

# Alberta Conservation Association

## Minutes of the August 16, 2012 Board of Directors Meeting



The Coast Edmonton East Hotel & Conference Centre  
2100 Premier Way, Sherwood Park, AB  
9:00 AM – 4:00 PM

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**PRESENT**

Patrick Long (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  
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  
Ken Ambrock (Director) – Northern Alberta Board Liaison  
Lee Foote (Director) – Public At Large, Academic  
Travis Ripley (Director) – Alberta Environment and Sustainable Resource Development  
Tom Bateman (Observer) – Alberta Hunter Education Instructors Association  
Bill Abercrombie (Director) - Alberta Trappers Association  
Vince Aiello (Director) – Pheasants Forever Alberta Council

Todd Zimmerling – President & CEO, ACA  
Debora Dueck – Recording Secretary, ACA

**REGRETS**

Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife  
Calvin Rakach (Director) – Public At Large, Regional  
Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association  
Treaty 8

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### 1. CALL TO ORDER

Chairman Pat Long called the meeting to order August 16, 2012 at 9:04 AM.

**MOTION # 42/12**

Moved by: Randy Collins  
Seconded by: Jeff Surtees

Move that the Board of Director's allow Tom Bateman to sit as an observer at the August 16, 2012 BOD Meeting.

**MOTION CARRIED**

*Conserving Alberta's Wild Side*

## 2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting and round table introductions were made of all in attendance.

## 3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

Additions to the Agenda:      5(b) BOD Policy Revised Draft – BOD/Staff Relationship  
   8(d) Election of Officers – Vice President  
   (e) Rocky Mountain Wilderness Society

**MOTION # 43/12**

**Moved by: Lee Foote  
Seconded by: Ken Ambrock**

Move that the August 16, 2012 agenda be accepted with alterations and additions.

**MOTION CARRIED**

The meeting is anticipated to conclude by 3:00 PM.

## 4. ACCEPTANCE OF THE MINUTES

a. June 9, 2012 - Board of Director's Meeting – Electronic Motion: 31/12EV  
*Attachment A – Minutes of the June 9, 2012 Meeting*

**MOTION # 44/12**

**Moved by: Ken Ambrock  
Seconded by: Jeff Smith**

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 31/12EV stating: "Move that the Minutes of the June 9, 2012. Board of Directors' meeting, be accepted with noted amendments."

**MOTION CARRIED**

- b. June 8, 2012 - Board of Director's Strategic Planning Meeting  
*Attachment B – Minutes of the June 8, 2012 Strategic Planning Meeting*

MOTION # 45/12

Moved by: Jeff Smith  
Seconded by: Randy Collins

Move that the Board of Director's accept the June 8, 2012 Strategic Planning Meeting notes with amendments.

MOTION CARRIED

5. BUSINESS ARISING

- a. Review of Action Items  
*Attachment C – Action Items*

Action Items were reviewed and updates were provided.

- b. BOD Policy

The revised draft of the Board / Staff Relationship & Communications Policy was presented to the BOD for approval.

MOTION # 46/12

Moved by: Gordon Burton  
Seconded by: Sandra Foss

Move that the Board of Director's approve the "Board / Staff Relationship & Communications Policy" as amended.

MOTION CARRIED

Deb Dueck will make revisions and post the referenced policy on the BOD Website.

6. COMMITTEE REPORTS

- a. Chairman / Executive Committee

Not applicable.

- b. President and CEO  
*Attachment D*

The attached (*Attachment 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.
- Lethbridge office has been sold, ACA's lease has been terminated, in the process of locating new office space for the Lethbridge Region.
- Let's Go Outdoors TV program is now fully funded by corporate partners.
- Travel Alberta – funding has been finalized.
- Working with AFGA on applying on Land Trust Grant Program funding from ESRD.
- Continuing to work with ESRD to develop the new program agreements.
- Syncrude is extremely happy with the Owl River Project.

c. **Finance & Audit Committee**

*Attachment E*

Treasurer, Sandra Foss and President & CEO presented the Financial Overview and Financials to June 30, 2012. Points to be noted:

- Revenues are up by 1 Million as at the end of July 2012 – Levy Revenue \$600,000.00; Non-Levy Revenue \$400,000.00.
- Release of grant funds – timing of grant payouts were staggering somewhat in 2012, suggestion to stagger the grant payouts more in 2013.
- CRA Rules – Discussion in regard to having a document of recommended questions to ask potential and existing BOD members or Senior Staff with regard to having previously been involved with a registered charity that has lost their charitable status because of fraudulent activities.

***ACTION ITEM: Todd Zimmerling and Kelly Hudson to develop a document of the recommended questions to be asked of Senior Staff and BOD Members with regard to previous involvement with a registered charity that has lost their charitable status because of fraudulent activities.***

d. **Communications Committee**

*Attachment F*

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

- Pheasant Festival 2012 registration was sold out within 61 minutes.
- Fall/Winter Issue of the magazine is scheduled to go to the printer shortly.
- My Meats Legal – Campaign to be kicked off September 1, 2012
- Social Media/Web visits as at July 31, 2012: Facebook 1200+; Twitter 787; Newsletter 49,581; Visits 8,000+; Avg. time on site 2:20 mins; New visitors 4194; Top 3 pages viewed: Home, Peregrine Cam, Bell Tower, Trout Stocking and Job Postings.

e. The ACA Program Grants Committee

No significant changes, no committee meeting was held this quarter.

f. Operation Standards Review Committee

No report – Committee Chair unavailable for August meetings.

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:

**PAL Recruitment** – 6 candidates were vetted by the committee, 3 from the Central Region and 3 from the Southern Region.

The PAL Recruitment Committee are recommending the following candidates as PAL Representatives to the ACA Board of Directors for consideration:

Southern Region PAL – Jaarno Van der Wielen  
Central Region PAL – John Pattison

**MOTION # 47/12**

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

Move that the ACA Board of Directors offer the positions of Public At Large Representative, subject to their acceptance, be appointed to the ACA Board of Directors as follows:

Central Region – John Pattison, 3 year term to December 2015  
Southern Region – Jaarno Van der Wielen, 3 year term to December 2015

**MOTION CARRIED**

**Academic PAL Position** – List of potential candidates for the Academic PAL position was reviewed by the committee. Proposal to the ACA BOD to have the Academic Representative take a 1 year sabbatical from the ACA BOD and consideration be given to filling the 1 year vacancy.

Lee Foote left the ACA BOD meeting at 11:22 AM.

Discussion ensued with regard to the proposal of a 1 year sabbatical and the options of filling the 1 year vacancy.

Lee Foote rejoined the ACA BOD meeting at 11:50 AM.

**MOTION # 48/12**

**Moved by: Brian Bildson  
Seconded by: Colin Gosselin**

Move that the ACA Board of Directors offer the Academic Representative a 1 year sabbatical effective January 2013 – December 2013, after which time the Academic Representative would return as an active Board Member.

**MOTION CARRIED**

**h. Governance Committee Report**

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

- Identifying which committees have TOR's and which committees require a TOR.
- Reviews of TOR's will be conducted every second year (odd/even).
- Develop a work plan and priority plan.
- A round table discussion about election process and timing; term (length) of Member Group Representative appointment.

**i. Organizational Risk Report**

*Attachment G*

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

- As of June 30, 2012, levies are ahead of budget.
- No accidents and no major injuries.
- Olson vs. NCC legal - ACA will be released.

**j. Southern Board Liaison Report – Tom Bateman**

*Attachment H*

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

Highlights from report:

- Met with potential PAL Candidates and explained the function and election process of the ACA BOD.
- Continue to meet with several southern Alberta communities discussing local fishing events.
- Priorities for next year: Pheasant Festival; expand the 1<sup>st</sup> time hunter program; create a model for communities to use for their fishing programs; enjoy the fall watching people enjoy hunting and fishing; lead at least 2 wildlife-watching tours during and the fall waterfowl migration.

k. **Northern Board Liaison Report – Ken Ambrock**

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison for the period of June 2012 – August 2012.

Highlights from report:

- Took a good part of the summer off.
- Took 15 first time fisherman out fishing (adults and kids).
- Looking forward to the fall and the opportunities it brings.

l. **Business Representative Report**

*Attachment 1*

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

Highlights from report:

- Scheduling meetings regarding storage of Karvonen Films media storage.
- Caribou project – developing an integrated management plan proposal.

m. **ESRD Representative Report**

Fish and Wildlife Branch have been moved into Operations Division of ESRD. New ADM of Operations is Matthew Machielse, Executive Directors will have the authority to make more decisions. ESRD is moving forward with a RFP for licensing.

n. **ACA Demonstration Farm Feasibility Committee**

Timber Ridge Property – Forwarded information to BOD in early August with regard to practices on Timber Ridge Property.

Demonstration Farm – Potential of leasing 5 quarters of land, further updates will be provided as this project progresses.

o. **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.
- Continue to sign on Corporate sponsors for the event.



- Approximately 200 people on the waiting list.
- Novice hunt scheduled for 2 days this year – 55 participants registered.
- Vauxhall wants to get involved in the Pheasant Festival.

## 7. Reports

### a. 2011-2012 Annual Report (Attachment J)

The draft 2011-2012 Annual Report was presented for review.

MOTION # 49/12	Moved by: Ken Ambrock Seconded by: Randy Collins
Move that the ACA Board of Directors approve the 2011-2012 Annual Report with noted grammar changes incorporated.	
MOTION CARRIED	

Discussion on the size of the Annual Report, consensus by the BOD - *Annual Report is not to be downsized.*

## 8. New Business

### a. Albright Conservation Property - Electronic Motion: 30/12EV - Ratification (Attachment K)

MOTION # 50/12	Moved by: Brian Bildson Seconded by: Jeff Smith
Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 30/12EV stating: "Move that the ACA Board of Director's approve the purchase of the Albright Conservation Property (NE 14-72-11-W6M, Lukac/Davies), in the amount of \$112,000.00 using SUNCOR Funds."	
MOTION CARRIED	

### b. MOU - Update

MOU negotiations are ongoing, have received the Education, Information and Communications Program Agreement to date. Major programs agreements are still being negotiated.



c. Karvonen Films - Update

Brian Bildson and Todd Zimmerling will be consulting on the be options to host the Karvonen footage.

d. Election of Officers – Vice Chairman

The appointment of a new AHEIA Representative to the ACA BOD created a vacancy of the Chairman position, consequently the Chairman position is taken on by the Vice Chairman, leaving the Vice Chairman position vacant. Discussion that the Vice Chairman position be left vacant until the December 2012 meeting, at which time the annual elections will take place.

MOTION # 51/12

Moved by: Brian Bildson  
Seconded by: Lee Foote

Move that the Board of Director's hold in abeyance filling the Vice Chairman position until the December 2012 regular board meeting when the annual election process is conducted.

MOTION CARRIED

*ACTION ITEM: Register the Revised Bylaws of the Association as per the Special Resolution of the 2012 Annual General Meeting, as soon as possible.*

*ACTION ITEM: Re-instate Tom Bateman to the ACA Board of Directors as the Southern Board Liaison via the Electronic Motion process, once the Bylaws of the Association have been registered.*

e. Rocky Mountain Wilderness Society

Brian Bildson provided an overview of Rocky Mountain Wilderness Society – an Advocacy Group for the Rocky Mountain Regions and surrounding areas. Brian Bildson will forward the link for Rocky Mountain Wilderness Society to the Board Members.

9. In Camera

MOTION # 52/12

Moved by: Randy Collins  
Seconded by: Adam Norris

Move that the Board of Director's go in camera @ 1:40 PM.

MOTION CARRIED

MOTION # 53/12

Moved by: Brian Bildson  
Seconded by: Gordon Burton

Move that the Board of Director's revert back to the regular meeting @ 2:25 PM.

MOTION CARRIED

10. Date and Location of Next Meeting

2012 Meeting Calendar (*Attachment L*)

The next scheduled BOD Meeting – December 12 & 13, 2012, Edmonton AB

- December 12, 2012 – Committee Meetings – As required.
- December 13, 2012 – BOD Meeting – 9:00 AM – 4:00 PM

14. ADJOURNMENT

MOTION # 54/12

Moved by: Jeff Surtees  
Seconded by: Ken Ambrock

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 2:30 PM.



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(Chairman)



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(Secretary)