016-17 Work Plan and Interim Report were discussed. There were no suggested changes to the work plan circulated in the agenda. With respect to indicators and metrics, goals were set for the 2016-17 year. In-kind donations were discussed for inclusion in the Schedule C document.

**ACTION:** Jason will revise the Interim report as discussed and circulate it to the Executive Committee for final approval.

**4. Technical Committee Update – Brian**

Jason mentioned that the SOW Summary proposal has still not been signed into a contract. Jason suggested asking the Technical Committee for information related to the AER ABR panel meetings.

**5. Admin Coordinator Update – Jason**

Jason noted that approval has not been attained to attend the NALMS conference.

**ACTION:** Tim will circulate an email to the board looking for support for Brian and Jason to attend the conference.

**Next Committee Meeting:** The next meeting was tentatively scheduled for October 20.