

Alberta Conservation Association



Minutes of the August 19, 2015 Board of Directors Meeting

Radisson Hotel and Convention Centre
4520 – 76 Avenue, Edmonton AB
9:00 AM – 4:00 PM

PRESENT

Patrick Long (Chairman) – Wild Sheep Foundation Alberta
Ken Ambrock (Vice Chair) – Public At Large, Northern Alberta Board Liaison
Brian Bildson (Secretary) - Public At Large, Business Representative
Adam Norris (Treasurer) – Public At Large, Regional
Tom Bateman (Past Chair) – Public At Large, Southern Alberta Board Liaison
Vince Aiello (Director) – Pheasants Forever Alberta Council
Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife
Fred Calverley (Director) – Trout Unlimited Canada
Randy Collins (Director) – Alberta Fish and Game Association
Lee Foote (Director) – Academic Representative
Brian Joubert (Director) – Nature Alberta
Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association
Jaarno Van der Wielen (Director) – Public At Large, Regional
Chris Fowler (Director) – Public At Large, Regional
John Pattison (Director) – Public At Large, Regional – Via Skype

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

REGRETS

Bill Abercrombie (Director) – Alberta Trappers Association
Chad Lenz (Alternate) – Alberta Professional Outfitters Society
Travis Ripley (Director) – Alberta Environment and Sustainable Resource Development
Treaty 8

1. CALL TO ORDER

Chairman Pat Long called the meeting to order August 19, 2015 at 9:15 AM.

2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting.

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3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 38/15

Moved by: Lee Foote
Seconded by: Adam Norris

Move that the August 19, 2015 agenda be accepted as presented:

MOTION CARRIED

The meeting is anticipated to conclude by 4:00 PM.

4. ACCEPTANCE OF THE MINUTES

- a. June 12-13, 2015 - Board of Director's Meeting – Electronic Motion: 33/15EV
(Attachment A – Minutes of the June 12-13, 2015 BOD Meeting)

MOTION # 39/15

Moved by: Brian Bilson
Seconded by: Vince Aiello

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 33/15EV stating: "Move that the Minutes of the June 12-13, 2015 Board of Directors' meeting, be accepted as presented".

MOTION CARRIED

- b. July 2, 2015 - Special Board of Director's Meeting
(Attachment B – Minutes of the July 2, 2015 Special BOD Meeting)

MOTION # 40/15

Moved by: Ken Ambrock
Seconded by: Bob Gruszecki

"Move that the Minutes of the July 2, 2015 Special Board of Directors' meeting, be accepted as presented".

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

Pat Long, Chairman, provided a report to BOD on items discussed at the Executive Committee:

- Vince Aiello (PF Representative) and Jaarno Van der Wielen (PAL SO Region) have both advised that they will not be returning to the ACA BOD directors as representatives.
- Executive Committee discussed the results of the BOD Member self-evaluation forms returned by board members and the concern regarding input into the President & CEO annual review. The Executive Committee will be sending out a questionnaire to the board members to give them the opportunity to provide input/feedback. The formal evaluation/review will remain with the Executive Committee.
- AEP Minister – no opportunity to meet with the Minister has been scheduled to date – 2 attempts have been made to date, will continue to try to schedule a meeting.

b. President & CEO (Attachment D)

The President & CEO report was reviewed and highlights were discussed and noted:

- Year to date things are running relatively smoothly. Warm temperatures and low water levels are impacting some of our fisheries projects, but for the most part projects are on budget and on schedule.
- Revenue has been strong for the first part of the year with levy approximately \$1.6 million ahead of budget, indicating strong fishing license sales. There were a record number of big game draw applications this year, indicating that hunting license sales should also be strong.
- Velma Hudson is ACA's first employee to retire. ACA hosted a retirement party for her in Edmonton on July 24th.
- Kids Can Catch: approximately 2500 people have attended 14 events.
- Archery Days: 3 events held.
- Waterfowl Warmup Event is scheduled for August 20, 2015 with 15 teams participating.
- Taber Pheasant Festival scheduled for October 2015.
- Partnerships associated with the various Kids Can Catch events have been great. AHEIA, AFGA, numerous local community groups and many corporations have made this summer a great success!
- On August 12 we celebrated yet another joint conservation site initiative with AFGA at the Letourneau Conservation site west of Edmonton.
- Corporate Partners – as might be expected corporate donations and sponsorship has been slow this year. We certainly have a number of corporations interested in working with ACA; however, the level of potential funding on average has dropped significantly. We will continue to work with Alberta's business community.

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c. Finance & Audit Committee
(Attachment E)

Adam Norris, Treasurer, presented the Financial Overview and Financials to June 30, 2015. Points noted:

- Total revenue increased from the prior fiscal year by \$982,282. Levy revenues are \$978,851 higher that received in the prior year.
- Partner Contributions are lower by \$5,921 close to last year's receipts for the same period.
- Miscellaneous revenue includes money from the WAFWA Conferences and pre-sales on raffles for the Pheasant Festival.
- Revenues are \$1,884,891 higher than budgeted amounts. Levy revenue is over budgeted levels by \$1,675,453. Partner revenue is higher than budget by \$114,655 but is offset by amounts in donations, grants and miscellaneous revenue. As well there are funds that have been received and not yet spent that are recorded as deferred revenue and as such will not appear in the revenue code in the current year. These funds amount to \$118,830.
- Operating expenses (expenses that are controllable by management) were \$1,004,291 higher that previous year levels. Although individual expense categories vary, the overall expenditure is consistent with anticipated expenditures from the levy increase with the following exceptions: Salary and Benefits – increased staff numbers comprise this change from last year; Travel – This variance is due to additional travel requirements in projects, particularly in Wildlife with the addition of the Pheasant Release Program; Materials and Supplies – This variance is mainly within the Wildlife Program in the Pheasant Release project; Grants – more upfront payments were made in this quarter as compared to last year as grant recipients supplied the correct documentation earlier this year; Support Payments – The current year amount includes claims that were delayed at ESRD due to staffing challenges.
- The organization is \$(607,360) under budgeted expenditures. The majority of this variance is explained within salaries and benefits, construction and building services, travel and support payments.
- An operating surplus (excess of revenue over expenditures for management controlled items including actual interest revenue which is outside of management control) of \$1,575,032 exists in comparison to the prior year surplus of \$1,597,041. When adjustments are made to recognize realized and unrealized investment gains and losses, asset disposals, and removing revenue from donations that was allocated to land purchases, the final result ends in an accounting surplus of \$1,463,200 for the quarter.
- Total land acquisitions are \$670,657 for the Whispering Timber 2 Site purchased with Suncor funding. The total acres conserved through this purchase is 307 acres.
- ACA reported an accounting or total organizational surplus of \$1,463,200, an amount that includes interest income, realized (actual changes from sold investments) and unrealized (changes in book value due to cost versus market fluctuations) results for investments and asset disposals that are not in management control. The realized gain on investments was \$55,443; the unrealized loss on investments was \$(168,420). Interest revenue was \$21,203, and the gain on asset disposal (amount

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received for sold assets over the remaining book value of the asset) was \$1,144. Once these are removed from the total organizational results, the true operational surplus that is direct control of management is \$1,553,829 compared to prior year operational surplus of \$1,584,896. Although this seems high, this artificial surplus happens due to the timing of the levies being received.

- Current Assets have decreased by 29.4% from recorded levels at June 30, 2014 as an offsetting effect of moving the Endowment Funds from cash into the long term investments as well as holding the Alberta Land Trust Grant money.
- The Endowment Fund balance is \$948,872 up from \$804,992 last year. Contributions to this fund were made by companies such as Total, Shell and Suncor and through creative sentencing funds. These funds were transferred from the bank accounts into holdings with Bissett Investments and appear as a separate line item as a long-term investment. This move is generating more interest income which will be held in the long term endowment account to facilitate growth.
- Net Assets were allocated to Capital Asset investment and internally restricted funds for Habitat Securement, leaving a balance of \$2,302,418 in unrestricted amounts.
- The Habitat Securement Fund had a balance at prior year end of \$147,333. Transfers were made to replenish the fund to \$347,333.

d. Communications Committee

Randy Collins Committee Chair, updated the board on the Communications Highlights submitted by the Communications Manager:

- Don Myhre, Communications Manager and Sheila Campbell Business Development Coordinator attended the committee meeting to be introduced to the committee members.
- Discussion took place at the committee level in regard to ACA vehicle wraps and social media issues/threats.
- Resource Program Support: In the Field – Field teams continue to forward images and work as it happens, the department posts them on facebook and maintain ongoing awareness of ACA in the field; Fish Stocking – timed promotion of stocked sites working with fisheries; Conservation Site signs – 6 signs completed, 6 in production, 9 EFS signs in production.
- Business Development – Lethbridge fleet vehicle decaled / VP Tacoma decaled; ACA Event Outdoor tent completed with interchangeable side walls for event specific visuals.
- Publications – 2016 Discover Guide in production; Fall 2015 Magazine in production with wider scope on content; Annual Report completed for Board review; Land Donation Brochure revised and in final proofing.
- Events/Initiatives – Peregrine Cameras: 4 on-line cameras maintained and monitored; 4H Pheasant Raise & Release Project: On-going project promotions including private Facebook page for participants and promotion of "text to donate"; Kids Can Catch: On-line registration/bridge banners and graphics; Waterfowl Warmup/Report A Poacher: Promotional planning and event site support has started, new web page design.
- Website – Taber Pheasant Festival: On-line registration draw system completed / Raffle in progress; Minister's special licence raffle; New website design in progress – 2016 launch.

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- Social Media – Highlights include: Tiger trout approved for stocking / Donate \$10 for Pheasant Raise and Release project.
- Advertising – ACA Ad campaign concepts presented.
- Staff – restructuring staff with 2 mat leaves this fall and 1 resignation due to relocation.
- iPhone App – 39,067 (up from 37,934 –March 2015); Social Media / Web – Facebook: 5,805 (up from 5,440); Twitter: 3,005 (up from 2,858); E-newsletter: Subscription list is at \$162,013.

e. ACA Grants Program Committee

Adam Norris Committee Chair, provided an update from the Grants Committee:

- Adam Norris was appointed Committee Chair.
- The ACA Grants Program TOR – was reviewed and updated.
- The ACA Grants Program Committee TOR will be reviewed by the committee electronically.
- Grants Committee is directed to review the priority list for the grant applications.
- *ACTION ITEM: Deb Dueck to forward the current priority list to the committee for review.*
- John Pattison presented a proposal for “Output Database for Research Grants and Grants in Biodiversity”.
- *ACTION ITEM: John Pattison is directed to move forward with scoping out the idea of grants database, develop a TOR and provide a proposal for the BOD.*

f. Operations Standards Review Committee

Mark Boyce provided an update from the OSR Committee, points noted (Note: No committee meeting was held:

- Moose App - Working on analysis of the Moose App data, require data from Rob Corrigan to finish. Strong correlation between hunter success/input and the number of moose seen. App is being used more and more each year.
- Province has released a draft Big Horn Management plan.
- Hired Josh – he is working on Bighorn data.
- AE&P – ACA involvement has been requested on a project – transects of fawns per doe after the hunting season, estimating deer populations/survival.

f. Recruitment Committee

Bob Gruszecki, Committee Chair provide an update from the committee meeting, with the following points noted:

Reviewed the action items of the committee:

- Position descriptions are being reviewed, will be brought to the next board meeting for acceptance.

- Accountability process – Lee Foote is drafting a document to provide reflection on effective board involvement for all BOD Members. Recommendation will be brought to the BOD.
- Working on the recruitment process and membership criteria policy review.

g. Governance Committee Report

Vince Aiello Committee Chair provided an update from the committee meeting, with the following points noted:

The Electronic Voting Process Policy (BOD011-Rev0/20150819) and Electronic Motion Form (BOD011F-Rev0/20150819) was presented to the BOD for approval.

MOTION # 41/15

Moved by: Fred Calverley

Seconded by: Jaarno Van der Wielen

“Move that the Board of Directors approve the Electronic Voting Process Policy (BOD011-Rev0/20150819) and Electronic Motion Form (BOD011F-Rev0/2015000819) as presented”.

MOTION CARRIED

- Vince Aiello advised the BOD that he will not be the PF Representative on the ACA Board of Directors going forward. PF will advise of the newly appointed representative.
- ACA Chairman thanked Vince Aiello for his participation and contributions to the ACA Board of Directors.
- New Committee Chair appointed – Brian Joubert accepted the appointment.

h. Organizational Risk Report

(Attachment F)

Organizational Risk Report was presented by Todd Zimmerling, President & CEO, no major risks were identified at this time.

j. Southern Board Liaison Report – Tom Bateman

(Attachment G)

Tom Bateman submitted a report to the Board of Directors on the activities of the Southern Board Liaison for the period of June 2015 – August 2015, for review.

Highlights from the report:

- Spoke with a group in Orion on Father’s Day, Orion is essentially a ghost town with 2 permanent residents. They have, however a large Community Centre and a large new church, the agenda was a church service followed by a BBQ followed by a trap shoot – about 90 in attendance.

- Congratulations to Taber on the official opening of phase one of a world class Shooting facility, understand that the initiative to build a facility is fall out from the Pheasant Festival.
- Group of Philippines' have decided they want to become hunters, will continue working with them.
- Work is mostly with landowners dealing with access issues and gopher problems.

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

(Attachment H)

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison from June 2015 – August 2015.

Highlights from the report:

- Talked to some landowners in the Northeast about the impact of the drought. Commercial crops such as peas, which would also provide forage for the deer and geese died out. With respect to native habitat vegetation is gradually shifting to dry land species. If the drying tend continues it will be interesting to see what impact this will have on the ecosystem.
- Is there any research being done regarding - landscape changing due to drought and the impact on wildlife? Lee Foote responded to the question.
- With the high price of hay, farmers are being forced to convert a portion of their cereal crops to feed for cattle. In addition to the drought, canola in several locations has been infected with a fungus, club root.
- There continues to be concern about the impact of oil sands development especially with the recent pipeline spill. There is considerable distrust that oil and gas companies will develop proven technologies to ensure environmental protection.
- Continue to maintain contact with Fish and Game directors in the Western US States. It is noteworthy that most directors feel the hunting and fishing regulations in their jurisdictions are overly complicated so Alberta is not unique in this regard.
- Have talked with several sport fishermen who had good success this summer, but were also concerned about blue green algae outbreaks at certain lakes in central Alberta.

10:57 AM – John Pattison departed the meeting.

11:00 AM – Kelly Hudson, ACA Finance & IT Manager and Natalia McPhee, Human Resources Manager joined the ACA BOD meeting and provided a presentation on "Internal Control / Risk Assessment/Management

Recess @ 12:15 PM – Lunch

Reconvene @ 12:55 PM

l. **Business Representative Report**

(Handout)

Brian Bildson submitted a report to the Board of Directors on the activities of the Business Representative from June 2015 – August 2015.

Highlights from report:

- Lethbridge Office – Proposal received from Saville Architect for the final design stage of the building, currently under review by the President & CEO.
- Wolverine Project – Attended a wolverine cross boundary workshop meeting in the Crowsnest Pass on June 2, 2015. Participants from North America participated in the event. It was evident from the comments made that the research community that the wolverine project has garnered a lot of attention, many folks in attendance were surprised by the results and had a lot of questions. Bill Abercrombie delivered a presentation to the group on the value to society of trapping. Jeff Copeland commented “That was the most well thought out and logical statement I have ever heard regarding trapping.” Many of the researchers were amazed that trappers were assisting and wished they had that type of support. Wolverine documentary in the edit suite and should be broadcast March of 2016.
- K-Library – the consultant has found an affordable platform to host our finished productions. He’s suggesting a test be completed with the Willmore Legacy production.
- Landowner Outreach – Spoke with two landowners, both parties are looking to sell, but are willing to consider some type of conservation donation as part of the sale. Information has been forwarded onto the President & CEO.
- Special Projects – Spoke with P. Long and R Prostebby of Wild Sheep Foundation regarding the future of Caw Ridge, suggested that they might want to collaborate with ACA on putting together a potential management plan for the area.

m. ESRD Representative Report

Travis Ripley, Ministers Representative not in attendance, no report provided.

7. Old Business

a. Recruitment Process

ACA BOD was advised by the Chairman that the PAL Representative for the Southern Region is not able to commit to a second 3 year term on the ACA Board of Directors due to other obligations. The Chairman thanked Jaarno Van der Wielen for his contributions to the board.

ACTION ITEM: Committee and administration to activate the PAL Selection process to recruit for the SO PAL Region Representative.

b. Aeration Program

Discussion in regard to the Aeration Program ensued.

c. Golden Ranches – Update

- Moving forward.
- Phase II Environmental Assessment has been completed.
- Working with Strathcona County regarding the bylaw change.
- Second appraisal is being completed – Landowner is conducting.
- Ecogift Application submitted.

d. Lethbridge Office – Update

Looking for new architect to continue moving forward on the project.

8. Reports

a. 2014 – 2015 Annual Report

The 2014-2015 Annual Report was presented for approval. Discussion ensued and changes were identified. Mark Boyce will provide details on “Keeping Track – Bears”

MOTION # 42/15

Moved by: Brian Bildson
Seconded by: Adam Norris

Move that the Board of Director’s approve the 2014-2015 Annual Report with recommended changes.

MOTION CARRIED

9. New Business

a. Electronic Motion: 22/15EV - Ratification
(Attachment H)

MOTION # 43/15

Moved by: Randy Collins
Seconded by: Ken Ambrock

Move that the Board of Director’s agree that this is an accurate reflection of the votes placed and therefore ratify the following Electronic Motion:

Electronic Motion: 22/15EV – Funds to Close – Drake Conservation Site-HSF/Creative Sentencing

MOTION CARRIED

1 Abstention- ESRD Representative declared a conflict of interest.

b. Electronic Motion: 32/15EV - Ratification
(Attachment I)

MOTION # 44/15

Moved by: Tom Bateman
Seconded by: Brian Joubert

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify the following Electronic Motion:

Electronic Motion: 32/15EV – HSF Funds – Silver Sage Expansion 5

MOTION CARRIED

1 Abstention- ESRD Representative
declared a conflict of interest.

10. Date and Location of Next Meeting
2015 Meeting Calendar (Attachment R)

The next scheduled BOD Meeting – December 9 & 10, 2015

- December 9, 2015 (Wednesday) – Committee Meetings as required
- December 10, 2015 (Thursday) – Regular BOD Meeting 9:00 AM – 4:00 PM

11. ADJOURNMENT

MOTION # 45/15

Moved by: Randy Collins
Seconded by: Adam Norris

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 2:00 PM.



(Chairman)



(Secretary)

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