

# Alberta Conservation Association

## Minutes of the August 17, 2016 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
  - 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), Alternate – 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
  - Carla Rhyant (Director) – Alberta Professional Outfitters Society
  - Leonard Hanson (Director) – Pheasants Forever Alberta Council
- Todd Zimmerling – President & CEO, ACA  
Debora Dueck – Recording Secretary, ACA
- REGRETS
- Treaty 8
  - Travis Ripley (Director) – Alberta Environment and Parks

### 1. CALL TO ORDER

Chairman Pat Long called the meeting to order August 17, 2016 at 9:07 AM.

### 2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting.

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

MOTION # 29/16

Moved by: Adam Norris  
Seconded by: Randy Collins

Move that the August 17, 2016 agenda be accepted as presented:

MOTION CARRIED

The meeting is anticipated to conclude by 2:00 PM.

### 4. ACCEPTANCE OF THE MINUTES

- a. June 10-11, 2016 - Board of Director's Meeting – Electronic Motion: 25/16EV  
(Attachment A – Minutes of the June 10-11, 2016 BOD Meeting)

MOTION # 30/16

Moved by: Ken Ambrock  
Seconded by: Robert Gruszecki

Move that the ACA Board of Directors' agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 25/16V stating: "Move that the Minutes of the June 10-11, 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:

- Staying in touch with the President and CEO.
- Participated in all committee meetings and AGM.

b. President & CEO  
(Attachment C)

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

- Relatively quiet couple of months; however, field projects are now in full swing and we have a full complement of 26 seasonal staff working. The increased seasonal staff number have put some extra pressure on our Regional Managers, particularly in Lethbridge where 16 seasonals were hired, our Managers have been up to the challenge.
- The process of determining the projects for 2017/18, and the initial conversations with AEP have been excellent. Appear to have smoothed out a lot of previous issues and I believe both sides are much more engaged in conversations around the various potential projects.
- Relationship/Partnerships – Conversations held with a number of NGOs (Cows and Fish, 4-H, CWF) this past quarter, all looking for opportunities to partner on more efforts going forward. We will continue to work with these groups and others to look for opportunities to increase our collective efficiencies and effectiveness.
- Events: **Kids Can Catch** – 16 events completed from June through August across Alberta. To date 2750+ kids and adults participated in Kids Can Catch Events in 2016/17. **Archery Days** – Three events held.
- Waterfowl Warmup – Fundraiser for Report a Poacher – August 18, 2016 10:00 AM – 4:00 PM at Beaverhill Sporting Clays. Tofield AB.
- Grants: Awarded – Service Canada, Summer Jobs Canada 2016-17, 9 seasonal positions; Awarded – ~\$59,000.00 - EC Habitat Securement for Migratory Birds in Conservation Region 6.
- Wolverine Project – paper has been accepted and is being published early in the Journal of Wildlife Management and will be available on-line.
- Looking into translation of the website into other dialects.

c. Finance & Audit Committee  
(Attachments D)

Robert Gruszecki, Treasurer, presented the Financial Overview and Financials to June 30, 2016. Points noted:

- Total revenue increased from the prior fiscal year by \$856,350. Levy revenues are \$826,642 higher that received in the prior year. Although poor weather in May and June temporarily decreased sales, hunting draws seem to have increased overall receipts as compared to the prior year. This will even out over time and levies are anticipated to be at budget.

- Partner Contributions are higher by \$129,793. The current economic downturn continued to have an impact on partner contributions compared to previous years as the majority of these funds came through the MULTISAR project.
- Miscellaneous revenue includes money from sales on raffles for the Pheasant Festival. Sales this year will not open until June.
- Donations include amounts from the UGB Raise and Release Program and amounts donated for events like Archery Days, Waterfowl Warmup and Kids Can Catch.
- Revenues are \$2,454,641 higher than the year to date budgeted amounts. Levy revenue is over budgeted levels by \$2,337,985. This includes a \$400,000 deferral of levy revenue for Golden Ranches commitment. Budgeted revenue is based on a formula using prior year receipts – this could also artificially inflate the variance as the budgeted amount could be low on a monthly basis. Levy is anticipated to meet budget for the year. Partner revenue is higher than budget by \$209,985, which is a timing difference only. There are funds that have been received and as such will not appear in this revenue code in the current year. These funds amount to \$722,999 and expected to be recorded later in the year as project work progresses.
- Operating expense (expenses that are controllable by management) were \$(151,654) lower than previous year levels. Although individual expense categories vary, the overall expenditure is consistent with anticipated expenditures.
- The organization is \$(1,091,733) under budgeted expenditures. The majority of this variance is explained within salaries, benefits and allowances, property taxes, advertising, construction and building services, rentals and leases, grants, 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 \$2,591,097 exists in comparison to the prior year surplus of \$1,583,093. 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 \$4,729,716 for the period.
- ACA reported an accounting or total organizational surplus of \$2,729,716, 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 from investments and asset disposals that are not in management control. The realized gain on investments was \$16,753; the unrealized gain on investments was \$192,979. Interest revenue was \$17,349, and the loss on the asset disposal (amount received for sold assets over the remaining book value of the asset) was \$2,970. Once these are removed the total organizational results, the true original surplus that is in direct control of management is \$2,573,749 compared to prior period operational surplus of \$1,561,890.
- The Endowment Fund balance is \$1,661,159 up from \$948,872 last year. Contributions to this fund were made by companies such as Total, Suncor and through creative sentencing funds. The annual transfer amount of 50% interest for 2015-2016 is included and will be used for land maintenance in 2016-17.
- Land purchases closing in this period were \$196,800 with Suncor funds; equipment comprises the remaining addition of \$155,454. The largest additions were in vehicles (additional quad and trucks

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purchased), trailers (purchase of new travel trailers) and equipment (purchase of new desktop computers and storage equipment for media).

- The fair market value of the investments is \$5,447,158 representing an increase (or gain) of 3.1% over the market value at June 30, 2015. Of the total 60.21% are held in equities with the remainder held in Cash and Fixed Income instruments which meet the Investment Policy set by the Board of Directors. This also meets the contingent minimum balance requirement from the board for wind up activities as well as the bank covenant for lending purposes.
- The Habitat Securement Fund had a balance at prior year end of \$194,183. Transfers were made to replenish the fund to \$394,183.
- Karvonen Films – Discussion in regard to rolling Karvonen Films into ACA to facilitate audit of the company with the regular audit of ACA.

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:

- Previewed the planned/upcoming campaign being proposed by the Communications Department and the President & CEO.

e. ACA Grants Program Committee

Adam Norris, Committee Chair updated the board on the discussions at the ACA Grants Program Committee meeting. Points noted:

- Committee reviewed the granting process and application forms resolving that the documents be accepted as presented and forwarded to the BOD for acceptance for this granting cycle.

MOTION # 31/16

Moved by: Adam Norris  
Seconded by: Mark Boyce

Move that the ACA Board of Directors accept the granting process as laid out in the documentation, as recommended by the ACA Grants Program Committee.

MOTION CARRIED

- *ACTION ITEM: Board members are directed to forward any potential adjudicators to be added to the list or any changes required to the President & CEO.*
- *ACTION ITEM: ACA Grants Program Committee will require the appointment of a new chairman at the December 2016 meetings.*

f. Operations Standards Review Committee

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

- Matt Scafford is working on his paper – target completion date – December 2016.
- Wildlife Management paper just came out for SWAB.
- Elk responses to roads (winter) SWAB – paper released last week in the Journal of Applied Ecology
- Moose APP – waiting for word from Matt Besko. Year 4 data has not been analyzed yet. Mark B. is willing/happy to help someone analyze the data and walk through the process

f. Recruitment Committee

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

- Membership Criteria Policy, Document Number BOD002-Rev2/20160817 was presented for review/approval.

**MOTION # 32/16**

Moved by: Ken Ambrock  
Seconded by: Adam Norris

Move that the ACA Board of Director's approve the Membership Criteria Policy, Document Number BOD002-Rev2/20160817, as presented

**MOTION CARRIED**

- Recruitment Committee will begin working on the recruitment process for the NW PAL position which will become vacant as of December 31, 2016.
- Newspaper and Website Ads and process documentation were presented for approval by the BOD.

**MOTION # 33/16**

Moved by: Robert Gruszecki  
Seconded by: Randy Collins

Move that the ACA Board of Director's approve Regional PAL Director Roles, Selection Process, and PAL Terms with changes.

**MOTION CARRIED**

- Measurement of Performance/Accountability Policy was presented to the BOD for review and approval.

**MOTION # 34/16**

Moved by: Robert Gruszecki  
Seconded by: Chris Fowler

Move that the ACA Board of Director's approve the Measurement of Performance/Accountability Policy as presented.

**MOTION CARRIED**

*ACTION ITEM: Annually at the August meetings BOD Members will review and complete the policy and forward to Deb Dueck for filing.*

**g. Governance Committee Report**

No Committee meeting held.

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 being finalized to be presented at the next BOD meeting for approval
- *ACTION ITEM –Brian Joubert finalize Conflict of Interest Policy and forward to Deb Dueck for inclusion in the committee package and BOD package – December meetings*

**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 June – August 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 June 2016 – August 2016.

I. **Business Representative Report**  
(Attachment J)

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

m. **AEP Representative Report**  
(Handout / Verbal)

No report – AEP Representative not in attendance

7. **Presentations:**

- a. 11:00 AM – 12:00 PM – ACA Finance and Human Resource Managers - Kelly Hudson and Natalia McPhee provided a presentation on "Risk & Liabilities of ACA).
- b. 12:30 PM – 1:00 PM - Howie Hershaw presented on "Waterfowl Hunter Recruitment and Retention.

8. **Old Business**

a. **Golden Ranches Home ¼'s**

President and CEO will forward mortgage details to the BOD, once received.

b. **Wolverine Project**

Moving forward with developing a plan for the next year at Birch Mountains. Paper on the wolverine project has been submitted and accepted for publication.

c. **Lethbridge Office - Update**

Recommendation to delay any plans to build an office until the economy improves.

d. **DAO Consultant Review**

Nothing received to date.

9. **Reports**

- a. 2015-2016 Annual Report - Presented to the BOD for final review and approval.



MOTION # 35/16

Moved by: Brian Bildson  
Seconded by: Bill Abercrombie

Move that the ACA Board of Director's approve the 2015-2016 Annual Report with noted typographical error.

MOTION CARRIED

10. New Business

- a. Electronic Motion: #26/16/EV – Ratification – KRP Proposal for Audit Services  
(Attachment J)

MOTION # 36/16

Moved by: Randy Collins  
Seconded by: Adam Norris

Move that the ACA Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: #126/16EV stating: "Move that the ACA Board of Directors accept the proposal from Kingston Ross Pasnak, dated July 15, 2016 to provide Audit Services for 2016-17, 2017-18 and 2018-19."

MOTION CARRIED

11. In Camera - If Required

No In-Camera session required

10. Date and Location of Next Meeting  
2016 Meeting Calendar (Attachment K)

The next scheduled BOD Meeting – December 14 - 15, 2016 – Edmonton, AB

- December 14, 2016 (Wednesday) – Committee Meetings
- December 15, 2016 (Thursday) – Regular BOD Meeting

11. ADJOURNMENT

MOTION # 37/16

Moved by: Adam Norris  
Seconded by: Fred Calverley

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 1:40 PM.

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(Chairman)



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(Secretary)

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