



Executive Committee – Meeting Minutes
April 5, 2018
via Zoom

Attendees:

Brian Deheer, Chair
 Dan Moore, Vice-chair
 Tim Polzin, Treasurer
 Cleo Reece, Secretary
 Marie Bay-Breiner, Education and Outreach Coordinator
 Petra Rowell, Interim ED

Action Log:

Action	Description	Completed by:
1.1	Brian to bring the March 12 meeting minutes forward for approval at the next Executive meeting.	April 20
1.2	Tim to facilitate the annual financial statement review and report back to Executive before taking to the AGM in June.	May 4
1.3	Petra to review the bylaws and draft a suitable membership policy and test it with Executive before taking it for approval at the June AGM.	May 4
1.4	Petra to work with Brian and Marie to draft a report for the board on the SOW Open Houses.	May 4
1.5	Marie to work with Petra on correcting the SOW report and re-printing.	May 4
1.6	Petra to work with Dan on organizing at least one in-person committee meeting before May 10.	May 10
1.7	Petra to follow up with drafting agendas and arranging logistics for the May and June meetings as discussed.	Ongoing

1. Quorum and Call to Order – Brian

Brian called the meeting to order at 9:09 am.

2. Review and Approval of Agenda – Brian

Tim moved the agenda be approved as presented. Dan seconded. All were in favor.

3. Review and Approval of Executive Committee Minutes: All

The March 12 meeting minutes will be deferred to the next Executive meeting.

Action 1.1: Brian to bring the March 12 meeting minutes forward for approval at the next Executive meeting.

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

Tim noted the Finance and Fundraising Committee met yesterday (April 4), under the new committee chair, Marcel Ulliach. In the meeting, the committee discussed several changes to the Financial Control Policy (regarding approving honorariums, etc.), which will be brought to the Board in May for approval. The committee also discussed grants to be applied for over the next year. Over the next month or so,

Tim will be facilitating the annual review of the financial statements, in order to have presented for approval at the AGM in June. Tim reported funds in the bank accounts are currently sufficient for meeting anticipated expenses for the next few months. The budget will be reviewed once the AEP grant has been determined.

Action 1.2: Tim to facilitate the annual financial statement review and report back to Executive before taking to the AGM in June.

5. Secretary Update – Cleo

The issue of membership was brought up. Petra agreed to review the bylaws and develop a draft proposal for review/approval at the AGM in June. It was suggested a three-year membership might be appropriate.

Action 1.3: Petra to review the bylaws and draft a suitable membership policy and test it with Executive before taking it for approval at the June AGM.

6. Communication & Community Engagement Committee Update – Brian

Petra, Brian and Marie relayed their experiences with the three SOW open houses. A brief report will be provided to the Board as information in May. Executive approved the correction and re-printing of the SOW document.

Action 1.4: Petra to work with Brian / Marie to draft a report for the board on the SOW Open Houses.

Action 1.5: Marie to work with Petra on correcting the SOW report and re-printing.

7. Technical Committee Update – Brian

As this committee has completed its work on the SOW report, and as most of its members also sit on the IWMP committee, this committee will now be considered dormant.

8. H.R. Committee/Hiring Panel Update – Brian

Brian indicated this committee is meeting tomorrow (April 6) to look at the staffing budget and deciding on how to best use funds/ determine priority staffing positions/ and solicit suitable candidates. It was also noted that several changes are needed in the Employee Handbook. Petra has drafted these changes and forwarded them to the committee for review (Mar. 13 email). Finally, it was noted that Marie has several banked in-lieu time off that she will be taking in May (1 week) and in August-September (approved). She is also currently working on a calendar /schedule to allocate her time to priority projects and to try and reduce any overtime in the future.

9. Executive Director Report – Petra

Petra indicated that most of March was focused on the SOW Open Houses as reported previously. Going forward, work in April is focused on laying out a solid work plan for 2018-19. Towards this end, she is working with Executive and Committees to line up meeting dates, identify products, responsibilities, etc.

10. GoA Program / Funding / Planning Update – Brian

Brian indicated he is hoping that we know what the AEP grant is before the June 16 AGM. If not, we may have to adjust the budget after the AGM, and follow-up with the board later (by videoconference or email) for final budget approval in mid-summer.

11. IWMP Committee Update – Brian

Brian reported that this committee has met once, in February. Going forward, Dan volunteered to become Chair and will work with Petra to organize an in-person meeting in April.

Action 1.6: Petra to work with Dan on organizing at least one in-person committee meeting before May 10.

12. Upcoming Board of Directors Meetings

Executive discussed the next several board meetings, with Petra to follow up with agendas and logistics, as follows:

a. May 10, 2018 – board meeting

To be a one-day meeting in Whitecourt if a speaker (AER-ABR) is available; if not, in Athabasca. General concepts for the agenda were approved as presented (Petra will re-draft as one day and re-circulate to Executive for approval).

b. June 16, 2018 – AGM and Board Meeting

To be a one-day event (Legion or Provincial Building) with AGM in the morning, a speaker at lunch (ask Janice, Marcel, Tom, Cleo for ideas), then a board meeting in the afternoon. Noted that members may also want to participate in Treaty Days over the weekend.

It was also noted that the WPAC Summit is June 19-22, for those interested in attending.

c. Sept, Nov and Feb tentative dates

Petra presented the concept of fixed quarterly board meeting dates. This will be floated to the Board in May, and again to the new board after the AGM. The idea of having a Sept source protection forum in conjunction with the board meeting will also be floated with the board in May. The purpose of this event is to facilitate shared learning's from across the watershed. More local events (upper, middle and lower) may also be held in the future.

Action 1.7: Petra to follow up with drafting agendas and arranging logistics for the May and June meetings as discussed.

13. Next Executive Committee Meeting

To facilitate planning, it was suggested that Executive have regularly scheduled monthly meetings, noting that scheduled meetings may be adjusted from time to time as needed. Executive agreed to make the first Friday am of every month a regularly scheduled meeting. However, to make the transition, we will add a supplementary meeting of **April 20th a.m.** The next regularly scheduled meetings for this calendar year (unless otherwise notified) are as follows:

- Friday May 4th 9:00 am
- Friday June 1st 9:00 am
- Friday July 6th 9:00 am
- Friday August 3rd 9:00 am
- Friday Sept. 7th 9:00 am
- Friday Oct. 5th 9:00 am
- Friday Nov. 2nd 9:00 am
- Friday Dec. 7th 9:00 am.

14. Adjourn

Tim made a motion to adjourn the meeting. All were in favor.