



**Board of Directors – Draft Agenda
March 15 – 16, 2018
Kinsman Hall, 10204 – 102 Ave
Lac La Biche, AB**

If calling in, please use:

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/420727584>

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US: +1 669 900 6833 or +1 929 436 2866

Meeting ID: 420 727 584

Thursday, March 15, 2018

- 1. Call to Order: 9:30am**
- 2. Welcomes and Introductions (9:30 – 9:40)**
- 3. Review and Approval of Agenda (9:40 – 9:45)**
- 4. Review Action Item List (9:45 – 9:50)**
- 5. Approve Board Meeting Minutes: February, 2018 (9:50 – 9:55)**
- 6. Business Arising (9:55 – 10:00)**
- 7. Interim board member applications to fill vacancies? (10:00 – 10:15)**
- 8. Executive Committee Reports (10:15 - 11:15)**
 - a. Report from the Chair**
 - b. Report from the Vice-Chair**
 - c. Report from the Treasurer**
 - i. Financial Report**
 - d. Report from the Secretary**
 - i. Accept minutes from previous EC meetings**
- 9. Committee Reports (11:15 – 12:00)**
 - a. Technical Committee Report**
 - b. C&CE Committee Report**
 - i. SOW Summary and Open House Update**
 - c. Finance and Fundraising Committee Report**
 - d. HR Committee Report**
 - e. IWMP Committee Report**

Lunch Break (12:00 – 1:00)

- 10. Executive Director's Report (1:00 – 1:30)**
- 11. Memberships (1:30 -1:45)**
- 12. Collaborations and Event Updates (1:45 – 2:00)**

13. Next Meeting (2:00 – 2:15)

14. Roundtable Discussion (2:15 – 3:30)

15. Adjournment – 3:30pm

Dinner will be provided in the Kinsmen Hall at 5:30. Keynote speaker for the evening is Robert Holmberg, with a presentation on the history of the Athabasca watershed. Additionally, Marie Bay-Breiner will share the presentations she has been making to municipalities in the Athabasca Watershed.

Friday, March 16, 2018

Donna Webster, of the Lac La Biche Friendship Centre, will be providing a one-day workshop session for board members. This event will also occur at the Kinsmen Hall, starting at 9:00.



**Board of Directors – Draft Minutes
9am – 10.30am, February 22, 2018
Teleconference
Software Zoom**

Attendance: Marcel Ulliac, Tom Weber, Robert Holmberg, Dan Moore, Greg Piorkowski, Abdi Siad-Omar, Marv Fyten, Tim Polzin, Brian Deheer, Cleo Reece, Marie Breiner (Outreach coordinator)

Regrets: Janice Pitman, Janice Linehan, Robert Esau, Robert Gjandjambe, Larry Armfelt, Morris Nesdole, Terry Sheehan.

Thursday, February 22, 2018

1. Call to Order: 9:00am

Brian called the meeting to order at 9.08am.

2. Welcomes and Introductions

General introductions were exchanged.

3. Review and Approval of Agenda

MOTION: Tim moves to approve the agenda as is. Marv seconds. **Approved by consensus.**

4. Approve Board Meeting Minutes: February 1-2, 2018

The approval of the minute is tabled to next board meeting.

5. IWMP Committee Report

a. Finalizing committee members

IWMP committee members: Brian Deheer, Robert Esau, Janice Pitman, Dan Moore, Marv Fyten, Greg Poirkowski and Marcel Ulliac.

6. HR Committee Report

a. Executive Director Hiring Update and candidate recommendation

Brian has produced and circulated a report on the interview process and the candidates. The interview panel has two recommendations; to continue looking and to invite Berry (?last name?) to function as an interim Executive director until a suitable Executive director can be found.

The long process has been a hindrance for the hiring process; the two top candidates had accepted other work when Brian approached them with a job offer.

Berry has limitations, but to prevent an executive burn out, a manager/Interim Executive director is needed, and Berry has manager experience.

It is suggested that Berry (?last name?) is hired on a contract basis with a two week term and specific tasks appointed to him. The tasks could include municipal presentations,

Year-end report and management of current staff and contractors. Other tasks can be written in to the contract.

Marcel suggest reaching out in his network and potential using a hiring firm to find a suitable candidate.

General discussion about what is needed in a Executive Director. Points mentioned includes: Strong leadership skills, clear vision of the future direction of AWC, manager experience, science background (but not required), relocation to Athabasca.

MOTION: Tom moves to keep recruiting online for the position of the Executive Director with an open-ended add until a suitable candidate is found. Marcel seconds. **Approved by consensus.**

MOTION: Marcel moves to invite Berry (?Last name?) to be Interim Executive Director on a contract basis until a suitable candidate is found. Cleo Seconds. **Approved by consensus.**

MOTION: Tom moves to grant the interview panel power to make the final hiring decision. Greg seconds. **Approve by consensus.**

b. Compensation

i. Interview panel

MOTION: Tim moves to pay the interview panel honorariums and cover the travel expenses they may have had regarding the interview process. Tom seconds. **Approved by consensus.**

ii. Staff working on weekend/Stat holidays

MOTION: Tim moves to graft a minimum two-hour time slot when staff is asked to work on the weekend or Stat holidays. Marv seconds. **Approved by consensus.**

c. Zoom software

The discussion about Zoom is tabled to next board meeting.

7. Roundtable Discussion

8.

9. Adjournment – 10.30am

Tom moves to adjourn at 10.12am.

PAY AND PROGRESS

14. Hours of Work and Overtime

14.1. Philosophy

The Athabasca Watershed Council promotes a healthy work life balance but does recognize that sometimes it is necessary for Employees to work overtime. It is important that Employees eligible for overtime are compensated fairly by being given time off for any overtime they work.

14.2. Hours of Work

The AWC-WPAC staff generally work 7.25 hours per day (08:15 a.m. to 4:30 p.m.); five (5) days per week. The AWC-WPAC covers two fifteen (15) minute breaks in those hours with a one (1) hour unpaid lunch break.

In general, staff work Monday to Friday, unless a special event warrants otherwise. If staff are required to work on a weekend (Saturday or Sunday) or a general holiday (as listed in section 18.1), such time will be calculated as time and a half. Additionally, such work will be calculated at a guaranteed minimum of two hours.

14.3. Overtime Definition

Overtime is defined as hours worked over 7.25 hours per day or 36.25 hours per week, whichever is greater.

If there is a need for overtime to be worked by staff, it must first be approved by the Administrator or Executive Committee. Unapproved overtime may not be paid, unless it was unreasonable or impractical to obtain prior approval in the circumstances.

14.4. Acting Incumbency Pay

The AWC-WPAC will compensate an Employee asked to take on the responsibilities of a more senior staff member for a minimum of five (5) consecutive work days or more, during which time they may also be required to perform some of the duties of their regular position. On completion of the minimum five (5) day qualifying period in an acting incumbency position, an Employee shall be eligible for acting incumbency pay for the total period of acting incumbency, including the five (5) day qualifying period. These provisions shall not apply where an Employee is designated only minimal extra duties.

When an Employee has been duly appointed to act on behalf of a more senior staff member, they shall be compensated at an additional rate of ten (10%) above their regular rate of pay for the incumbency period.

14.5. Time Off in Lieu

As general policy the AWC-WPAC intends to limit overtime payments. Employees are granted Time Off in Lieu instead. All Employees are required to execute an overtime agreement that sets out the terms and conditions of this arrangement.

Overtime is not payable, nor is Time Off in Lieu provided for any Employee who works in a managerial or supervisory capacity, or who is otherwise exempted from overtime by

**Athabasca Watershed Council
March 15 Board Meeting**

Interim Executive Director's Report

Good morning everyone. My sincerest apologies for not being with you today. Unfortunately, I had a previous commitment that I could not change, however, I very much look forward to meeting you all in person at the May 10-11 board meeting in Whitecourt.

I'm sure Brian and the rest of Executive will provide a better update on activities than I can as I am still getting caught up with processes and projects. But from my perspective, please know that for the month of March, staff priorities are to get the SOW report printed (should be ready this Friday – thanks Marie!) and launched via three open houses (March 20-Edson, March 21-Westlock and March 28-Fort McMurray). Please know that we will continue to promote the SOW at events and through social media throughout the spring and summer. So if you have an event or area you'd like to see something done, please come and talk to myself or Marie. Please know that through SOW events, we are also doing a soft launch on the IWMP, asking open house participants what issues a plan should address, and how they would like to be engaged in development of an IWMP. This information will help the IWMP committee with their next step, to draft an IWMP Terms of Reference.

Our second priority for March is to assist the Executive and Committees with all year-end grant and reporting requirements. Once year-end is out of the way, we look forward to implementing the strategic plan the Board has recently developed and approved. Looking at the 2018-19 workplan, there is much to do (see project table below)! Some of this work will be done by staff – much will be done by committees. I'm hoping this will be a major focus of our May board meeting. Until then, I will try and catch up to committee chairs in the next few weeks, to ensure we know who is leading which project, and to discuss how staff can help Executive and committees with this work. Having met Marie and Bruce, I know that the AWC-WPAC office is well-situated and eager to provide strong support to the Board and its committees going forward.

I hope you have a engaging and productive meeting over the next two days. I'm very much looking forward to catching up with each of you in the near future, and gaining a better understanding of how I can help the AWC-WPAC with achieving its goals.

Warm regards,
Petra Rowell,
Interim Executive Director

