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Board of Directors

MEETING MINUTES

Thursday, October 1, 2015 – 9:00 a.m.
LICA Board Room

- Present:** Andrea Woods, Board Chairperson (Excused at 12:10 p.m.)
Wayne Bamber
Fred Bamber
Robert Deresh
Mildred Dunham
John Ilchuk
Monty Moore
Harold Ross
Kristy Tetreau
Wilf Tomchek
Colin Woods
Neil Young
- Observers and Guests:** Alana Phelps
- Staff and Contractors:** Charmaine Code, LICA Executive Manager
Carrie Cardamone, LICA Executive Assistant
Michael Bisaga, Manager, Environmental Monitoring Programs (Via Teleconference 9:45 a.m. – 12:45 p.m.)
Lisa Isaacman, BRWA Program Manager
- Regrets:** Paul Kip
Geoff Pearse
Duane Zaraska

1. CALL TO ORDER

Chairperson Andrea Woods called the meeting to order at 9:10 a.m.

- 1.1 Roundtable Introductions**
- 1.2 Vision, Mission and Values**
- 1.3 Roll Call**

2. APPROVAL OF AGENDA

#1 Moved by Fred Bamber AND RESOLVED that the Agenda of October 1, 2015 be amended to include:

4.5 Report from Executive Manager dated September 29, 2015 with respect to Analysis: Education & Information Committee (EIC) or Employee

4.6 Budgets (renumbered from 4.5 Budgets); and,

that the October 1, 2015 Agenda be approved, as amended.

3. APPROVAL OF MINUTES

#2 Moved by John Ilchuk AND RESOLVED that the Minutes of the Board of Directors Meeting of September 3, 2015 be approved, as presented.

4. ITEMS FOR DECISION

4.1 Strategic Planning

4.1.1 Goals & Objectives – Draft 4

Board members reviewed the draft of the Goals & Objectives that they completed at their last meeting.

#3 Moved by Harold Ross AND RESOLVED that the Goals & Objectives be approved as presented.

4.2 LICA's Mission Statement dated September 3, 2015

4.2.1 Mission Statement – Review and final approval

Board members were informed that the Airshed Zone, and Education & Information Committee, were supportive of the wording of the Mission statement, while BRWA did not officially support or oppose the wording.

#4 Moved by Colin Woods AND RESOLVED that the following Mission Statement dated September 3, 2015 be approved as presented:

**“Mission
LICA supports the community by gathering and sharing information relevant
to the environment and development in our region.”**

4.3 Report from Executive Manager dated August 24, 2015 with respect to Annual Report Project Review

Charmaine reviewed the options and costs for the Annual Report project with Board members.

#5 Moved by Colin Woods AND RESOLVED that the Budget for the 2015 Annual Report project be set at \$13,000.00.

4.4 Report from the Executive Manager dated August 31, 2015 with respect to Stipend Review and Options

The Board reviewed possible options regarding the amount paid as stipends.

#6 Moved by Colin Woods AND RESOLVED that Stipends remain at the current level of \$150.00 per meeting, event, or training.

4.5 Report from Executive Manager dated September 29, 2015 with respect to Analysis: Education & Information Committee (EIC) or Employee

Charmaine presented to the Board the cost comparisons of EIC operations and projects, relative to retaining an additional specialized employee.

#7 Moved by Monty Moore AND RESOLVED that the following recommendation of the Executive Manager as contained in her report dated September 29, 2015 with respect to Analysis: Education & Information Committee (EIC) or Employee be approved:

“That LICA’s Education and Information Committee (EIC) be retained in lieu of hiring an Education and Outreach Coordinator for the organization.”

4.6 Budgets

Report from Executive Manager dated September 29, 2015 with respect to 2015 & 2016 Operating Budgets

Charmaine reviewed with the Board the year-end projections for 2015, and proposed amendments to the Operating and Project Budget for 2016.

It was agreed without motion to postpone consideration of this matter until the next Board meeting to allow the Executive Manager to incorporate changes resulting from today’s decisions, as well as to further research opportunities for additional savings.

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

5.1 OSM (Oil Sands Monitoring) Program

5.1.1 OSM Report – September, 2015

Mike gave an update on the Oil Sands Monitoring Program.

6. PRESENTATIONS

6.1 Airshed Zone (AZ) Report

6.1.2 Projects and Operations Update – September, 2015

Mike Bisaga provided an update on Airshed Projects and Operations.

6.2 BRWA Report

6.2.1 BRWA Meeting Minutes – September 1, 2015

The Board reviewed the BRWA Meeting Minutes from September 1, 2015.

6.2.2 Projects and Operations Update – September, 2015

Lisa Isaacman reviewed the BRWA Projects and Operations Update with the Board.

6.2.5 BRWA Grant Funding for 2015/16 – Cost Sharing within LICA Organization

Lisa indicated to the Board that the BRWA Executive has decided to defer the conversation regarding cost sharing until a decision is reached regarding the LICA - BRWA relationship.

In response to Board members' queries regarding the inclusion, in funding applications, of funds for cost sharing of organizational costs, Lisa indicated that she has been informed that Roxane Bretzlaff's (BRWA Co – Chair) statement of January, 2015, (that BRWA would include cost sharing funds in future grant applications) was not taken to BRWA, and there was therefore no agreement.

Colin Woods suggested that any BRWA surplus should come to LICA to offset costs.

7. FOR INFORMATION ONLY (FIO)

7.3 Table Officers Report

Andrea reviewed the proposed Memorandum of Understanding between LICA and BRWA to define the relationship between the two as drafted by BRWA, along with a proposed response from LICA.

#8 Moved by Monty Moore AND RESOLVED that Policy 8.1 Communication Strategy be referred to the Governance Committee for review and report.

7.1 Board Chairperson's Report

The report of Andrea Woods, Chairperson, for September, 2015 was reviewed by the Board.

7.2 Executive Manager's Report

Executive Manager, Charmaine Code, provided her report for September, 2015.

7.4 Education & Information Committee (EIC)

7.4.1 Education & Information Committee Meeting Minutes – September 16, 2015

The EIC Minutes of September 16, 2015 were reviewed by the Board.

7.5 Governance Committee (GC)

No Report.

7.6 Synergy Alberta (SA) Conference – November 2 to 4, 2015 (Calgary)

7.6.1 Conference Delegates

Charmaine reviewed the following electronic decision made regarding selection of delegates to attend the SA Conference:

"Moved by Kristy Tetreau AND RESOLVED that Andrea Woods, Board Chairperson, and Charmaine Code, Executive Manager, be authorized to attend the Synergy Alberta Conference in Calgary from November 2 – 4, 2015; and that stipend (up to 3 days), mileage, and expenses (including up to 3 nights accommodation) be approved for the Chairperson."

7.6.2 Award Nominations/Applications

- **Award of Excellence to recognize special initiatives/programs**

Board members were advised that BRWA graciously declined the nomination of their summer youth program for an Award of Excellence.

After discussing options, the Board agreed that Charmaine will submit an Award of Excellence nomination on behalf of LICA.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report to September 22, 2015

The Accounts Receivable Report to September 22, 2015 was presented by Charmaine.

7.7.2 Comparative Income Statement to September 22, 2015

Charmaine presented the Comparative Income Statement to September 22, 2015.

7.7.3 Education & Information Committee Expenses for 2015

The Education & Information Committee Expenses for 2015 were received as information and filed without motion.

8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

Feedback was provided by all.

9. NEXT MEETING DATE

November 5, 2015 – 9:00 a.m. – Board of Directors Meeting

10. ADJOURNMENT

The Meeting adjourned at 12:50 p.m.