Lakeland Industry & Community Association

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Board of Directors
MEETING MINUTES
Thursday, October 6, 2016 – 9:00 a.m.
LICA Board Room

Present:
Andrea Woods, Board Chairperson
Wayne Bamber
Mildred Dunham (Excused 12:45 p.m.)
John Ilchuk
Paul Kip (Excused 1:50 p.m.)
Harold Ross
Kristy Tetreau
Wilf Tomchek
Colin Woods (Excused 12:25 p.m.-Returned 1:30 p.m.)

Observers and Guests:
Roxane Bretzlaff
Shona Lawson (Via Teleconference 9:05-9:30 a.m.)
Kellie Nichiporik (Excused 12:45 p.m.)

Staff and Contractors:
Carrie Cardamone, LICA Executive Assistant
Colin Hanusz, BRWA Program Manager

Regrets:
Randi Blackwell
Michael Bisaga, Manager, Environmental Monitoring Programs (submitted a written update)
Michelle Dawson
Darlene Gates
Monty Moore
Dana Swigart
Neil Young

1. CALL TO ORDER

Chairperson Andrea Woods called the meeting to order at 9:03 a.m.

1.1 Roundtable Introductions

1.2 Vision, Mission and Values

1.3 Roll Call

Andrea informed the Board of Directors that Duane Zaraska has resigned from all LICA Committees, and that the Zone II Metis will fill the position.

2. APPROVAL OF AGENDA

#1 Moved by John Ilchuk AND RESOLVED that the October 6, 2016 Agenda be amended to include:

5.2 Administration

5.3 Oil Sands Monitoring (OSM) Project Update (renumbered from 5.2 Oil Sands Monitoring (OSM) Project Update)

7.6.1 Conference Delegates

7.6.2 Synergy Conference Budget & Costs

7.6.3 Designation of LICA's Voting Representative

7.6.4 Awards Nominations/Applications

and, that the October 6, 2016 Agenda be approved, as amended.

3. APPROVAL OF MINUTES

#2 Moved by Kristy Tetreau AND RESOLVED that the Minutes of the Board of Directors Meeting of September 1, 2016 be approved, as presented.

4. ITEMS FOR DECISION

4.1 2016-2017 Goals – Strategic Planning dated June 9, 2016 – Review and Approval

The Board of Directors reviewed the changes they made to the 2016-2017 Goals – Strategic Plan at their last meeting, and noticed changes that were missed.

The Board will review these again at the next meeting.

4.2 Report from Executive Assistant dated September 20, 2016 with respect to Annual Report Project Review

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

#3 Moved by Harold Ross AND RESOLVED that the same formatting be used that was done in 2015 for the Annual Report, and to get quotes for 500, and 1000 copies, and continue with the post cards.

4.3 Report from Accounting Assistant dated September 16, 2016 with respect to Online Banking; Government Remittances and Other Payments

Arianne explained to the Board of Directors how moving to online banking would be financially beneficial to LICA.

#4 Moved by Colin Woods AND RESOLVED that LICA move to electronic payments, and that Policy 6.3 – Cheque Signing Authority be sent to the Governance Committee to amend Article 6.3.2.1.1 to say:

> **6.3.1.1.1** All payments on behalf of the Association will be made with the approval of any two of the Chairperson, Vice-Chair, Secretary-Treasurer.

4.4 Report from Accounting Assistant dated September 22, 2016 with respect to Changing Fiscal Year End

Arianne explained all that is involved with switching LICA's Fiscal Year End.

#5 Moved by Colin Woods AND RESOLVED that a request be sent to the Canada Revenue Agency in regards to changing the Fiscal Year End to March 31.

#6 Moved by Paul Kip AND RESOLVED that once approval has been received that the Fiscal Year End can be changed; that Policy 6.1 – Fiscal Year and Budget including sub policies; Policy 5.13 – Volunteer Hours sub policy 5.13.2.3 be sent to the Governance Committee for review and date changes to match the new year end.

#7 Moved by Harold Ross AND RESOLVED that the Bylaws be sent to the Governance Committee to review and update Article 12.1 Finance and Audit, once the Fiscal Year End is approved, and that Article 13.1 Borrowing Money be updated to compensate for who is responsible for the credit card.

4.5 Policy 6.12 – Rewards and Acknowledgement - Recommendation from Education & Information Committee (EIC)

The Board of Directors reviewed the EIC's recommendation, and policy 6.12 regarding Rewards and Acknowledgement.

#8 Moved by Paul Kip AND RESOLVED that Policy 6.12 – Rewards and Acknowledgement be sent to the Governance Committee to review, and for clarification of a dollar amount spent on the gift. Also the addition of ongoing Volunteer recognition.

4.6 Clean Air Strategic Alliance (CASA) – Interest Based Negotiation Workshop

The Board of Directors reviewed a few options of how CASA could present the Facilitation and Interest Based Negotiations session.

#9 Moved by Kristy Tetreau AND RESOLVED that a scheduled Board meeting date in 2017 be picked, and to have CASA do the presentation in the afternoon after the meeting from 1-3 pm.

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

5.1 LICA Organizational Structure

Andrea presented the Board of Directors with the proposed restructuring of LICA, suggesting as we move forward with the restructure that a facilitator be brought in to guide in the process.

5.2 Administration

The Table Officers indicated to the Board of Directors that there is a need to fill the Executive Manager position.

Kristy provided the Board Members with a draft of the Executive Director position for feedback.

#10 Moved by John Ilchuk AND RESOLVED that Kristy proceed with posting for the Executive Director; and that a subcommittee of Harold Ross, Andrea Woods, Kristy Tetreau, and Monty Moore be assigned to go through resumes, and the hiring process.

5.3 Oil Sands Monitoring (OSM) Project Update

5.3.1 OSM Report – September, 2016

No Report.

6. PRESENTATIONS

6.1 Airshed Zone Report

6.1.1 Projects and Operations Update – September, 2016

Mike provided a written report on the Airshed Projects and Operations, which Andrea reviewed with the Board.

6.2 BRWA Report

6.2.1 BRWA Meeting Minutes – September 13, 2016

The BRWA Meeting Minutes from September 13, 2016, were reviewed by the Board of Directors.

6.2.2 Projects and operations Update – September, 2016

Colin Hanusz reviewed the projects and operations for the BRWA with the Board of Directors.

7. FOR INFORMATION ONLY (FIO)

7.1 Board Chairman's Report

Chairperson Andrea Woods provided her report for September, 2016.

Andrea also asked the Board of Directors who would like to attend on behalf of LICA for the Business of the Year Award. It was agreed that two more tickets be purchased, and that Colin Hanusz attend as well.

#11 Moved by Wilf Tomchek AND RESOLVED that two more tickets be purchased for the Business of the Year Awards for Colin Hanusz and his wife to attend with Andrea Woods and Colin Woods.

7.2 Executive Manager's Report

No Report.

7.3 Table Officers Report

No Report.

7.4 Education & Information Committee (EIC)

7.4.1 Education & Information Meeting Minutes – September 21, 2016

The EIC Minutes of September 21, 2016 were reviewed by the Board of Directors.

7.5 Governance Committee (GC)

7.5.1 Policy Awareness – Policy 5.8 – Board Member Conflict of Interest

As a matter of Policy awareness, Board Members reviewed Policy 5.8 – Board Member Conflict of Interest.

7.5.2 Storage Room & Vault – Policy 6.6 – Records Retention

The Board of Directors reviewed Policy 6.6 – Records Retention, as it was brought to their attention the vault is crowded.

#12 Moved by Kristy Tetreau AND RESOLVED that Policy 6.6 Records Retention be sent to the Governance Committee to review articles 6.6.1.1, 6.6.1.5, 6.6.2.1, 6.6.2.2, and 6.6.2.3 to check into the length of time, and where the duplicate records could be retained.

7.6 Synergy Alberta

The Board of Directors reviewed the Agenda for the Synergy Alberta Conference.

7.6.1 Delegates to Conference - November 7 to 8, 2016 (Calgary)

The Board of Directors discussed who to send to the SA Conference.

#13 Moved by Kristy Tetreau AND RESOLVED that Colin Hanusz, and Michael Bisaga, be authorized to attend the Synergy Alberta Conference in Calgary from November 7 – 8, 2016; and that stipend (up to 2 days), mileage, and expenses (including up to 2 nights accommodation) be approved for the LICA Board voting representative.

7.6.2 Synergy Conference Projected Costs

The Board of Directors reviewed costs of stipends, hotels, and conference costs, indicating that it will cost the same as last year.

7.6.3 Designation of LICA's voting Representative

#14 Moved by Colin Woods AND RESOLVED that Board Vice Chairperson, Kristy Tetreau, be the voting representative for LICA at the 2016 Synergy Alberta Annual General Meeting.

7.6.4 Award Nominations/Applications

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

#15 Moved by Harold Ross AND RESOLVED that the Administrative staff of LICA fill out the award and Nomination forms and send them in to Synergy Alberta.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report to September 27, 2016

The Board of Directors reviewed the Accounts Receivable Report to September 27, 2016.

7.7.2 Comparative Income Statement to September 27, 2016

The Board of Directors reviewed the Comparative Income Statement to September 27, 2016.

8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

9. NEXT MEETING DATE

November 3, 2016 – 9:00 a.m. – Board of Directors Meeting

10. ADJOURNMENT

The Meeting adjourned at 2:20 p.m.