



Executive Committee Meeting Minutes

May 10, 2021
1:00 – 3:00 pm

Attendees via Zoom:

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

1. Call to Order

The Chair called the meeting to order at 1:03 p.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 was discussed and to be consistent with the bylaws and Board Terms of Reference, quorum for the Executive Committee will be a 'simple majority' (50% plus one of committee members).

Approved by consensus.

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 (April 12, 2021)

After accepting a small grammatical correction, Robert moved to accept the Executive Committee Meeting Minutes of April 12, 2021 as amended. Brian seconded. All were in favor.

Approved by consensus.

b. Round table meetings (Morris)

It was noted that Morris will be doing a 'coffee talk' May 14, which provides members opportunity to pose questions to the Chair. There will also be a Q and A session at the June 12

AGM. In-person round tables in the fall are still desired, perhaps with the entire Executive Committee participating at several events.

- c. Action List – actions from previous meetings were reviewed and discussed as per the table below. Action list (red = need to discuss, green = done, blue = in progress).

Action List	Due by / Lead
Revisit what is quorum for this committee: a quorum exists (as per the bylaws) when a simple majority (one half the current slate of board members, plus one) is present. Similarly for committees.	Approved, see above.
Petra to revise and circulate the Executive Committee's TOR.	Approved.
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.	Done.
Follow up with HR Committee to ensure the Staff Handbook is reviewed and updated where required.	Done.
Facilitate the review of all committees' TOR (including budget information) as they meet over the next few months.	Done.
Research and develop a more robust membership policy that addresses both member and Director privacy and personal data issues.	Done.
Petra to organize a webinar specifically for walking board members through the revised Policy and Process guide prior to the June 24 board meeting.	Scheduled for June 18
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.	Add to June 24 Bod agenda
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.	Pending Covid conditions
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
Investigate disposition of AWC minutes and other documents (e.g., newsletters) with Town of Athabasca archives	Later as time allows
Investigate further cooperation with Athabasca University's Athabasca River Basin Research Institute (ARBRI)	Later as time allows
Work with the Executive Committee to organize opportunities for in-person or virtual '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

6. New Business

a. Annual General Meeting, June 12, 2021

- i. Covering letter – After some discussion of how to roll out the AGM, with Petra walking the committee through an ‘AGM checklist’, a covering letter from Morris was approved.
- ii. Agenda – the AGM agenda was approved. It was agreed Petra will send out the cover letter and agenda to 2021-22 members on May 13. Petra also noted that Indah has been sending out notices to members to renew their membership; she has also created notices / a registration process for the AGM. In reviewing how voting will occur, several options were discussed. Petra will continue to investigate / set-up a method and will develop speaking notes. Staff will probably do a trial run prior to the event.
- iii. Financial statement – Petra noted the audited financial statements and the AWC Annual Report should be ready for the AGM.
- iv. Bylaws – It was discussed whether or not a dedicated portion of the AGM agenda should be used to address outstanding issues regarding the process of changing the bylaws. It was agreed that the item would not be included on the agenda but that members with outstanding issues have the option of making a motion from the floor, for the membership to vote on, if so warranted.

b. Nominations Committee (Robert)

Robert suggested a nominations committee be formed. Petra suggested this committee could assist her with ensuring nomination forms are complete, the voting process is valid, a process for selecting officers is in place, etc. Robert and Sterling volunteered. Colleen O’Powell to be asked to join.

Action: Petra will ask Colleen if she is also interested in assisting the Nominations committee.

c. Changes to Alberta’s Environmental Legislation to Support Habitat Rehabilitation

After hearing some caution but general enthusiasm for signing on to Trout Unlimited Canada’s letter calling for red-tape reduction for riparian restoration projects carried out by conservation groups, Executive Committee agreed to support the initiative.

d. Procedure for developing policy statements (Petra)

Petra noted that the process for gathering board input on a position (supporting the TUC letter) worked fairly well but will continue to be refined moving forward.

e. Executive Director’s report (Petra)

Petra noted year-end activities were mostly completed. Accounting records were provided to the auditor and the usual questions / back and forth has been occurring. The annual report to AEP was provided by the April 15 deadline. However, we have not yet heard back from them on when we can expect this year’s grant. Hence, we are carefully watching cash flow.

i. Correspondence

- Wayne Brehaut emails were shared with Executive.

7. Next Executive Committee Meeting

Monday, June 14, 2021, 1:00 PM

8. Adjournment

The Chair moved to adjourn the meeting at 3:05 p.m.

Approved by consensus

9. Round Table announcements none.

DRAFT