



Executive Committee – Meeting Minutes
October 20, 2016, 8:30 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 8:31am.

2. Review and Approval of Agenda – Brian

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

3. Review and Approval of Executive Committee Minutes: August 30, September 21, September 27, October 13 – All

MOTION: Terry moved to approve the minutes from the executive committee meeting on August 30, as presented. Tim Seconded. **Approved by consensus.**

MOTION: Tim moved to accept, as information, the meeting notes from the executive committee meetings on September 21, September 27, and October 13, as presented. **Approved by consensus.**

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

a. Sources of Carry-Forward Funding

Tim presented an overview of sources of funding since 2011. Jason explained that a discrepancy may have occurred in the application for funding in the 2014-15 year. Jason explained that, due to discrepancies in reported sources of funds, it is possible that AEP could withhold the distribution of remaining funds from the 2016-17 grant.

ACTION: The Finance and Fundraising committee will meet and clarify the sources of funds carried forward into the 2014-15, 2015-16, and 2016-17 fiscal years.

b. Meeting Costs

Tim reported that, based on projections from board meetings held so far this year, we are likely to come in below budget on meeting costs by a significant margin (by as much as \$17,000).

5. Secretary Update – Janice

Nothing to report.

6. Communication & Community Engagement Committee Update – Janice

a. Grand Opening Event

The event will be discussed by the C&CE Committee.

b. Communications and Community Engagement Strategy

Jason highlighted the need for the C&CE Committee to meet and develop a Communications and Community Engagement Strategy based on the workshop attended in August.

7. Technical Committee Update – Brian

a. SOW Summary Proposal

The proposal for the SOW Summary has not yet been approved. There is a need for the technical committee to meet and review the proposal.

b. AER ABR Panel

Jason reported that the AER's Area Based Regulation panel is ongoing. He has asked the technical committee for support in identifying primary concerns to bring forward during the meetings.

8. H.R. Committee Update – Brian

Nothing to report.

9. Admin Coordinator Update – Jason

a. Letter to Colin Piquette

The letter has not been approved or sent.

ACTION: Jason will re-circulate the letter to members of the executive committee for their feedback.

b. UNESCO WHC Meeting

Jason reported that he presented the board-approved presentation at the meeting on October 3.

c. NALMS conference

MOTION: Tim moved that Brian and Jason attend the NALMS conference, as budgeted. Janice seconded. Brian abstained. **Approved by consensus.**

d. WPAC Summit

Jason highlighted that the WPAC Summit is taking place in Calgary on October 26-28.

e. Lesser Slave Watershed Planning IWMP

Jason attended a meeting in Slave Lake on October 19. The purpose of the meeting was to solicit public feedback on the preliminary recommendations contained in the Lesser Slave Watershed Council's Integrated Watershed Management Plan.

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

a. **2016-17 Interim Report**

Jason reported that the report was submitted on time.

11. Collaborations and Event Updates

Nothing to report.

12. Board Meeting, November 24-25 - All

a. **Location**

The November board meeting will be held in Spruce Grove.

13. Adjourn

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

The meeting was adjourned at 10:01am.

Next Committee Meetings: TBD