



Executive Committee – Meeting Notes
September 21, 2016, 7:30 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

The new process for approving expenses and honoraria appears to be working well. Tim reported that, based on expense claims received from the September board meeting, we are on track to have significantly reduced meeting costs in 2016-17.

3. Communication & Community Engagement Committee Update – Janice

There have been attempts to organize a meeting, but there has not been anything scheduled yet.

4. Technical Committee Update – Brian

There is a need to develop a contract to move ahead with the SOW summary project.

5. H.R. Committee Update – Brian

Brian is continuing work on a new contract package for the Administrator position.

6. Admin Coordinator Update – Jason

Jason reported that Brian, Janice P, Morris, and himself have registered for the WPAC Summit. The donated radio advertisements have been approved and are airing soon. Jason attended the Watersmart Logistics and Administration Committee (LAC) meeting via teleconference on September 13.

a. Letter to Colin Piquette

Jason has drafted a follow-up letter to send to Colin Piquette.

ACTION: Brian will review the letter prior to the next executive committee meeting.

b. Letter to Larry Armfelt

Jason drafted a letter to Larry Armfelt regarding a presentation at the AAMDC District 3 meeting in January.

c. NALMS conference

Jason expressed interest in attending the NALMS conference in Banff. Brian is also interested in attending.

ACTION: Jason and Brian will develop a budget for the conference and circulate it to the board for approval.

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

a. 2016-17 Work plan

Jason has spent time reviewing the work plan, but more work is needed.

ACTION: Jason and Brian will work together to prepare a draft work plan to present to the executive committee at the next meeting.

8. Collaborations and Event Updates

a. AER Area-Based Regulation Panel

Jason reported that he will be the AWC's primary representative and Brian will be the alternate. The first meeting will be held in Fox Creek on September 28.

b. University of Alberta – Intersections of Sustainability

Jason contacted Makere Stewart-Harawira for an update. There is potential for the AWC to collaborate with the group on a project in November, but details are not yet available.

c. Grand Opening Event

Potential options for the event were discussed. There was interest in hosting a BBQ on a Saturday afternoon to attract people to the office.

ACTION: Jason will explore dates and preliminary plans for the Open House event.

9. Board Meeting, November 24-25 - All

a. Location

In order to accommodate a presentation from Scott Milligan, the Executive Director of the Planning Branch, the next meeting may be held in Spruce Grove.

Next Committee Meeting: September 27, 7:30 AM.