



**Board of Directors – Meeting Minutes
April 21, 2017
Athabasca University
Maple Room
Athabasca, AB**

Attending: Brian Deheer, Dan Moore, Jamie Giberson, Garry Horton, Marv Fyten, Tim Polzin, Janice Pitman, Robert Holmberg, Doug Kariel, Paul Ponich (alternate for Larry Armfelt), Abdi Siad-Omar, Janice Linehan (via telephone), Jason Ponto (Administrative Coordinator).

Regrets: Terry Sheehan, Carolyn Campbell, Morris Nesdole

Guests: Dave Mussell (Alberta Environment and Parks)

Friday, April 21, 2017

1. Call to Order

Brian called the meeting to order at 9:39am.

2. Review and Approval of Agenda

The following items were added to the agenda:

- 5. SOW Summary
- 7. Website Update
- 10. Review Engagement Accounting Firm Selection

MOTION: Janice P moved to approve the agenda as amended. Marv seconded. **Approved by consensus.**

3. Approve Board meeting minutes: February 27, 2017

The minutes were amended to show that Dan moved to go in camera, seconded by Brian and that Dan moved to go out of camera, seconded by Brian.

MOTION: Robert moved to approve the February 27 meeting minutes as amended. Seconded by Janice P. **Approved by consensus.**

4. Review Action Item List

The action item list was reviewed.

Janice L joined the meeting at 9:59am.

5. SOW Summary

Abdi reported that he has circulated the SOW summary to members of Alberta Environment and Parks (AEP) and heard that the report is missing information pertaining to the synoptic survey conducted in 2015. There was a discussion about how best to include the information

and also about the scope of information to be presented in the report. The board agreed to work with AEP to include additional information about the synoptic survey in the SOW Summary report.

6. Consensus-Based Decision Making

Dave Mussell presented an overview of the advantages and disadvantages of a consensus-based decision making model and outlined the process.

Janice L left the meeting at 10:44am.

There was a suggestion to review the description of the consensus-based decision making process in the AWC-WPAC's process guidelines and propose revisions, if necessary.

ACTION: Dave Mussell will write a short summary of the consensus-based decision making process and its benefits.

7. Website Update

Jason presented a draft version of the new website, including a redesigned logo. The board provided thoughts and suggestions about the website and the logo.

Brian called a recess for lunch at 12:14. The meeting reconvened at 1:05.

Doug joined the meeting at 1:05.

8. HR Committee Update

Jason left the meeting for this discussion.

a. Update to Executive Director job description

At the request of the HR Committee, the Board considered various revisions to the Executive Director job description. The Board confirmed this position is a new position, and not a change from administrative coordinator. The proposed revisions addressed some deemed gaps or deficiencies in our previous version, which had been approved on January 12, 2017, as well as some grammatical edits.

MOTION: Doug K moved to approve the revised job description for the new position of Executive Director, dated April 21, 2017. Seconded by Robert H. **Approved by consensus.**

b. Executive Director hiring process

The Board discussed the hiring process at length. Various options were explored, ranging from placing the existing Administrative Coordinator into the position of Executive Director, to a complete open competition.

MOTION: Janice P moved to promote Jason to the position of Executive Director, if he is interested in this position. Seconded by Doug K. After a lengthy discussion, there was non-consensus expressed on this decision and Janice P. withdrew the motion.

MOTION: Jamie moved to hold an open competition for the position of Executive Director, to be concluded by May 26. Seconded by Robert H. **Approved by consensus.**

The Board discussed who would carry out the hiring process, e.g. post ads, do interviews, make the hiring decision, etc. Brian expressed a preference for the model we followed last time, in which an interviewing panel was composed of himself as Board Chair, Janice Pitman as a second Board member, and Dave Mussell as an external advisor.

Janice stated she would be comfortable if another Board member would be on the panel rather than herself. Jamie indicated he would be willing to be on the interviewing panel, and to help with the advertising arrangements. Dave agreed to be on the interviewing panel. The panel would work as a team to conduct interviews, and would bring recommendations for hiring back to the Board at the end of May Board meeting.

Jason re-joined the meeting.

9. Voyageur Canoe Brigade

Dan described the event and encouraged board members to participate in community events.

ACTION: Jason will develop an itinerary of the events and circulate it to the board.

The AGM is planned to be held in Whitecourt on the evening of June 26.

10. Review Engagement Accounting Firm Selection

Tim suggested reviewing options for the selection of the accounting firm that will conduct the AWC-WPAC's 2016-17 Review Engagement. The board supports the executive in finding a new firm.

11. Confirm date and location of next board meeting

The next meeting will be held on May 25-26.

12. Adjournment

MOTION: Tim moved to adjourn the meeting. **Approved by consensus.**

Brian adjourned the meeting at 5:00.