



**LICA**  
ENVIRONMENTAL STEWARDS

Lakeland Industry and Community Association

Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5

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**Education and Outreach Committee (EOC) Meeting**  
**LICA Boardroom and via Microsoft Teams**  
**Wednesday, November 29, 2023**  
**9:00 a.m. - 12:00 p.m.**

Item	Agenda	Discussion Leader	Required Outcome
<b>1.0</b>	<b>CALL TO ORDER</b>		
1.1	LICA Vision, Mission, and Values & Territorial Acknowledgement		For Information
1.2	Introductions	<b>All</b>	
1.3	Attendance Review	<b>Kristina</b>	For Information
1.4	Approval of Agenda		
1.4.1	November 29, 2023	<b>Kristina</b>	For Decision
1.5	Approval of Minutes		
1.5.1	September 7, 2023	<b>Kristina</b>	For Decision
<b>2.0</b>	<b>NEW BUSINESS</b>		
2.1	Committee Chair Appointment	<b>Kristina</b>	For Decision
2.2	Committee Terms of Reference Annual Review	<b>All</b>	For Decision
2.3	Committee Onboarding - Policy Overview		
2.3.1	Policy 1.5 Decision-Making Process	<b>Kristina</b>	For Information
2.3.2	Policy 1.12 Volunteer Hours	<b>Kristina</b>	For Information
2.3.3	Policy 1.13 Confidentiality	<b>Kristina</b>	For Signature
2.3.4	Policy 2.7 Board and Committee Expenses and Remuneration	<b>Kristina</b>	For Information
2.3.4.1	Expense Claim Form	<b>Kristina</b>	For Completion
2.3.4.2	Direct Deposit Option	<b>Kristina</b>	For Completion
2.3.5	Committee Member Sign-on	<b>Kristina</b>	For Completion
2.4	Stream of Dreams Spring Application Selection	<b>Stephanie</b>	For Decision
2.4.1	St. Paul Elementary School Application		
2.4.2	École St. Catherine Elementary School Application		
2.4.3	Elizabeth School Cold Lake Application		
<b>3.0</b>	<b>ONGOING BUSINESS</b>		
3.1	Education and Outreach Update	<b>Stephanie</b>	For Information
3.1.1	LICA Calendar Contest Winners	<b>Stephanie</b>	For Information
3.1.2	LICA Writing Contest	<b>Stephanie</b>	For Decision
3.1.3	LICA Photo Contest	<b>Stephanie</b>	For Decision
3.2	YouTube Channel Review		
3.2.1	Video Topic Brainstorming	<b>Stephanie</b>	For Discussion
<b>4.0</b>	<b>ACTION LIST</b>		
4.1	Follow-Up on Action List		
4.1.1	September 7, 2023	<b>Chair</b>	For Review

<b>5.0</b>	<b>UPCOMING MEETING DATES</b>		
5.1	Board Meeting – December 21, 2023	<b>Chair</b>	For Information
5.2	Next Meeting – TBD	<b>Chair</b>	For Discussion
<b>6.0</b>	<b>ADJOURNMENT</b>	<b>Chair</b>	<b>For Decision</b>