



**Board of Directors – Meeting Minutes
February 27, 2017
Governing Council Chambers
Athabasca University
Athabasca, AB**

Attending: Brian Deheer, Dan Moore, Jamie Giberson, Terry Sheehan, Robert Holmberg, Doug Kariel, Larry Armfelt, Morris Nesdole, Abdi Siad-Omar, Carolyn Campbell (via telephone), Jason Ponto (Administrative Coordinator).

Regrets: Garry Horton, Janice Linehan, Janice Pitman, Tim Polzin, Marv Fyten.

Monday, February 27, 2017

1. Call to Order

Brian called the meeting to order at 9:45am.

2. Review and Approval of Agenda

MOTION: Morris moved to approve the agenda as presented. Robert seconded. **Approved by consensus.**

3. Review of 2017-18 Work Plan

The draft 2017-18 Work Plan was reviewed and revisions were suggested.

Brian called a recess for lunch at 12:09. The meeting reconvened at 1:01.

4. HR Committee

Brian presented four recommendations to the board on behalf of the HR Committee:

- approval of an Amending Agreement to the Administrative Coordinator's contract;
- amendments to the Employee Handbook regarding the definition of overtime;
- the approval of administration fee expenses pertaining to a health spending account; and
- a request for additional committee members.

MOTION: Terry moved to approve the Amending Agreement to the Administrative Coordinator's contract, as presented. Jamie seconded. **Approved by consensus.**

MOTION: Doug moved to amend section 14.3 of the Employee Handbook to reflect that overtime is to be calculated for hours worked in excess of 7.25 hours per day or 36.25 hours per week. Seconded by Larry. **Approved by consensus.**

ACTION: Jason will amend the employee handbook and circulate the updated version to the HR Committee.

MOTION: Jamie moved to approve administration expenses pertaining to a health care spending account for the Administrative Coordinator. Seconded by Robert. **Approved by consensus.**

MOTION: Larry moved to appoint Jamie and Terry to the HR Committee. Seconded by Robert. **Approved by consensus.**

MOTION: Dan moved to go in camera. Seconded by Brian. **Approved by consensus.**

MOTION: Dan moved to go out of camera. Seconded by Brian. **Approved by consensus.**

5. Environment and Climate Change Canada (ECCC) Coal Mining Regulation Review Information Session.

The session was discussed. The board supports sending Jason and potentially another board member to attend.

6. Review of 2017-18 Budget and Work Plan

MOTION: Larry moved to approve the proposed budget as presented at this time. Terry seconded. **Approved by consensus.**

MOTION: Robert moved to approve the 2017-18 Work Plan, as amended. Carolyn seconded. **Approved by consensus.**

Jamie, Abdi, and Carolyn left the meeting at 4:32.

7. Confirm date and location of next board meeting

Potential dates and locations were discussed. The board suggested that the next meeting might be scheduled for either May 11-12 or May 18-19 in Fort McMurray.

ACTION: Jason will send a doodle poll to the board to help confirm a date for the next meeting.

8. Adjournment

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

Brian adjourned the meeting at 4:52.