



Athabasca

WATERSHED COUNCIL

Executive Committee Meeting Minutes

April 12, 2021
2:00 – 4:00 pm

Attendees via Zoom:

- Brian Deheer – Past President
- Robert Holmberg – Secretary (Academia)
- Morris Nesdole – Interim Chair, Treasurer (Health or Environment)
- Petra Rowell – Executive Director

Regrets:

- Sterling Johnson – Vice Chair (Municipal)

Action Log:

#	Description	Due by / Lead
	Revisit what is quorum for this committee.	Next meeting.
	Petra to revise and circulate the Executive Committee’s TOR.	Next meeting.
	Petra to organize a webinar specifically for walking board members through the revised Policy and Process guide prior to the June 24 board meeting.	June 24
	Include the Executive Committee’s March 8, 2020 meeting minutes in the Board meeting package for June 24; once approved, pass them to the Admin Assistant to post to the website and ensure the site is up to date with all previous minutes.	June 24
	Follow up with HR Committee to ensure the Staff Handbook is reviewed and updated where required.	June 24
	Send the revised Executive Committee’s TOR to the Committee for review; once they have approved, forward to the Board.	May 10
	Facilitate the review of all committees’ TOR (including budget information) as they meet over the next few months.	June 24
	A ‘Contingency Fund Expense’ line item was added to the 2021-2022 budget. However, a corresponding line needs to be added to the Balance Sheet and a means of funding it discussed.	For discussion at May, June Exec mtgs
	Ask the Board if they will approve emergency expenditures by the Executive Committee by email/electronic vote, if a meeting cannot be arranged in a timely fashion.	June 24 meeting
	Research and develop a more robust membership policy that addresses both member and Director privacy and personal data issues.	In progress
	Work with the Communications Committee to develop a project TOR for a recurring ‘Round-table/open pit’ session between members and Directors for the purpose of improving trust and transparency.	In progress

	Investigate dedicated emails for Officers, develop a standard filing / folder list, and generally work towards improving record-keeping and archival processes.	In progress
	Add a donation line to the expense claim form (will also have to add charitable number and other CRA requirements).	In progress

1. Call to Order

The Chair called the meeting to order at 2:07 a.m. acknowledging that the Athabasca River is located on Treaty 6, Treaty 8 and Treaty 10 territory and the Council respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant watershed.

2. Introductions, health and safety

No health or safety issues were brought forward.

3. Quorum

Quorum, as defined at the last meeting of 100%, was not achieved.

4. Approval of Agenda

Brian moved to accept the agenda as presented. All were in favor.

Approved by consensus.

5. Old Business

a. Approval of previous Minutes (March 8, 2021)

Brian moved to accept the Executive Committee Meeting Minutes of March 8, 2021 as presented. All were in favor.

Approved by consensus.

b. Reconsideration of Quorum?

The Committee revisited the question of Quorum, noting that 75% might be more realistic in the future. This will be revisited at the next meeting if quorum achieved.

Action: Revisit what is quorum for this committee.

c. Approval of revised Terms of Reference for Executive Committee

After some discussion, it was agreed Petra would make the suggested changes and circulate the TOR again to the committee for another look, before bringing back for approval at the May meeting. Noted that all board and committee TOR should state that the bylaws take precedence. Petra will look at Robert’s TOR comments and incorporate them into the Policy and Process guide, where appropriate. Suggested that Petra organize a walk through of the guide, at a meeting prior to the June 24 Board meeting.

Action: Petra to revise and circulate the Executive Committee’s TOR. Petra to organize a board meeting specifically for walking through the revised Policy and Process guide prior to the June 24 board meeting.

Item	Description	Status
1.1	Include the Executive Committee's March 8, 2020 meeting minutes in the Board meeting package for March 29; once approved, pass them to the Admin Assistant to post to the website and ensure the site is up to date with all previous minutes.	Minutes brought back to this committee for approval first. Will go to the board /be posted June 24.
1.2	Follow up with HR Committee to ensure the Staff Handbook is reviewed and updated where required.	In progress for June 24 board approval
1.3	Send the revised Executive Committee's TOR to the Committee for review; once they have approved, forward to the Board.	In progress for June 24 board approval
1.4	Provide an orientation to the Board on their TOR and Process Guidelines in the March 29 Board meeting; also, facilitate the review of all committees' TOR (including budget information) as they meet over the next few months.	March 29 orientation provided. TOR review is in progress.
1.5	Establish a Contingency Fund as a line item in the 2021-222 budget.	Partial.
1.6	Ask the Board if they will approve emergency expenditures by the Executive Committee by email/electronic vote, if a meeting cannot be arranged in a timely fashion.	In progress
1.7	Research and develop a more robust membership policy that addresses both member and Director privacy and personal data issues.	In progress
1.8	Work with the Communications Committee to develop a project TOR for a recurring 'Round-table/open pit' session between members and Directors for the purpose of improving trust and transparency.	In progress
1.9	Investigate dedicated emails for Officers, develop a standard filing / folder list, and generally work towards improving record-keeping and archival processes.	In progress
1.10	Add a donation line to the expense claim form.	In progress
1.11	Forward suggestions for improving committee capacity to the Chair of the Governance Committee; the ED will provide board and committee statistics as information to the Committee and Board	Done.

6. New Business

a) Executive Director's report (Petra)

Petra provided a quick verbal update, noting that the next week will see effort focused on completing/submitting the AEP Core Grant annual report (required by April 15 and before we can get new fiscal year funding). Then the focus will be on getting the year-end files to the Accountants in order to get the financial statements/review completed before the June 12 AGM. Petra and Indah will also be working on producing the AWC Annual Report, also in time for the AGM. Both the Finance and Fundraising and CECE committees are meeting later this week. Work continues to get all committee TORs, policies, and processes updated and in a package in time for the June 24 board meeting. Finally,

staff are finalizing 2021-22 workplans and once these are completed, Petra will turn her attention to AGM preparation.

- b) Correspondence - none
- c) Long term deposition of AWC works
 - i. Town of Athabasca Archives for minutes, newsletters
 - ii. Athabasca University Library and Repository for the Athabasca River Basin

Robert noted the importance of archiving AWC records. Petra noted that as time allows, she is cleaning out both physical and digital files. Once this is done, Petra will investigate an archive repository.

- d) Review of safety/ back-up procedures for AWC computers and files

Robert enquired about back up procedures. Petra noted that currently, most files are stored on the 'cloud' (MS365). As the filing system is cleaned up, the process for backing up files will be reviewed.

- e) Review of working alone/ field work policy

Robert noted his concern with staff working alone in the field. Petra noted that staff will always work in pairs in the field.

7. Next Executive Committee Meeting

Monday, 2021 May 10, 1:00 PM

8. Adjournment

The Chair moved to adjourn the meeting at 3:29 p.m.

Approved by consensus

9. Round Table announcements none.