

Alberta Conservation Association

Minutes of the June 10 - 11, 2016 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
Brian Bildson (Vice-Chairman) - Public At Large, Business Representative
Bill Abercrombie (Secretary) – Alberta Trappers Association
Robert Gruszecki (Treasurer) – Alberta Hunter Education Instructors Association
Ken Ambrock (Vice Chair) – Public At Large, Northern Alberta Board Liaison
Tom Bateman (Past Chair) – Public At Large, Southern Alberta Board Liaison
Adam Norris (Director) – Public At Large, NW Region
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
Brian Joubert (Director) – Nature Alberta
Lee Foote (Director) – Academic Representative
Rob Duncan (Director) – Public At Large, SO Region
Chris Fowler (Director) – Public At Large, NE Region
Greg Shyba (Director) – Public At Large, CE Region
Carson Nutting – Alberta Professional Outfitters Society

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

REGRETS Treaty 8
Travis Ripley (Director) – Alberta Environment and Parks
Leonard Hanson (Director) – Pheasants Forever Alberta Council

1. CALL TO ORDER

Chairman Pat Long called the meeting to order June 10, 2016 at 2:15 PM.

2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting.

3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 17/16

Moved by: Fred Calverley
Seconded by: Adam Norris

Move that the June 11, 2016 agenda be accepted as presented:

MOTION CARRIED

The meeting is anticipated to conclude on Saturday June 11, 2016 by 12:00 PM.

4. ACCEPTANCE OF THE MINUTES

a. March 31, 2016 - Board of Director's Meeting – Electronic Motion: 14/16EV

(Attachment A – Minutes of the March 31, 2016 BOD Meeting)

MOTION # 18/16

Moved by: Robert Gruszecki
Seconded by: Grey Shyba

Move that the ACA Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 14/16V stating: **“Move that the Minutes of the March 31, 2016 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:

- Staying in touch with the President and CEO.
- Participated in aeration discussions via conference call meetings.

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

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

- After some initial concerns that dry weather was going to hamper our field work this spring, Mother Nature fixed our problem and field activities have begun at full pace. This year we have hired on 25 seasonal staff (the most we have ever had, and significantly reducing our average age). This gives ACA a staff compliment of over 100 staff and the ability to undertake a large amount of work. The grizzly bear hair collection project and the expanded MultiSAR project make up approximately half of the seasonal hires.
- The process of defining projects for 2016-17 has already begun with staff having conversations with stakeholder groups to gain input on priorities and with initial conversations with AEP happening at the end of May. Our first face-to-face has not yet been scheduled but is anticipated for the middle of July.
- The expiry of our program agreements with AEP has been extended until December 31, 2016 to allow time for ACA and AEP to review the DAO review that was completed in January 2016 and incorporate any recommendations that may help us operate in a more efficient and effective manner. To date the review has not yet been released for public viewing, but I am hopeful this will happen soon.
- Relationship/Partnerships – From the VP update you can see that from a corporate point of view we are gaining in a lot of support and recognition. The level of funding is not at the same level we would have seen from the large oil and gas corporations, but the commitment is there, which is nice to see. The new working relationship with the Canadian Cattlemen’s Association has the potential to lead to significant conservation gains in southern Alberta. We already have a waiting list of ranchers who want to participate in the program, all based on the great reputation ACA staff have developed through the MultiSAR Program.
- Events: **Kids Can Catch** – 14 events across Alberta. First time events include Cochrane, Red Deer and Provost. Diverse organizations plan Kids Can Catch events, including municipalities, fish and game clubs, AHEIA, Safari Club Red Deer and FCSS. Over 35 additional community and corporate partners support the events through financial, in-kind and volunteer contributions. **Archery Days** – Three events planned, hosting an archery event has more technical and equipment needs compared to hosting a fishing event. As a result Archery Days hasn’t had the same uptake by local organizations.
- Waterfowl Warmup – Fundraiser for Report a Poacher – August 18, 2016 10:00 AM – 4:00 PM at Beaverhill Sporting Clays. Tofield AB.
- Grants: Awarded – AEP AB Land Trust seven of nine projects – 14/15 \$295,850; Conoco Phillips, Beaverlodge Riparian Conservation Project - \$9K. Pending – EC – Habitat Securement for SARS in Southern AB; EC Habitat Securement for Migratory Birds in Conservation Region 6.

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c. **Finance & Audit Committee**
(Attachments D, E, F1-F3)

Robert Gruszecki, Treasurer, presented the Financial Overview and Financials to March 31, 2016 (Attachment D). Points noted:

- Total revenue increased from the prior fiscal year by \$2,181,838. Levy revenues are \$2,225,330 higher than that received in the prior year. This trend results from an increase in license fees and an increase in number of licenses sold.
- Partner Contributions are higher by \$250,687. Additional unbudgeted revenue has been received in the current year due to internal fundraising efforts as well as increased offsetting revenue from the increased offsetting revenue from the increase in Predator Compensation payments. The current economic downturn continued to have an impact on partner contributions.
- Miscellaneous revenue includes advertising revenue, event ticket and raffle sales, hay and surface lease revenue, leased premise income, accounting services to member groups as well as administration fees for predator compensation program. The current increase from prior year is comprised of leased space being occupied, conference fee collected for the Western Association of Fish and Wildlife Agencies Conference and expansion of events generating higher ticket and raffle sales. This variance offset the decrease in donation revenue from prior year.
- An operating surplus (excess of revenue over expenditures for management controlled items including actual interest revenue which is outside of management control) of \$929,028 exists in comparison to the prior year surplus of \$1,284,210. When adjustments are made to recognize realized and unrealized investment gains and losses, asset disposals, and the impact of additional aeration activities, the final result ends in an accounting surplus of \$188,922 for the year.
- Total land acquisitions are \$1,475,691.00 for the following sites: Whispering Timber (SUNCOR); Silver Sage Exp (HSF, HSP, Partners); Drake (HSF, Creative Sentencing); Camp Creek (Shell); Long Lake (SUNCOR, AFGA); Wintergreen (SUNCOR, AFGA, DUC); Letourneau (HSF, AFGA); Larches donation adjustment. Total acres conserved through these purchases are 1,180.84 acres.
- Operating expenses (expenses that are controllable by management) were \$2,537,020 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. Of note, increased activity in the Provincial Aeration Program with the installation of floating docks increased several categories of expenditures. This activity was an unforeseen need added in the current fiscal year. Aeration equipment written off after the season is shown separately.
- Long term investments include both investments and endowment funds.

Interim Financial Report – April to June 2016 (Attachment E)

- Cash flow is a concern in the last two months, and we continue to monitor it weekly. Along with decreased levy receipts, the Predator Compensation outstanding amounts from quarters 2 to 4 last year (fiscal 2015-16) have an additional impact of about \$225,000 on current cash flow. Claims

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continue to come in weekly and we anticipate additional cash flow impact until these claims are reimbursed. To offset this, we are typically running non-employee and director payables to a minimum of 30 days, with some larger payables running to 45 days outstanding before payment. In addition employee bonus payments from 2015-16 have not been released.

- We anticipate disbursement of employee bonuses, the Biodiversity Challenge Grant and CCE Grant for payments within June. In the first two months, ACA has purchased \$151,677 in assets required for project delivery, with the bulk of these purchases within trailers and vehicles (both trucks and ATVs). Project and overhead expenses are close to budgeted amounts and so cash flow projections use anticipated outflows shown in budgeted expenses.
- Finance will continue to monitor revenues and expenses monthly to allow effective cash Management.

Robert Gruszecki, Treasurer, presented the Draft Consolidated Financial Statements and the Draft Summarized Consolidated Financial Statements for the Year Ended March 31, 2016 for approval.

MOTION # 19/16

**Moved by: Robert Gruszecki
Seconded by: Mark Boyce**

Move that the ACA Board of Directors approve the Draft Consolidated Financial Statement – Year Ended March 31, 2016 and the Draft Summarized Consolidated Financial Statements – Year Ended March 31, 2016, as presented.

MOTION CARRIED

Treasurer, Robert Gruszecki advised the BOD that the ACA audit scope project will be bid out to a number of businesses for pricing.

d. Communications Committee

Randy Collins Committee Chair updated the board on the Communications Highlights submitted by the Communications Manager: Other points noted by Committee Chair:

- New ACA Website is up and running – great publication. Thankyou as well for Annual Operating Plan.
- Launching a new campaign in the fall – billboards and CTV ads – “Harvest your own protein” campaign.
- Redoing the Guide App.
- ACA’s 20 year anniversary next year – What would be appropriate to recognize?

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e. **ACA Grants Program Committee**

Nothing to report. Will be starting to review the documents for the next round of applications.

f. **Operations Standards Review Committee**

Mark Boyce provided an update from the OSR Committee meeting, points noted:

- Predator Compensation Program – there is an article in the next issue of the AB Outdoorsman.
- Collecting bear hair in unit 5, unit 6 is complete and the paper has just been released.
- Moose APP – paper has been accepted for publication. Several jurisdictions are gearing up to use the APP Trying to download the APP to AEP – doesn't appear to be any uptake.
- Discussion on the option of ACA taking on the Moose APP and data analysis.

MOTION # 20/16

**Moved by: Robert Gruszecki
Seconded by: Brian Joubert**

Move that the ACA Board of Director's are in agreement that the ACA take over the Moose APP and data analysis.

MOTION CARRIED

- Wolverine project – Shevenell Webb will take the lead on the paper.
- Wolverine scat project to see what the diet is, students to complete the work.
- Mark Boyce provided an presentation on Predator Compensation.

f. **Recruitment Committee**

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

- Recruitment Committee is working on the recruitment process for the NW PAL position. Suggestion to include an affirmative actions statement on the application.
- Ask that BOD members make direct contact with people who might be interested and encourage them to apply to the position.
- Discussion / suggestion to have a smaller review panel at the time of interviews.
- Consensus to continue with the existing process.

g. **Governance Committee Report**

Committee Chair Brian Joubert provided an update from the committee, with the following points noted:

- Conflict of Interest Policy – Email discussion in regard to the policy, Greg Shyba provided wording and a similar policy. Brian Joubert collated all suggestions.
- **ACTION ITEM – Deb D. to send the word version of the document to Brian Joubert for revision. Brian to make revisions and return to Deb D. for addition in the agenda package for final review by the committee and BOD and bring back to next meeting.**

h. Organizational Risk Report
(Attachment G)

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

BOD Meeting recessed at 3:55 pm, June 10, 2016.

BOD Meeting reconvened at 9:00 am, June 11, 2016.

j. Southern Board Liaison Report – Tom Bateman
(Attachment H)

Tom Bateman submitted a report to the Board of Directors on the activities of the Southern Board Liaison for the period of March 30, 2016 – June 2016, for review.

k. Northern Board Liaison Report – Ken Ambrock
(Verbal)

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison from March 30, 2016 – June 2016, for review.

l. Business Representative Report
(Attachment J)

Brian Bildson submitted a report to the Board of Directors on the activities of the Business Representative from March 30, 2016 – June 2016, for review.

- Presentation provided with regard to the Dinosaur Museum in Grande Prairie. Discussion in regard to billboard displays. **ACTION ITEM: Brian Bildson to pursue costs and additional information.**

m. **ESRD Representative Report**
(Attachment K)

Travis Ripley, Ministers Representative submitted an update for the BOD's review/information:
Points noted:

- Department is working on the renewal of the Fish and Wildlife Policy for Alberta – consultation to be complete by the end of 2016.
- Wildlife allocation policy is being discussed through a task group under the Alberta Game Policy Advisor Committee.
- Alberta's fish stocking policy has been completed after substantial consultation and will be posted on line soon.
- Plan for developing Fisheries Management Objectives for the province's fisheries is proceeding on track. In relation to this, ACA is providing the manpower to a task team to develop a provincial management framework for stocked trout fisheries.
- Wildlife Conservation Management Strategy has been initiated and will coming to stakeholder groups for their input.
- Consultation on future hunting and sport fishing regulations are underway.
- Wildlife regulation is being extended to allow for addition time to submit the required documents. This amendment covers a large amount of revisions from permitting, licensing, falconry and taxonomic changes required to implement the feedback received during public consultation period.
- Grizzly Bear Recovery Plan has been released for public comment. Comment period closes July 15, 2016. **Please forward Recovery plan to BOD Members. Info is on ACA Website.**
- Sport fishing license sales are down this year so far, likely due to the wildfire situation in Ft. McMurray and a very rainy May long weekend (about 9-10%).
- Work in F&W policy remains active on the green energy / renewable energy file.

7. **Old Business**

a. **MOU & Program Agreements**

The current MOU and Program Agreements have been extended to December 31, 2016. Waiting to see the result of the DAO Review, potentially extend further.

b. **Aeration Project - Update**

Resuming surface aeration this coming year. Expanding the program to 3 more lakes: Wichell Lake, West Dollar and Hansen Reservoir.

c. **Golden Ranches - Update**

Waiting for the completion of site clean-up. Closing date is set for mid-September 2016.

d. **Lethbridge Office - Update**

Received the most recent cost estimates Friday before this meeting. Project will be presented at August BOD meetings for planning and decision to move forward or not.

e. **DAO Consultant Review**

Nothing received to date.

f. **2016 Taber Pheasant Festival**

Scheduled for October 15 – 22, 2016, registration opens up on Monday, June 13, 2016. Events: Scotch night – Wednesday; Banquet – Thursday; Dog Trainer – Friday and Saturday. Success of the event has gone beyond the expectations when it began.

g. **Kids Can Catch**

If you are interested in volunteering at any of the Kids Can Catch events, please contact Sheila Campbell at the ACA Corporate Office.

h. **Canadian Firearms Safety Course**

Is being held at the ACA Corporate Office on July 22, 2016 – if you are aware of anyone that would like to participate in the course there is room for 2 more.

8. **New Business**

a. **Electronic Motion: #15/16/EV – Ratification – Surface Aeration**

MOTION # 21/16

Moved by: Greg Shyba
Seconded by: Chris Fowler

Move that the ACA Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: #15/16EV stating: **“Move that the ACA BOD of Directors’ are in favor of resuming the aeration program with surface aeration.”**

MOTION CARRIED

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b. Electronic Motion: # 16/16EV – Ratification – Funds to Close on Musidora 4

MOTION # 22/16

**Moved by: Randy Collins
Seconded by: Mark Boyce**

Move that the ACA Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: #16/16EV stating: **"Move that the ACA BOD of Directors' approve the wire transfer to Dentons LLP (In Trust) in the amount of \$192,000.00 (One Hundred and Ninety Two Thousand Dollars) representing the Funds to Close for the Musidora 4 Conservation Site Mokry), NE 20-53-11-W4M (160 Acres). Closing Date: June 22, 2016.**

MOTION CARRIED

10. In Camera - If Required

MOTION # 23/16

**Moved by: Adam Norris
Seconded by: KenAmbrock**

Move that the ACA Board of Director's go into an In-Camera session @ 10:10 AM

MOTION CARRIED

MOTION # 24/16

**Moved by: Adam Norris
Seconded by: KenAmbrock**

Move that the ACA Board of Director's return to the regular BOD meeting @ 10:15 AM

MOTION CARRIED

11. Date and Location of Next Meeting

2016 Meeting Calendar (*Attachment O*)

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 – August 16 & 17, 2016 – Edmonton, AB

- **August 16, 2016 (Tuesday) – Committee Meetings**
- **August 16, 2016 (Tuesday) – ACA Annual General Meeting @ 5:30 PM**
- **August 17, 2016 (Wednesday) – Regular BOD Meeting**

Reminders:

ATA Rendezvous - July 1-3, 2016 in Pincher Creek

Waterfowl Warmup Event – August 18, 2016, Tofield AB

12. ADJOURNMENT

MOTION # 24/16

Move that the BOD Meeting be adjourned.

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

MOTION CARRIED

The Board of Director's meeting was adjourned at 10:20 AM.



(Chairman)



(Secretary)