



**Executive Committee – Minutes  
Friday June 1, 2018  
via Zoom**

**Attending: Brian Deheer, Dan Moore, Tim Polzin. Staff: Janet Pomeroy – ED, Marie Bay Breiner –**

**Outreach**

**Regrets: Cleo Reese**

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

Call to order: 9:35 a.m. by Brian. Discussion was held regarding items 2, 3, 4, 5, 7, 8, 9 and 10. Dan Moore joined the meeting at 10:15 a.m. and thus quorum was met.

Tim moved to go into camera at 10:18 a.m. **Carried**

Tim moved to come out of camera at 11:15 a.m. **Carried.**

**2. Approval of Agenda – Brian**

Tim moved to approve the agenda with the addition of Item 10 d. June 15 IWMP (Technical Committee) meeting. **Carried.**

**3. Approval of Executive Committee Minutes and Notes (Attachments)**

a. Tim moved to approve the minutes of the May 4<sup>th</sup> Executive Committee meeting with amendments. **Carried.**

b. Tim moved to accept the Executive Committee Notes from March 12, 2018 as information. **Carried.**

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

Tim and Janet provided the necessary information for the accountant to complete the Review Engagement in time for the AGM. Tim reapproved Terri's access to the ATB account including the Mastercard and also provided access to Janet.

**5. Secretary Update – Cleo**

Nothing to report.

**6. H.R. Committee and/or HR Matters/Items – Brian (Attachments)**

**Action: Brian to set up a meeting with himself, Dan, Tim, Janet and Barry Kolenosky**

**7. Executive Director Report – Janet (Attachment)**

Janet has submitted a written report. Janet added that an email regarding Lavone Olson's nomination paper for the Upper Basin (which is not up for election this year) has been sent to the Executive committee as this discussion is out of the scope of the ED.

**8. Communications and Outreach Report – Marie (Attachment)**

Marie has submitted a written report and added comments regarding how well the Pond Days were going. Brian has reported that he recently also presented similar presentations to four groups at the Lac La Biche school and has been doing this for the past five years.

**9. IWMP Committee Report – Petra**

Petra submitted a report included on the agenda regarding the IWMP Committee.

**10. Upcoming Meetings**

**a. June 16 AGM**

Location, food and technical supplies has been booked. Hotel information has been circulated.

The updating and reprinting of the SOW is underway.

Expense for board members attending the AGM;

There will not be an honorarium, but board member will have hotel, mileage and meals paid.

Newly appointed board members will have their millage covered going home, but not

travelling to the AGM. Any board members leaving the board will have their mileage covered to the AGM, but not on the way home.

**Action: Janet to send out this information to the Board.**

Petra's role: Brian is up for election, so he cannot facilitate the election. The Vice chair could do it or someone else. Discussion was held regarding Brian Coleman, the Westlock County Councilor who has indicated that he will not be running for a seat but will be attending, could be this person.

**Action: Janet to contact him to see if he would be willing to do this.**

A Photo will be taken after the election.

**b. June 16 Board Meeting**

Agenda item to be added to the June 16 meeting: Signing authority and credit cards need to be an agenda item as the bank requires approved minutes to allow changes to the signing authorities and to issue a credit card.

Agenda item to be added to the June 16 meeting: Set dates for the up-coming board meetings.

**c. September board meeting and Municipal Forum**

No dates set.

**d. June 15 IWMP**

Covered under 9.

**11. Next Executive Committee Meeting.**

No date set.

**12. Adjourn** – Dan moved to adjourn the meeting at 11:20 a.m. **Carried.**