

# Alberta Conservation Association



## Minutes of the December 10, 2015 Board of Directors Meeting

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

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### 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  
Leonard Hanson (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  
Bill Abercrombie (Director) – Alberta Trappers Association  
Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association  
Rob Duncan (Director) – Public At Large, Regional  
Chris Fowler (Director) – Public At Large, Regional  
Greg Shyba (Director) – Public At Large, Regional – Via Skype  
Chad Lenz (Alternate) – Alberta Professional Outfitters Society  
Travis Ripley (Director) – Alberta Environment and Parks

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

### REGRETS

Brian Joubert (Director) – Nature Alberta  
Jaarno Van der Wielen (Director) – Public At Large, Regional  
John Pattison (Director) – Public At Large, Regional  
Treaty 8

### 1. CALL TO ORDER

Chairman Pat Long called the meeting to order December 10, 2015 at 9:06 AM.

### 2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting.

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Chairman read correspondence received from Jaarno Van der Wielen to the Board of Directors.

3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 52/15

Moved by: Lee Foote  
Seconded by: Chris Fowler

Move that the December 10, 2015 agenda be accepted as presented:

MOTION CARRIED

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

4. ACCEPTANCE OF THE MINUTES

- a. August 19, 2015 - Board of Director's Meeting – Electronic Motion: 46/15EV  
(Attachment A – Minutes of the August 19, 2015 BOD Meeting)

MOTION # 53/15

Moved by: Randy Collins  
Seconded by: Adam Norris

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 46/15EV stating: "Move that the Minutes of the August 19, 2015 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:

- Aeration discussions.

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- Meeting with Minister of AEP – nothing has been able to be scheduled. ACA Chair had discussions with ADM Bill Werry – common issue with all organization because the Minister is working on Climate Change and the SO Alberta flood mitigation, hopefully something can be scheduled in the new year. Received correspondence from the Minister that all discussions and issues are to go through Travis Ripley.
- Hiring policy review is ongoing.
- New BOD Member Orientation will be scheduled for the March 2016 BOD Meetings.
- CEO Review and BOD Member input – a questionnaire will be forwarded to each BOD Member to provide input, questionnaires to be returned to Chair Pat Long.
- DAO Consultant Review – Consultant met with the Executive on Wednesday as a group, the consultant decided individual interviews with the Executive members was not required.
- Reviewing the liaison positions. ***ACTION ITEM: Tom Bateman and Ken Ambrock have been tasked with developing a work plan and performance measures.***
- Once liaison work plans and performance measures are completed, the Executive Committee will review how this coincides with the PAL positions.

b. **President & CEO**  
(Attachment C)

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

- Year to date things are running relatively smoothly; however in the last quarter the aeration program has taken up a lot of time and energy for staff. A late fall has increased the chance of fish survival on non-aerated lakes; however, the thin ice is now creating issues for getting aeration equipment installed.
- Revenue has been strong for the first part of the year with levy approximately \$2.7 million ahead of budget, indicating strong fishing and hunting license sales. Velma Hudson is ACA's first employee to retire.
- New Staff: Andrea Yury – Graphic Designer; Susan Burrill – Administrative Assistant to the VP. In the process of advertising for Seasonal Staff – ACA planning to hire 19 seasonal staff for the 2016-2017 field season.
- ACA has received several grants in the last quarter, including Suncor Energy providing \$350,000 for habitat purchases, CIP 30K for RAP Trailer, Williams Energy 50K for RAP Trailer, Environmental Damages Fund \$152,250 for Sturgeon River Drainage Funds Isle/Hasse Lake Fisheries Restoration Project. ACA has also started conversations with new potential partners, most of them outside of the oil and gas sector.
- Waterfowl Warmup Aug 2015: Approximately 60 shooters participated in the event, raised approximately \$2,000 towards the new RAP Trailer.
- Taber Pheasant Festival 2015: Over 800 hunters participated in the festival, attendees came from 5 provinces and 3 states, 320 people attended the banquet. 40 hunting sites, 5100 pheasants released, 60 different organizations/businesses sponsored the event with some donating more than \$15,000.
- Taber Pheasant Festival won 2015 Outstanding Sustainable Tourism Alto Award. Award winners determined by independent tourism industry judges and awarded by Travel Alberta.

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- Finalizing an agreement to take on an additional \$1.6 million in of funding to expand MULTISAR Program beyond the Milk River Drainage and now include the South Saskatchewan Watershed.
- Wolverine – volunteer trapper participation on the wolverine project continues to grow, to date, there are 34 trappers committed to looking after 57 sites across the Boreal Forest. There is an estimated in-kind value of \$390,000 of trapper participation.
- Aeration – for the winter of 2015/2016 ACA has deployed experimental diffuser aeration systems on 8 lakes. In addition to complying with requirements under the new provincial aeration policy, use of floating dock structures covered with horizontal chain link fence to contain and cover open water created by these systems.

c. **Finance & Audit Committee**  
(Attachment D)

Adam Norris, Treasurer, presented the Financial Overview and Financials to October 31, 2015. Points noted:

- Total revenue increased from the prior fiscal year by \$2,102,380. Levy revenues are \$2,136,329 higher than that received in the prior year.
- Partner Contributions are higher by \$389,846. Additional unbudgeted revenue has been received in the current year due to internal fundraising efforts.
- Miscellaneous revenue includes money from the WAFWA Conferences and pre-sales on raffles for the Pheasant Festival.
- Revenues are \$2,702,543 higher than budgeted amounts. Levy revenue is over budgeted levels by \$2,428,002. This could be a timing difference as the estimated levy increase was included in budgeted amounts. Partner revenue is higher than budget by \$117,251 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 \$104,714.
- Operating expenses (expenses that are controllable by management) were \$1,311,006 higher than 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; Property Maintenance – the amount spent within this code increased as more maintenance sites were added in the South and Northwest regions; Travel – This variance is due to additional travel requirements in projects, particularly in Wildlife with the addition of the Pheasant Release Program. Additionally higher fuel costs will create variances that are beyond management control; Materials and Supplies – This variance is mainly within the Wildlife Program in the Pheasant Release project; Support Payments – The current year amount includes claims that were delayed at ESRD due to staffing challenges.
- The organization is \$(2,818,194) 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 \$5,449,442 exists in

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comparison to the prior year surplus of \$4,658,068. 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 \$5,281,062 for the period.

- Total land acquisitions are \$1,179,559 for the Whispering Timber 2 Site purchased with Suncor funding, the Silver Sage Expansion using HSF, HSP and partner funds, and the Drake Conservation site purchased with Habitat Securement funds and creative sentencing money and the Camp Creek Conservation site purchased with funds donated by Shell. The total acres conserved through these purchases are 781.70 acres.
- ACA reported an accounting or total organizational surplus of \$5,281,062, 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 \$87,749; the unrealized loss on investments was \$(257,273). Interest revenue was \$44,147, and the gain on asset disposal (amount 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 \$5,405,295 compared to prior year operational surplus of \$4,171,773. Although this seems high, this artificial surplus happens due to the timing of the levies being received.
- Current Assets have increased by 34.8% from recorded levels at October 31, 2014 from a significant increase in cash.
- The Endowment Fund balance is \$1,401,400 up from \$811,468 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 with a portion to be used for land maintenance.
- Net Assets were allocated to Capital Asset investment and internally restricted funds for Habitat Securement, leaving a balance of \$6,015,845 in unrestricted amounts.
- The Habitat Securement Fund had a balance at prior year end of \$154,883. Transfers were made to replenish the fund to \$347,333.

**MOTION # 54/15**

**Moved by: Adam Norris**

**Seconded by: Bob Gruszecki**

Move that the Board of Director's receive and file the Financial Overview to October 31, 2015.

**MOTION CARRIED**

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d. Communications Committee

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

- Resource Program Support: Pheasant Release –Website updates, map updates, digital media promotion. Aeration – public notices, warning signs, thin ice warning newspaper notices; Demo Farm – site tour (drone footage and photography); Pronghorn – trail cam footage; Conservation Site Signs – Emerging issues response signs, text to donate decals.
- Business Development – Taber Pheasant Festival – Alto Award Media release/ digital media promotion; Report a Poacher – trailer design and sponsor package development; CPIC and Sponsor Recognition – Sandpit Adventures, Heritage Inn / Toyota on the Trail AD; 2016 Alberta Discover Guide – advertising coordination.
- Publications – 2016 Alberta Discover Guide in production – completion December 2015; Fall 2015 Magazine completed and distributed; Annual Report completed for Board review
- Events/Initiatives – Waterfowl Warmup – Event site materials, photography, post event recognition; Taber Pheasant Festival – Event site materials, sponsorship updates, photography and drone video/event social media/on-line raffle coordination; Kids Can Catch – promotional video produced.
- Website – New website design concepts – 2016 launch
- Social Media – Fall 2015 had focus and public engagement on hunting and Taber Pheasant Festival – with top posts including Youth Hunting Initiative, Aspen Trees facts and Report a Poacher cases.
- Advertising – ACA Ad campaign concepts presented.
- Staff – Editor (mat leave) hired / Graphic designer hires (new position) / Mat Leave January 2016 (events & public relations).
- iPhone App – 40,447 (up from 39,676 – August 2015); Social Media / Web – Facebook: 6,792 (up from 6,241); Twitter: 3,212 (up from 3,125); E-newsletter: Subscription list is at 78,719.

e. ACA Grants Program Committee

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

The ACA Grants Program Committee TOR was presented for approval.

MOTION # 55/15

Moved by: Lee Foote  
Seconded by: Randy Collins

Move that the Board of Director's approve the ACA Grants Program Committee TOR as presented

MOTION CARRIED

The ACA Grants Program TOR was presented for approval.

**MOTION # 56/15**

Moved by: Adam Norris  
Seconded by: Bob Gruszecki

Move that the Board of Director's approve the ACA Grants Program TOR as presented.

**MOTION CARRIED**

- Adjudicators List – Grant Administrator provided a list of potential adjudicators for review. Request that past BOD Members be added to the list, have a abeyance category for people that are not available this year, remove out of province or deceased from list.
- Additions to list: George McBride, Peter Sherington, Morley Barrett, Beth McAllum, Heinz Plontke, Wayne Lowry. BOD Members to forward any contact information that they have to Deb Dueck.

**MOTION # 57/15**

Moved by: Adam Norris  
Seconded by: Mark Boyce

Move that the Board of Director's approve the adjudicators list with amendments and additional names.

**MOTION CARRIED**

- Discussion took place in regard to standards for funds being awarded and how the process could be less onerous **without reducing the quality of grants or the ability of ACA to track grant dollars** on the applicant. ***ACTION ITEM: Staff will review the granting process and look for opportunities to improve it .***

f. Operations Standards Review Committee

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

- Attended the Winnipeg Wildlife Society meeting in October – No ACA staff were in attendance. Next Wildlife Society meeting is being held in North Carolina in 2016.
- AG PAC meeting – 4 ACA BOD Members in attendance advising/reviewing the policy revisions for the Wildlife Regulation, linked to the Act.
- Predator Compensation Expenses – anticipating a huge increase in costs/payouts.
- Funding has been received to review some of the Bighorn data (Thanks to Chad Lenz).
- Cougar Project – F&W have approved the project. Cougar harvest, Aug – Feb, random selection of mountains (selected units) for harvest.
- Wolverine Project is going extremely well.

f. Recruitment Committee

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

- Advised the BOD of the recruitment process for the selection of the PAL candidates for the SO & CE positions, process went very well. Welcome to Rob Duncan – SO PAL and Grey Shyba – CE PAL.
- Recruitment Committee is in the process of reviewing documents/policies to be brought back to the BOD for approval.
- Exit Interview discussion with recommendations to the BOD.

**MOTION # 58/15**

**Moved by: Bob Gruszecki  
Seconded by: Tom Bateman**

Move that the an Exit Interview to be conducted with the exiting member, to be completed by Chair or President & CEO at the discretion of the exiting member.

**MOTION CARRIED**

**g. Governance Committee Report**

Lee Foote on behalf Committee Chair Brian Joubert provided an update from the committee meeting, with the following points noted:

1. The Board Screening Process Policy (BOD012-Rev1/20151210) and Board Screening Process Form (BOD012-1F-Rev0/20150818) was presented to the BOD for approval.

**MOTION # 59/15**

**Moved by: Brian Bildson  
Seconded by: Adam Norris**

**"Move that the Board of Directors approve the Board Screening Process Policy (BOD012-Rev1/20151210) and Board Screening Process Form (BOD012-1F-Rev0/20150818) as presented".**

**MOTION CARRIED**

2. The Code of Conduct for Directors Policy (BOD005-Rev2-20151210) was presented to the BOD for approval.

**MOTION # 60/15**

**Moved by: Ken Ambrock  
Seconded by: Randy Collins**

**"Move that the Board of Directors approve the Code of Conduct for Directors Policy (BOD005-Rev2-20151210) as presented".**

**MOTION CARRIED**



Further discussion took place on the Conflict of Interest Policy and the Access to Information Policy – documents to be referred to legal advisor for accuracy.

*ACTION ITEM: Travis Ripley will review FOIP in regard to the Ministers Representative sitting on the ACA BOD and bring back information. Under the MOU everything operational falls under FOIP, but need to clarify what falls under FOIP from the governance perspective.*

**h. Organizational Risk Report**  
(Attachment E)

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 F)

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

**k. Northern Board Liaison Report – Ken Ambrock**  
(Attachment G)

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

**l. Business Representative Report**  
(Attachment H)

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

**m. ESRD Representative Report**

Travis Ripley, Ministers Representative provide a verbal update with the following points noted:

Provincial:

- Announcement of Climate Change Policy for Alberta with a Government focus on green energy, green jobs
- Agencies, Boards, Commission and DAO review – involves 14 agencies, boards and commissions and 5 DAO's (ACA and APOS included)
- ADM of Policy and Planning Division (Shannon Flint) is moving to new Ministry (Economic Development and Trade) – new ADM of Policy and Planning (which includes Fish and Wildlife Policy Branch) will be recruited to soon in the new year)

Consultation:

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- Fish and Wildlife Policy is creating two large provincial policy advisory groups (Fisheries and Wildlife). The intent of these groups is to define a clear terms of reference to begin early discussions on policy initiatives affecting fish and wildlife.

Species at Risk:

- Critical habitat order for westslope cutthroat trout was announced – this is a federal requirement in response to listing a species under SARA. Although the trout is managed by the province, critical habitat delineation is a requirement when the species occurs on federal land (in this case - water).
- Proposal for translocation of sage grouse from Montana was presented by the Director of Fish and Wildlife in Montana to the commission. All indications are that this proposal will likely be supported.

Habitat:

- Sand and Gravel policy is under review
- Alberta is leading a western Canada multilateral agreement on aquatic invasive species
- Alberta is preparing to sign a bilateral agreement with DFO

Fish:

- Annual sportfishing regulations are being submitted for endorsement

Wildlife:

- Allocation policy in discussion
- Hunting package being prepared for submission

7. **Presentation:**

- 11:45 MLA Annie McKittrick – CIP Funding Award – RAP Trailer.
- 11:55 AM - BOD Group Picture.
- 12:45 PM – H.A. Kostash School – Grant Recipient “Outdoor Education Program”.

8. **Old Business**

a. **Aeration Project - Update**

President and CEO provided an update on the Aeration Project:

- Early next week everything will be installed.
- AEP recognizes that ACA has taken on the Aeration piece and in particular significant investment made. Legal opinions have been received and other jurisdictions have been reviewed.
- The province moved a policy through for approval regarding aeration.
- AEP is approaching the ACA BOD about re-considering the current decision about aerating all previous lakes, status quo as per previous years. As per the approved policy.
- AEP feel that the risk is defensible.
- Further discussion on the legal consequences in regard to aeration.

MOTION # 61/15

Moved by: Brian Bildson  
Seconded by: Adam Norris

"Move that the ACA aerate the remaining lakes that were not scheduled to be aerated, moving forward with the same process developed for aerating the initial 8 lakes, using anticipated surplus funds.

MOTION CARRIED

b. In-Camera

MOTION # 62/15

Moved by: Travis Ripley  
Seconded by: Brian Bildson

"Move that the ACA move to an In-Camera session @ 2:10 PM.

MOTION CARRIED

MOTION # 63/15

Moved by: Adam Norris  
Seconded by: Chris Fowler

"Move that the ACA return to the regular meeting @ 2:18 PM.

MOTION CARRIED

Further discussion:

- Can ACA rely on the support of the Province to try and get an amendment to the (Law) Criminal Code? Minister Representative commented that – look at having governments lobby the Federal government. ACA is in the process of having legal draft a suggested amendment, provide to AEP for review and work from there.

c. Lethbridge Office – Update

In the process of looking at a potential building, business case is being developed.

8. Reports

a. 2015 – 2016 Annual Operating Plan

The 2015-2016 Annual Operating Plan was presented for approval. Discussion ensued and changes were identified:

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- Increase to budget for proposed additional projects (Recreational Opportunities and CAW Ridge Management Plan).

**MOTION # 64/15**

**Moved by: Adam Norris  
Seconded by: Leonard Hanson**

Move that the Board of Director's approve the Draft 2015-2016 Operating Plan with the provision to add to the total budget number and add potential projects.

**MOTION CARRIED**

9. New Business

a. DAO Consultant Review

Agenda item discussed in the Executive Committee report. Consultants will provide feedback when process is completed.

b. Ratification Electronic Motions  
(Attachment J-O)

**MOTION # 65/15**

**Moved by: Mark Boyce  
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 the following Electronic Motions:

- Electronic Motion: 37/15EV – Funds to Close – Silver Sage Expansion (5) – HSF Funds
- Electronic Motion: 47/15EV – HSF Funds – Camp Creek Property Purchase
- Electronic Motion: 48/15EV – Funds to Close – Camp Creek – Shell Funds
- Electronic Motion: 49/15EV – Funds to Close – Wintergreen Conservation Site – SUNCOR
- Electronic Motion: 50/15EV – PAL Appointment Recommendation
- Electronic Motion: 51/15EV – Funds to Close Long Lake Conservation Site - SUNCOR

**MOTION CARRIED**  
1 Abstention- ESRD Representative declared a conflict of interest.

c. Election of Officers  
(Attachment P)

Election of Officers as follows, noted that 3 of the 4 positions will require a vote by secret ballot.

MOTION # 66/15

Moved by: Tom Bateman  
Seconded by: Randy Collins

Move that ballots be counted by Deb Dueck, Executive Assistant and the results of the ballots be advised by Todd Zimmerling, President and CEO.

MOTION CARRIED

For the position of Chairman

- Brian Bildson nominated Pat Long.
- Pat Long accepted nomination.
- Seeing no other nominations, nominations cease, **Pat Long** is appointed by acclamation to the position of **Chairman**.

For the position of Vice-Chairman

- Bill Abercrombie nominated Brian Bildson
- Brian Bildson accepted nomination.
- Ken Ambrock nominated Chris Fowler
- Chris Fowler accepted nomination.
- Seeing no other nominations, nominations cease.
- The position of Vice-Chairman to be decided by secret ballot
- Results of the ballot, **Brian Bildson** is appointed to the position of **Vice-Chairman**.

For the position of Treasurer

- Tom Bateman nominated Robert Gruszecki
- Robert Gruszecki accepted nomination.
- Brian Bildson nominated Adam Norris.
- Adam Norris accepted nomination.
- Ken Ambrock nominated Randy Collins.
- Randy Collins withdrew his nomination.
- Seeing no other nominations, nominations cease.
- The position of Treasurer to be decided by secret ballot.
- Results of the ballot, **Robert Gruszecki** is appointed to the position of **Treasurer**.

For the position of Secretary

- Brian Bildson nominated Bill Abercrombie.
- Bill Abercrombie accepted the nomination.
- Ken Ambrock nominated Randy Collins.
- Randy Collins accepted the nomination.
- Seeing no other nominations, nominations cease.
- The position of Secretary to be decided by secret ballot.
- Results of the ballot, **Bill Abercrombie** is appointed to the position of **Secretary**.

Standing Committee were reviewed and the list of appointments to committees were discussed.

MOTION # 67/15

Moved by: Fred Calverley  
Seconded by: Tom Bateman

Move that the Board of Director's accept the names put forward for the Standing Committees as presented.

MOTION CARRIED

10. Date and Location of Next Meeting

2016 Meeting Calendar (*Attachment Q*)

The meetings dates for the 2016 Calendar Year with discussed and set. Deb Dueck will update the meeting schedule, the BOD Website calendar.

The next scheduled BOD Meeting – March 23 & 24, 2016 Edmonton, AB

- March 23, 2016 (Wednesday) – Committee Meetings as required
- March 24, 2016 (Thursday) – Regular BOD Meeting 9:00 AM – 4:00 PM

11. ADJOURNMENT

MOTION # 68/15

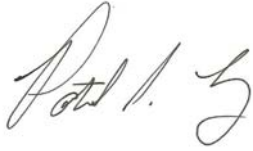
Moved by: Leonard Hanson  
Seconded by: Brian Bildson

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 3:07 PM.

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(Chairman)



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(Secretary)

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