



Board of Directors – Minutes (Final)

February 1 – 2, 2018

Athabasca University,

Athabasca, AB

Cedar Room

Attending: Brian Deheer, Tim Polzin, Marv Fyten, Cleo Reece, Janice Pitman, Marv Fyten, Tom Weber, Abdi Siad-Omar, Robert Esau, Marcel Ulliac, Robert Holmberg, Marie Bay Breiner (Outreach Coordinator). Attending by teleconference: Greg Piorkowski.

Regrets: Janice Linehan, Dan Moore, Terry Sheehan, Morris Nesdole, Larry Armfelt, Robert Grandjambe.

Thursday, February 1, 2018

1. Call to Order

Brian called the meeting to order at 9:48 a.m.

2. Welcome and Introductions

General introductions. Presentation of Marcel Ulliac to the board.

3. Approval of Agenda

MOTION: Marv moved to approve the agenda as presented. Robert Holmberg seconded.

Approved by consensus.

4. Action Item List

MOTION: Robert E moves to table the Review of Action Item List until the next board meeting.

Tim seconded.

Approved by consensus.

5. Board Meeting Minutes: November 16-17, 2017

MOTION: Robert Holmberg moved to approve the minutes from the board meeting on November 16-17, 2017 as presented. Tom Weber Seconded.

Approved by consensus.

6. Business Arising from the Minutes

None.

Abdi Siad-Omar joined the meeting at 10:15 a.m.

7. Interim board member application – Marcel Ulliac

a. Vacant Board Seats

i. Stewardship, Indigenous, Mining and utilities, Municipal lower basin

MOTION: Tim moved that Marcel Ulliac be appointed to the board as municipal representative for the Lower Basin. Tom seconded. **Approved by consensus.**

Quorum is now 9 people.

8. SOW SUMMARY approval

With a few changes made to the wording on page 24, the Tech Committee is ready to approve the SOW Summary. The SOW will be used as a base for outreach in the coming fiscal year. The SOW will be printed as soon as possible and the AWC owns the copyright.

MOTION: Robert Holmberg moved to approve the SOW summary. Marv seconded.

Approved by consensus.

9. AWC Work Plan (2018-2019)

The draft work plan has been circulated to board prior to the meeting and no written comments were received. The new format of the Work Plan is an improvement.

MOTION: Robert Holmberg moved to approve the AWC Work Plan in principal, with the changes as follows:

- P. 7, update map to include the part pf the watershed that lies within Saskatchewan.
- P. 34, change the timeline to read: "IWMP committee will begin work in Winter 2018"

Tom seconded.

Approved by consensus.

ACTION: Add "Guide to Watershed Management Planning in Alberta" to the resource section of the website.

ACTION: Gather information about a Work Place Safety Policy for staff and for the board.

ACTION: Review the Employee Handbook and add Work Place Safety Policy.

The meeting was recessed for lunch at 11:53 a.m. and was called back to order at 1:11 p.m.

10. Budget (2018-2019)

Tim reviewed the budget for the board and updated the title headings to match the grant year.

MOTION: Marcel moved to approve the budget. Robert Esau seconded.

Approved by consensus.

11. Blanket Exercise

a. Train station

The Blanket Exercise facilitator had to cancel last minute. The meeting continued.

12. Executive Committee Reports

a. Report from the Chair

Brian summarized his activities including Alberta WaterSMART, ED hiring process, the possibility of having an indigenous training session at a future board meeting, attending an event with the Minister of Indigenous Affairs, Richard Feehan, and the process of transitioning from a working board to a governing board.

b. Report from the Vice-Chair

Dan Moore was not able to attend: no report.

c. Report from the Treasurer

Tim presented the December Monthly report.

Abdi informs the board that the last 25% of our AEP grant will be released on Feb 26, 2018. We may have a surplus of \$60,000.00 in the end of this fiscal year. This is due to unforeseen changes in staffing and outreach events that had not happened.

General discussion about the honorariums for board members and it is suggested that the honorarium be raised, given the geographical size of the watershed. This suggestion is not taken any further.

MOTION: Tim moves that Brian can submit expense and honorarium claims for his attendance in Alberta WaterSMART meeting on January 25, 2018. Seconded by Marcel.

Approved by consensus.

General discussion about hiring administrative help on a part time basis.

ACTION: Brian and Marie will investigate this possibility.

d. Report from the Secretary

- i. **Accept minutes from Executive Committee meetings on November 3, December 1, December 15, January 5, January 18, 2018.**

MOTION: Robert Holmberg moves to accept the minutes as information. Marcel seconded.

Approved by consensus.

MOTION: Marcel moves to accept the executive committee report as information. Robert Esau seconded.

Approved by consensus.

The meeting was recessed at 4:24 p.m.

Friday, February 2, 2018

Attending: Brian Deheer, Marv Fyten, Robert Esau, Marcel Ulliac, Janice Pitman, Tim Polzin, Cleo Reese, Tom Weber.

Regrets: Terry Sheehan, Dan More, Janice Linehan, Greg Piorkowski, Abdi Siad-Omar, Robert Holmberg, Robert Grandjambe, Morris Nesdole, Larry Armfelt.

With the acceptance of Marcel Ulliac to the board and quorum raising to be 9, we do not have quorum present in the room. Greg Piorkowski joined on the conference line.

1. Call to order

Brian called the meeting to order at 9:32 a.m.

2. Committee Reports

a. Technical Committee Report

SOW summary report release event

MOTION: Tim moved to hire a facilitator (Petra Rowell) on a contract basis, to organize the three SOW summary report release events before March 31st. Janice Pitman seconded.

Approved by consensus.

MOTION: Tim moved to support board members to attend SOW summary report release event by covering travel expenses and give honorariums. Tom seconded.

Approved by consensus.

Interactive Atlas

The atlas does not show county boundaries which should be added.

ACTION: Brian and Marie to contact Colin Elliott at Athabasca University for help.

b. Communication and Community Engagement Committee Report

The committee has not met yet. A meeting date is to be found in the next two weeks.

c. Finance and Fundraising Committee Report

Tim presents the draft "Financial Controls and Spending Policy" and details are changed.

The meeting recessed for lunch at 11:49 a.m. and was called back to order at 1:05 p.m.

Greg rejoined the meeting by teleconference call.

MOTION: Tim moves that the Financial Controls and Spending Policy be approved and replace the procedure manual/process guidelines document. With the approval of this policy, the previous honorarium policy is repealed. Janice seconded.

Approved by consensus.

d. Human Resources Committee Report

i. Executive Director Hiring Update

The ad is open until Feb. 9, 2018. We have 5 applications as of today and hope to get more. The interviews will take place Feb. 15-16 so that a recommendation can be ready for the board meeting on Feb. 22, 2018.

The interview panel will be: Brian, Dan, Marv, Dave Mussell. Marie asked to be part of the interview panel.

MOTION: Robert Esau moved to go in camera at 2:08 p.m. Marcel seconded.

Approved by consensus.

Marie leaves the room.

MOTION: Robert E moves to come out of camera at 2:25 p.m. Marcel seconded.

Approved by consensus.

Marie re-entered the room.

Marie can observe the interviews and provide recommendations to the panel with regard to work ability and vibe of the candidates.

An exit interview is suggested for Jason. There should be a previously used form on the Onedrive for this. It would be helpful for the AWC to receive Jason's constructive criticism.

ii. Outreach Coordinator – Probation Period Completed

Marie has completed her probation period and her performance evaluation. Marie is now permanent staff.

e. IWMP Committee Report

Committee members: Greg, Janice, Dan, Brian, Robert H and Marcel.

i. Next Meeting Dates

Next meeting will be on Feb. 8th or 9th. First task will be to write the Terms of Reference.

3. Executive Director's Report

a. Financial Report

See treasurer's report.

b. GOA Funding Update

Brian has received the application package. Jason has prepared the documents to get us ready for this year's grant application. Brian and Marie will finish and submit the grant before the deadline on Feb. 20, 2018.

Environmental Damages Fund (EDF)

AWC applied for an EDF grant in July 2017 and have not heard back from the EDF yet.

Mark Spofford was suggested as a resource person in case we are successful in our grant application.

c. Outreach Coordinator

MOTION: Tim moved to support board members to travel to the municipal council presentations Marie is doing in the next 3 months. Marcel seconded.

Approved by consensus.

With only one full time staff, Marie's role within the AWC has changed. She is now half outreach/administrative staff.

MOTION: Tim moved to authorize Executive Committee to contract support personnel, with advice from Marie, for Administrative, Outreach and Board activities. Robert E seconded.

Approved by consensus.

4. Upcoming events board members might want to attend

a. Eco-trust Gathering, Creating the Future, Calgary, March 8-10, 2018

Three-day conference in Calgary. Board members have attended in the past. Potential attendees: Brian, Marcel, Cleo, Tom. Marie will attend as staff.

After attending the event, each board member is to submit a one-page overview of what they learned, who they met and what was the most important take-home message.

b. World water day, the answer is in Nature, Edmonton, March 22, 2018

Evening event in Edmonton.

MOTION: Tim moved to approve four board members to attend the Eco-trust gathering in Calgary and World Water day in Edmonton. Marcel seconded.

Approved by consensus.

5. Membership Discussion

Postponed to the next meeting.

6. Collaborations and Event Updates

a. WaterSMART Athabasca River Basin (ARB) Initiative. January 25, 2018

Brian and Marie attended the meeting on behalf of AWC. Dan Moore and Janice Linehan attended the meeting as representatives for their industry. Jason has attended these meetings; the last (of 8) is on March 14, 2018. Brian gave an overview of the project and the 12 strategies. The project accepts comments until Feb. 5, 2018. Brian circulated his proposed comments.

MOTION: Robert Esau moved that Brian can submit his comments as notes. Cleo seconded.

Approved by consensus.

b. Sundog and Pelican Renewable Generating Projects

Two run-of-the-river hydro-electric projects on the Athabasca river are in public hearing until Feb 9, 2018. There are other ways to get electricity out of the river (200 ft fall in Alberta) that requires no dam or very little infrastructure. Tom offers to go to the office in Calgary and ask for more information on the matter. He will then circulate it to the board.

c. Alberta Energy Regulator—Area-Based Regulation

Nothing to report.

d. Baptiste and Island Lakes Stewardship Society (BAILS)

BAILS have their AGM Saturday Feb 3, 2018. The board is invited to join.

e. Stewards of Lac La Biche Watershed

The Stewards of Lac La Biche is working towards a watershed management plan.

7. Next Meetings – set the next 2 board meetings and AGM dates.

Board meeting: Feb 22, 2018. Teleconference.

Board meeting: March 15 – 16, 2018. Lac La Biche. Potential Indigenous training workshop by Donna Webster.

Board meeting: May 10, 2018. TBD.

AGM: June 16, 2018. Location suggestions: Westlock or Fort McMurray. It could be combined with a visit to Suncor's facilities close to Fort McMurray.

8. Roundtable Discussion

Nothing to report.

9. Adjournment

MOTION: Tom moved to adjourn the meeting.

Approved by consensus.

The meeting was adjourned at 4:07 p.m.

Board Chair: Brian Decker Date 28 Sept. 2018
Treasurer/Secretary: Mandje W. Date 1 Nov. 2018