Lakeland Industry & Community Association

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Board of Directors

MEETING MINUTES

Thursday, September 1, 2016 – 9:00 a.m.

LICA Board Room

Present:	Andrea Woods, Board Chairperson Wayne Bamber Randi Blackwell Mildred Dunham (Excused at 12:30 p.m.) Darlene Gates (Excused at 12:30 p.m.) John Ilchuk Paul Kip Monty Moore Harold Ross Dana Swigart Kristy Tetreau (Attended at 9:20 a.m.) Wilf Tomchek Neil Young Colin Woods
Observers and Guests:	Roxane Bretzlaff Heather Harms (Excused at 12:30 p.m.) Kellie Nichiporik Leo Paquin
Staff and Contractors:	Carrie Cardamone, LICA Executive Assistant Michael Bisaga, Manager, Environmental Monitoring Programs (Attended at 10:15 a.m.)
Regrets:	Charmaine Code, LICA Executive manager Duane Zaraska

1. CALL TO ORDER

Chairperson Andrea Woods called the meeting to order at 9:00 a.m.

1.1 Roundtable Introductions

1.2 Vision, Mission and Values

1.3 Roll Call

The Board agreed that the Chairperson will forward a letter to Duane Zaraska with respect to his three consecutive absences from Board meetings.

2. APPROVAL OF AGENDA

#1 Moved by John Ilchuk AND RESOLVED that the September 1, 2016 Agenda be approved as presented.

3. APPROVAL OF MINUTES

#2 Moved by Wilf Tomchek AND RESOLVED that the Minutes of the Board of Directors Meeting of June 2, 2016 be approved as presented.

4. ITEMS FOR DECISION

4.1 Strategic Planning

4.1.1 LICA Strategic Planning Report from the Executive Manager dated August 9, 2016

The Board of Director's reviewed Charmaine's suggestions in her report dated August 9, 2016.

4.1.2 LICA Strategic Planning Review Session Notes dated June 9, 2016

The Board of Director's reviewed the session notes of June 9, 2016.

4.1.3 LICA Strategic Planning Goals 2016-17 dated June 9, 2016

The Board of Directors made changes to the draft Strategic Planning Goals for 2016-17, and will be presented at the next meeting for approval.

4.2 Policy 5.9 – Committees

It was brought to The Board of Directors attention that there are three Board members on the EIC Committee.

5.9.1.1 Committee members are appointed to LICA committees by the Board, and one LICA Board Director is appointed by the Board as the LICA sector representative to each of the Airshed Zone and the Beaver River Watershed Alliance. Each committee must have at least one Board Director as a member, but no more than two.

#3 Moved by Wilf Tomchek AND RESOLVED that he would step down from the EIC Committee to be in alinement with article 5.9.1.6 in Policy 5.9 – Committees.

4.3 LICA's Operating and Project Budgets 2016 - 2018

4.3.1 Revised 2016 LICA Projected Budget dated June 16, 2016

The Board of Directors reviewed the Revised 2016 LICA Projected Budget dated June 16, 2016.

#4 Moved by Dana Swigart AND RESOLVED that LICA's Revised Operations and Project Budget for 2016 in the amount of $335,670.00 be approved; and that LICA's Administrative budgetary projections for 2017-2018 Operations and Projects be received as information and filed.

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

5.1 BOYA 2016 - Lakeland Business of the Year

Andrea informed the Board of Directors that LICA has been nominated for the Lakeland Business of the Year Award.

After discussing options, the Board agreed that the Table Officer's will submit an Award of Excellence nomination on behalf of LICA.

5.2 Executive Manager's Letter of Retirement dated July 28, 2016

Board members decided to have a Retirement lunch for Charmaine on September 28, after the Airshed meeting.

It was decided that LICA would cover the cost of the lunch, do RSVP for attendance, and a gift be bought by donations from Committee Members.

#5 Moved by Colin Woods AND RESOLVED that approximately $500.00 is to be spent on the lunch. Kristy Tetreau volunteered to contact Committees members regarding the lunch, and to collect money for a gift.

5.3 Executive Manager Position

5.3.1 Policy 7.1 – Executive Manager Job Description

Policy 7.1 – Executive Manager job Description was reviewed by the Board of Directors.

5.4 LICA Organizational Structure

The Table Officers presented the Board of Directors 3 possibilities of restructuring LICA's Organizational Structure, looking to find unity, and efficiencies within LICA.

The Table Officers will take suggestions and add them to table #1, and report back at the next Board of Directors meeting.

5.5 Oil Sands Monitoring (OSM) Project Update June to

5.5.1 OSM Report – June to August, 2016

Mike gave an update on the Oil Sands Monitoring Program.

Mike also indicated that the 2016 Oilsands Science Symposium will be held November 22-23, 2016, at the Telus Convention Centre in Calgary, AB.

6. PRESENTATIONS

6.1 Airshed Zone Report

6.1.1 Airshed Zone Meeting Minutes – June 22, 2016

The Board of Directors reviewed the Airshed Zone Meeting Minutes of June 22, 2016.

6.1.2 Projects and Operations Update – June - August, 2016

Mike Bisaga provided an update on Airshed Projects and Operations.

6.2 BRWA Report

6.2.1 BRWA Meeting Minutes – June 7, 2016

The BRWA Meeting Minutes from June 7, 2016, were reviewed by the Board of Directors.

6.2.2 BRWA Strategic Budget 2015 - 2019

BRWA's budgetary projections for 2015 - 2019 Strategic Budget was received as information and filed without motion.

6.2.3 Projects and Operations Update – June to August, 2016

Chantelle reviewed the Projects and Operations Update for June and August.

6.2.4 BRWA Unaudited Financial Statements for the year ended March 31, 2016

BRWA unaudited Financial Statements for the year ending March 31, 2016 were received as information and filed without motion.

6.2.5 BRWA Grant Funding for 2016/17 – Alberta Environment and Parks

Correspondence from Alberta Environment and Parks dated May 30, 2016 with respect to BRWA Grant Funding for 2015/16 was received as information and filed without motion.

7. FOR INFORMATION ONLY (FIO)

7.1 Board Chairman's Report

Chairperson Andrea Woods provided her report for July, and August, 2016.

7.2 Executive Manager's Report

The Board of Directors reviewed the Executive Manager, Charmaine Code's report for June, July, and August, 2016.

7.3 Table Officers Report

The Table Officers informed the Board of Directors that they would be going to the Lakeland Credit Union to discuss our corporate credit card.

7.4 Education & Information Committee (EIC)

7.4.1 Education & Information Meeting Minutes – June 15, 2016

The EIC Minutes of June 15, 2016 were reviewed by the Board of Directors.

7.4.2 EIC Committee Planning for 2016/17

The Board of Directors reviewed the EIC Planning for 2016/17.

7.4.3 EIC Project Expenses to June 1, 2016

The Board of Directors reviewed the EIC project expenses to June 1, 2016.

7.5 Governance Committee (GC)

7.5.1 Policy Awareness – Policy 5.7 – Board Member Job Descriptions

As a matter of Policy awareness, Board Members reviewed Policy 5.7 – Board Member Job Descriptions.

7.6 Synergy Alberta

Board members would like the Synergy Alberta Conference be put on the next agenda when more information is available.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report to August 25, 2016

Monty presented the Accounts Receivable Report to August 25, 2016.

7.7.2 Comparative Income Statement to August 25, 2016

Monty presented the Comparative Income Statement to August 25, 2016.

8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

9. NEXT MEETING DATE

October 6, 2016 – 9:00 a.m. – Board of Directors Meeting

10. ADJOURNMENT

The Meeting adjourned at 2:10 p.m.