



**Board of Directors – Minutes
Saturday, June 16, 2018 1:00 p.m.
Nistawoyou Association Friendship Centre
8310 Manning Drive, Fort McMurray, AB**

Present: Brian Deheer, Robert Esau, Tom Weber, Lavone Olson (Alternate), Tim Polzin, Cleo Reese, Marcel Ulliac, Marv Fyten.

Staff: Janet Pomeroy, (Executive Director) Marie Bay Breiner (Outreach Coordinator).

Guests: Brian Coleman (Westlock County Councilor), Monica Grant (President Nistawoyou Friendship Center), Dennis Willcott (Athabasca County Councilor).

Regrets: Janice Linehan, Janice Pitman, Dan Moore, Robert Holmberg, Morris Nesdole, Larry Armfelt, Dave Coish, Terry Sheehan, Greg Piorkowski.

1. Call to Order

Brian called the meeting to order at 1:05 p.m.

2. Introductions

A round of introductions was done.

3. Review and Approval of Agenda

MOTION: Cleo moved to approve the agenda as presented. **Approved by consensus.**

4. Approval of Minutes

a) Board Meeting Minutes – May 10, 2018

MOTION: Robert Esau moved to approve the May 10, 2018 Board Minutes as presented.

Approved by consensus.

b) Executive Meeting – June 1, 2018

c) Finance and Fund-Raising Committee Meeting – June 8, 2018

Committees will approve their minutes and then the approved minutes will be presented to the Board. If a Committee has met, the Committee Chair will provide a report for the Board,

therefore the motion for: acceptance as information, of the Executive Meeting Minutes of June 1st and Finance and Fundraising Committee Meeting Minutes of June 8th, has been tabled until they are approved by respective Committees and once approved, the Committee minutes will be made available to the public via the web site as per the Terms of Reference of the Committees.

5. Business Arising

- a) Board Meeting Minutes – none
- b) Executive Committee Meeting – covered below Item 10.
- c) Finance Committee Meeting.

- (i) Workplan update and prioritization

- Based on the recently approved Alberta Environment and Parks (AEP) Grant and due to the late notice of the approved funding amount, this will be added to the July board meeting.

- (ii) Governance vs Working Board

- Discussion was held however consensus was not reached. Item will be carried forward to the July Board Meeting.

6. Orientation for New Board Members

- a) Binder hand in and hand out of paper copies was done.
- b) Website review of Board section: All board members now have access to the password protected section of the website.
- c) Review Board of Directors Bylaws: Board was shown the location of this on the website.
- d) Review of Board of Directors Terms of Reference: Board was shown the location of this on the website.
- e) Review of Process Guidelines: Board was shown the location of this on the website.

7. Vacant Board Seats

MOTION: Tim moved to appoint councilor Larry Armfelt as an interim board member in the seat of Municipal (Middle Basin) as of 5:00 p.m. June 16, 2018 for a term ending at the 2019 AGM.

Approved by consensus.

MOTION: Tim moved to appoint councilor Sterling Johnson as an interim board member in the seat of Municipal (Lower Basin) as of 5:00 p.m. June 16, 2018 for a term ending at the 2019 AGM.

Approved by consensus.

8. Election of Executive Committee

a) Vice-Chair

Robert Esau nominated Dan Moore for the position of Vice-Chair.

MOTION: Tom moved to cease nominations.

Approved by consensus.

MOTION: Robert Esau moved to appoint Dan Moore as vice chair.

Approved by consensus.

b) Secretary

Tim nominated Cleo Reese for the position of Secretary.

MOTION: Roberts Esau moved to cease nominations.

Approved by consensus.

MOTION: Tim moved to appoint Cleo Reese as secretary.

Approved by consensus.

c) Treasurer

MOTION: Robert Esau moved to table this until the next board meeting.

Approved by consensus.

9. Committee Member Determination

a) Finance and Fund-raising Committee

MOTION: Robert Esau moved to appoint Marcel Ulliac, Tim Polzin and Tom Weber to the Finance Committee.

Approved by consensus.

b) Technical - IWMP Committee

MOTION: Cleo moved to appoint Robert Esau, Cleo Reese, Greg Piorkowski, Janice Pitman, Janice Linehan, Marcel Ulliac, Dan Moore, Marv Fyten and Sterling Johnson to the Technical - IWMP Committee.

Approved by consensus.

c) **IWMP committee:** At the May 10, 2018 Board meeting, consensus was reached that this committee and the technical committee will be combined.

d) **Communications and Community Engagement Committee**

MOTION: Robert Esau moves to appoint Cleo Reese, Lavone Olsen and Robert Holmberg to the Communications and Community Engagement Committee.

Approved by consensus.

e) **Human Resources Committee**

MOTION: Marcel moved to appoint Tom Weber, Marv Fyten and Robert Esau to the Human Resources Committee.

Approved by consensus.

10. Signing Authorities

Motion is required authorizing signatories, authorization for expenditures for AWC, credit card privileges and account viewing access.

MOTION: Marcel moved to delegate financial and corporate signatory authority to Brian Deheer (Chair), Marv Fyten and Janet Pomeroy (Executive Director) in which any two may sign for financial expenditures.

Approved by consensus.

11. Executive Director's Report

A written report was submitted as part of the agenda package.

MOTION: Robert Esau moved to accept the Executive Director's report as information.

Approved by consensus.

12. Outreach Coordinator's Report

A written report was submitted as part of the agenda package.

MOTION: Cleo moved to accept the Outreach Coordinator's report as information.

Approved by consensus.

13. Set Meeting Dates, Locations and Times

Board Meetings Required:

- (i) Suggested date for the next board meeting: July 12 or 13, 2018.
Janet will email the whole board and use a Doodle pool for availability.
Location: Athabasca Train Station.
- (ii) September Municipal Outreach and High-profile board meeting
A two-day meeting is suggested; that gives one day for the municipal forum and one day for the board meeting.
Suggested dates: October 5 and 6, 2018
Location: Westlock.
- (iii) November Strategic Plan
Suggested dates: November 15 and 16, 2018.
Location: Edson
- (iv) January Workplan, Budget, Grant Application 2019-2020
Suggested dates: January 7 and 8, 2019.
Location: Athabasca Train Station.

14. Round Table Discussion

Everyone sitting at the table was given a chance to speak.

15. Adjournment

MOTION: Marcel moved to adjourn at 4:05 p.m.

Approved by consensus.

Board Chair: Debra Deboer Date: 28 Sept 2018
Secretary/Treasurer: Marcel J. L. Date: Nov. 1, 2018