

Alberta Conservation Association



Minutes of the June 9, 2012 Board of Directors Meeting

Sawridge Inn and Conference Centre, 9510 – 100th Street, Peace River, AB
9:00 AM – 4:00 PM

PRESENT	Tom Bateman (Chairman) – Alberta Hunter Education Instructors Association Patrick Long (Vice Chairman) – Wild Sheep Foundation Alberta Colin Gosselin (Secretary) – Public At Large, Regional Sandra Foss (Treasurer) – Nature Alberta Randy Collins (Past Chair) – Alberta Fish and Game Association Calvin Rakach (Director) – Public At Large, Regional Brian Bildson (Director) – Public At Large, Business Representative Jeff Smith (Director) – Public At Large, Regional Adam Norris (Director) – Public At Large, Regional Jeff Surtees (Director) – Trout Unlimited Canada Gordon Burton (Director) – Alberta Professional Outfitters Society Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife Ken Ambrock (Director) – Northern Alberta Board Liaison Lee Foote (Director) – Public At Large, Academic Travis Ripley (Director) – Alberta Sustainable Resource Development Todd Zimmerling – President & CEO, ACA Debora Dueck – Recording Secretary, ACA
REGRETS	Bill Abercrombie (Director) - Alberta Trappers Association Bob Haysom (Director) – Pheasants Forever Alberta Council Treaty 8

1. CALL TO ORDER

Chairman Tom Bateman called the meeting to order June 8, 2012 at 4:15 PM.

2. WELCOME AND INTRODUCTIONS

Chairman Tom Bateman welcomed everyone to the meeting.

3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

Order of Agenda Items will be adjusted to accommodate starting the meeting June 8, 2012 @ 4:15 PM for approximately 1 hour and reconvening the regular BOD's meeting on Saturday, June 9, 2012 @ 8:30 AM.

Additions to the Agenda: 8(d) ESRD Report – Travis Ripley

MOTION # 21/12

Moved by: Sandra Foss
Seconded by: Gordon Burton

Move that the June 9, 2012 agenda be accepted with alterations and additions.

MOTION CARRIED

The meeting was anticipated to recess at approximately 5:15 PM and the regular Board of Directors meeting be reconvened at 8:30 AM on Saturday, June 9, 2012.

4. ACCEPTANCE OF THE MINUTES

a. March 30, 2011 - Board of Director's Meeting – Electronic Motion: 20/12EV

Attachment A – Minutes of the March 30, 2012 Meeting

MOTION # 22/12

Moved by: Pat Long
Seconded by: Brian Bildson

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 20/12EV stating: "Move that the Minutes of the March 30, 2012. Board of Directors' meeting be accepted with editorial corrections."

MOTION CARRIED

5. BUSINESS ARISING

a. Review of Action Items

Attachment B – Action Items

Action Items were reviewed and updates were provided.

6. COMMITTEE REPORTS

a. Chairman / Executive Committee

Tom Bateman, Chairman, provided a report to the BOD on the Chair's activities since the last Board meeting:

- Attended several meetings, tours and visits of local organizations in the Southern Region.
- Consulted with President & CEO on several occasions.
- Chairman acquainted himself with Lethbridge ACA Staff.

b. President and CEO
(Attachment D)

The attached (Attachment A to the minutes) President and CEO report was reviewed and highlights were discussed and noted:

- Condo Association issues are still ongoing with the developer of the condominium.
- MOU discussions are ongoing with ESRD with several meetings held in the last month.
- Meeting with Ottawa NDP MP Phillip Toone regarding the Proposed Fisheries Act.
- Participated in the AB Fisheries Licensing Review Process Meeting.
- Discussions with CAPP, Travel Alberta and Alberta Tourism are ongoing with regard to potential funding.

Friday, June 8, 2012 - Regular ACA Board of Directors' meeting is recessed @ 5:15 PM.

Saturday, June 9, 2012 - Regular ACA Board of Directors meeting is reconvened @ 8:30 AM.

c. Finance & Audit Committee
(Attachment E)

Treasurer, Sandra Foss and President & CEO, Todd Zimmerling presented the Draft Audited Statements for the year ended March 31, 2012 prepared by Kingston Pasnak Ross LLP and the Financial Overview submitted by the Finance Manager, for the year ended March 31, 2012, with the following points highlighted:

- Minor amendments to the Draft Audited Statements were noted for change prior to release of the final audited statements.
- BOD advised that due to changes in the reporting as per the auditor, the Land Revenue is allocated to assets. Showing a end result of lower revenue than expenses.

MOTION # 23/12

Moved by: Sandra Foss
Seconded by: Jeff Surtees

Move that the Board of Directors' approve the Audited Financial Statements submitted by auditor Kingston Ross Pasnak LLP to the Year ended March 31, 2012, with changes/amendments as noted.

MOTION CARRIED

Committee Chair put forward discussion on a Risk Management Policy with regard to Board Members and Senior Management traveling in a group (risk of accident/injury to all) and limits for signing authority on unrestricted funds

Board Member and Senior Management Travel – consensus that there is a low risk.

Unrestricted Funds Signing authority limits – restriction for approving up to \$100,000.00: controls in place – two signatures required on cheques issued and EFT's processed. **Any cheque requisition amounts over \$100,000.00 require BOD approval.**

ACTION ITEM: Todd Zimmerling & Kelly Hudson (Finance Manager) will revise the policy on Signing Authority Restrictions.

Finance & Audit Committee Terms of Reference is being referred to the Governance Committee for review as part of a comprehensive review of ACA's policies and TORs.

Agenda Item 8 (a) – ACA Investment Policy Review
(Attachment I)

Correspondence dated June 4, 2012 received from Franklin Templeton Institutional requested that the ACA BOD's review ACA's Investment Policy dated March 4, 2008. The Investment Policy was presented to the board members for review.

MOTION # 24/12	Moved by: Sandra Foss Seconded by: Brian Bildson
Move that the ACA Board of Directors continue with the Investment Policy as it presently exists.	
MOTION CARRIED	

ACA Investment Review to be added to the 2013 ACA BOD Retreat agenda.

d. Communications Committee
(Attachment F)

Jeff Smith, Committee Chair updated the board on the Communication Highlights submitted by the Communications Manager.

- Spring issue of the Conservation magazine has been released.
- Discover Guide was released just prior to the May 2012 long weekend.
- AOP and SBP has been completed and released.
- Social Media/Web visits as at May 31, 2012: Visits 16,877; Avg. time on site 2:42 mins; New visitors 9492; Top 3 pages viewed Peregrine Cam, Trout Stocking and Home Page.

Communications Committee Terms of Reference is being referred to the Governance Committee for review as part of a comprehensive review of ACA's policies and TORs.

e. The ACA Program Grants Committee

Sandra Foss, Committee Chair updated the board on the discussions from the ACA Program Grants Committee meeting held June 8, 2012.

The granting programs were an agenda item at 2012 BOD Strategic Planning Meeting on June 8, 2012 to Evaluate / Assess the overall granting programs, evaluation of the end result/measurable (evaluation system has not been established to date).

The ACA Program Grants Committee Terms of Reference is being referred to the Governance Committee for review as part of a comprehensive review of ACA's policies and TORs.

f. Operation Standards Review Committee

Committee Chair Mark Boyce provided a report on the OSR.

- Moose Application – iPhone version has been tested and forwarded onto the App Store, to be trialed in the fall. Android version is ready for testing. Not sure if the application will be available for blackberry for this hunting season. Having some difficulty creating a FOIP statement for the application and correspondence, continue to work on the statement. Discussion that there be a prize for participation in the moose application survey,
- Provided a presentation on the Moose Application in Ottawa last week.

ACTION ITEM: Todd Zimmerling will approach Bell regarding a prize (draw) for participating in the moose application survey.

The OSR Committee Terms of Reference is being referred to the Governance Committee for review as part of a comprehensive review of ACA's policies and TORs.

g. PAL Committee Report

Brian Bildson, Committee Chair provided an update from the PAL Committee meeting, with the following recommendations being brought forward to the BOD:

- Terms of expiry to be staggered so that PAL Members do not expire at the same time. Proposal to extend the NE PAL Representative term to December 2013 to coincide with the NW PAL Representative term. Current recruitment of PAL Representatives for the Central and Southern Regions will become effective December 2012 with a term expiry of December 2015, with the opportunity to be extended for 1 additional 3 year term.

MOTION # 25/12

**Moved by: Brian Bildson
Seconded by: Sandra Foss**

Move that the ACA Board of Directors implement staggered terms of expiry the PAL Representatives as presented:

- NE PAL Representative to be extended for 1 year – term expiry December 2013 .
- NW PAL Representative term expiry December 2013 (opportunity for 1 additional term).
- Central PAL Representative term expiry December 2015 (opportunity for 1 additional term).
- Southern Pal Representative term expiry December 2015 (opportunity for 1 additional term).

MOTION CARRIED

Exiting Central and Southern Regional PAL Representatives to attend the December 2012 BOD Meetings.

Newly appointed Central and Southern Regional PAL Representatives to attend the December 2012 BOD Meetings.

Process for Central and Southern PAL Recruitment advertising:

- June 15, 2012 - Ads to be placed in local area papers, website and notification to Member Groups and BOD Members.
- Closing date by midnight July 15, 2012.
- Selection and interview process to take place the end of July, beginning of August – recommendation of proposed candidates to the BOD at the August 2012 board meeting.

Discussion ensued in regard to exiting PAL Representatives:

- What happens to these representatives?
- ACA does not want to lose this knowledge as a resource.
- PAL Members are requested to bring back suggestions as to how they can still contribute to the BOD.
- PAL Committee is directed to communicate with past PAL Members.
- PAL Committee is to ensure that the evaluation process takes place at the term end date for each PAL Member.

PAL – Academic Representative – Todd Zimmerling and Lee Foote are working on the list of potential candidates for recommendation to the BOD's.

The PAL Committee Terms of Reference is being referred to the Governance Committee for review as part of a comprehensive review of ACA's policies and TORs

h. Governance Committee Report

Committee Chair Gordon Burton provided a report from the committee meeting on goals going forward:

- Develop TOR for the Governance Committee.
- Ensure TOR's are reviewed, revised, updated and in place for all standing committees.
- Work with standing committees to review, revise or create TORs.
- Ensure consistent branding and formatting of TORs and board policies.
- Review existing policies and make recommendations for revisions to the Board of Directors.
- Make recommendations for the creation of policies to the Board of Directors as required.
- Review TORs and policies on a periodic basis (frequency/timing to be determined).

i. Organizational Risk Report

(Attachment F)

Organizational Risk Report was presented by Todd Zimmerling, President & CEO

As of May 31, 2012, levies are ahead of budget.

No accidents and no major injuries.

Olson vs. NCC legal action is ongoing.

j. Southern Board Liaison Report – Tom Bateman

(Attachment G)

Tom Bateman updated the Board of Directors on the activities of the Southern Board Liaison for the period of – March 2012 – June 2012. *(Attachment B to the minutes)*

Highlights from report:

Working with a group in the Lethbridge area - some of the ACA biologists, some member groups, local businessmen to work on awareness and information on the hunting programs and opportunities. Fishing programs are being held over the next few weeks. Planning strategy for Board Liaison positions for the East and West regions of the province. Tom Bateman and Ken Ambrock will be consulting on the board liaison work / positions.

k. Northern Board Liaison Report – Ken Ambrock

(Attachment I)

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison for the period of March 2012 – June 2012. *(Attachment C to the minutes)*

Highlights from report:

Attended the EAC (Environmental Advisory Committee meeting), wetland issues are a more concern to the EAC; the Sherwood Park Fish and Game Association general meeting; the Snow Goose Festival in Tofield; visited the Beaverhill Bird Observatory and visited the Lesser Slave Lake Bird Observatory on

the way to the board meetings in Peace River. Starting a small summer project that involves taking youth and their parents out for a first time fishing experience.

I. **Business Representative Report**
(Attachment H-1)

Brian Bildson updated the Board of Directors on the activities of the Business Representative from March 2012 – June 2012. (Attachment to the minutes).

Highlights from report:

Peace River Office – Executive Committee Members toured potential sites. **ACTION ITEM: Brian Bildson will prepare a proposal for relocation of the Peace River Office.**

Karvonen Films – working on the licensing agreements. All media has been digitized in HD, need to resolve the storage of media footage.

m. **ACA Demonstration Farm Feasibility Committee**

Review of the Timber Ridge location has been written up on page 118 of the Discover Guide; page 14 of the Conservation Magazine (Spring Issue) features an article on the Halls – “Meet the Landowner”.

Timber Ridge Property – baseline inventory was completed last year; rangeland inventory will be completed this year, project is going well.

Cropland portion the project – looking into potential property for lease.
Strategy for 2012 – document further information on the Hall's practices.

n. **Pheasant Festival Committee**

Todd Zimmerling, President and CEO provided an update on the Pheasant Festival for 2012.

- Dates: October 20 – 27, 2012, October 20 & 21, 2012 scheduled for the Novice Hunt.
- Sponsorship Promo Package is complete.
- Online registration will open on June 15, 2012.
- Encourage all BOD Members to attend the festival if you have the opportunity.
- Next committee meeting – June 19, 2012.

7. Reports

a. Approval of Audited Financial Statements 2011 - Handout

Audited Financial Statements 2011 were discussed and approved during the Finance and Audit Committee Report Agenda Item 6 (c).

8. New Business

a. ACA Investment Policy Review
(Attachment I)

ACA Investment Policy was reviewed during the Finance and Audit Committee Report, Agenda Item 6 (c).

b. MOU - Update

Several meetings have been held between ACA and ESRD with regard to the MOU negotiations. Very positive and productive meetings, identifying the core ESRD responsibilities and the core ACA responsibilities. Additional meetings are scheduled to continue on with the negotiations. Thank you to Travis Ripley of ESRD for the work completed to date.

c. Karvonen Films – Update

Update on Karvonen Films was provided during the Business Representative Report, Agenda Item 6 (l).

d. ESRD – Update

Travis Ripley, Ministers' Representative provided an update from ESRD:

- SRD is now amalgamated with the Ministry of Environment.
- Currently there are 9 ADM's – in the process of reorganizing all departments.

Travis Ripley will provide additional updates at the August 2012 meetings.

9. In Camera

MOTION # 26/12

Moved by: Lee Foote
Seconded by: Adam Norris

Move that the Board of Director's go in camera @ 11:20 AM.

MOTION CARRIED

MOTION # 27/12

Moved by: Brian Bildson
Seconded by: Cal Rakach

Move that the Board of Director's revert back to the regular meeting @ 11:50 AM.

MOTION CARRIED

Resignation of ACA Board Member TUC Representative

MOTION # 28/12

Moved by: Brian Bildson
Seconded by: Patrick Long

Move that the Board of Director's allocate \$750.00 to purchase a gift for past board member Don Pike in recognition of his commitment to the ACA Board of Directors.

MOTION CARRIED

Board direction for the President & CEO to communicate with Don Pike and invite him to the August meeting.

12. Date and Location of Next Meeting

2012 Meeting Calendar (*Attachment J*)

The next scheduled BOD Meeting – August 15 & 16, 2012, Edmonton AB

- August 15, 2012 – Committee Meetings – As required.
- August 15, 2012 – Member Group Meeting 4:00 – 5:00 PM
- August 15, 2012 – AGM – 5:30 PM
- August 16, 2012 – BOD Meeting – 9:00 AM – 4:00 PM

14. ADJOURNMENT

MOTION # 29/12

Moved by: Jeff Surtees
Seconded by: Mark Boyce

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 11:50 AM.



(Chairman)



(Secretary)