

# Alberta Conservation Association

## Minutes of the August 15, 2018 Board of Directors Meeting



Four Points by Sheraton  
7230 Argyll Road, Edmonton, AB  
9:00 AM – 4:00 PM

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PRESENT Bill Abercrombie (Chairman) – Alberta Trappers Association  
Robert Gruszecki (Vice Chairman) – Alberta Hunter Education Instructors Association  
Greg Shyba (Secretary) – Public At Large, CE Region  
Sandra Mellon (Treasurer) – Public At Large, NW Region  
Ken Ambrock (Director) – Public At Large, Northern Alberta Board Liaison  
Brian Bildson (Director) - Public At Large, Business Representative  
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  
Michael Perkins (Director) – Pheasants Forever Alberta Council  
Travis Ripley (Director) – Alberta Environment and Parks  
Jeana Schuurman – Alberta Professional Outfitters Society  
Richard Stamp – Public At Large, SO Region

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

REGRETS Matt Mellon – Wild Sheep Foundation Alberta  
Chuck Priestley (Director) – Public At Large – NE Region  
Vacant - Treaty 8

### 1. CALL TO ORDER

Chairman Bill Abercrombie called the meeting to order August 14, 2018 at 9:06 AM.

### 2. WELCOME AND INTRODUCTIONS

Chairman Bill Abercrombie welcomed everyone to the meeting, round table introductions were made.

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

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- Additions: 10 a. Seniors Hunting License discussion.  
b. Book review.

**MOTION # 32/18**

Moved by: Randy Collins  
Seconded by: Sandra Mellon

Move that the June 8, 2018 agenda be accepted with additions.

**MOTION CARRIED**

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

**4. ACCEPTANCE OF THE MINUTES**

- a. June 8, 2018 Board of Directors' Meeting – Electronic Motion: 31/18EV  
(Attachment A – Minutes of the June 8, 2018 BOD Meeting)

**MOTION # 33/18**

Moved by: Brian Bildson  
Seconded by: Brian Joubert

Move that the ACA Board of Directors' agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 31/18EV stating: "Move that the Minutes of the June 8, 2018 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

Bill Abercrombie, Chairman, provided a report to BOD:

- Welcome and introduction of newly appointed SO PAL Representative, Rick Stamp and newly appointed APOS Representative Jeana Schuurman.
- Update provided on the ACA AGM which was conducted on Tuesday, August 14, 2018 – good meeting, good information provided.

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- Golden Ranches project is progressing.
- Minister's announcement regarding seniors license discussed.
- Phillip Curry Museum project – moving forward.

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

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

- The summer has been relatively quiet, from an operational perspective. Field work is progressing well. We have fortunate this year not to be closed down by either high water events or fires, however, the hot dry conditions in the south are starting to become a concern.
- Relationships/Partnerships: We have added a couple of new peregrine cameras as part of new partnerships with Covenant Health and Nutrien. In addition we have numerous potential partners that we are currently talking with.
- Sponsorship / CPIC: We recruit new sponsor/partner dollars for ACA projects with a focus on multi-year commitments as Corporate Partners in Conservation. We have the following new and ongoing partnerships: New – Covenant Health (peregrine camera); Nutrien Redwater (peregrine camera); Backroad Mapbooks (KCC, WW, TPE, HYO). Ongoing: Honda Canada; Fortis; McMillan LLP; Shell; MD of Greenview; Saddle Hills County; ConocoPhillips; Cenovous; NuVista; Open Door Technology.
- Grants: Business Development applies for and supports project leads in applying for grants. Summary of grants submitted in the 2017-18 fiscal year, as per the President & CEO Report. Please note: the summary does not include grants that were submitted in past fiscal years that are still active in the 2017-18 fiscal year.

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

Sandra Mellon, Treasurer, presented the Levy Revenue Analysis Year to Date report. Points noted:

Total revenue decreased from the prior fiscal year by \$ (293,983)

- Levy revenues are \$ (309,107) lower than received in the prior year. This demonstrates the impact of weather as spring-like conditions arrived later this year.
- Miscellaneous revenue includes advertising fees for the Conservation Guide and magazine.
- Donations include amounts donated for Kids Can Catch which increased this year.

Revenue are \$ (159,970) lower than annual budgeted amounts.

- Levy revenue surpassed the budgeted levels by \$66,502. This indicates stable license sales for the first two months of the year despite inclement weather in April.
- Partner revenue is lower than the year-to-date budget by \$ (227,330). The revenue received mainly came from partners in conservation site maintenance carried forward from prior year and the MULTISAR group of projects. The offset for Predator Compensation from the Federal Government is contained in this budget and will show a variance if predator claims decrease from previous levels.

- Grants and funds are under budget by \$ (120,561). These were funds primarily budgeted as offsets to our CCE Grants and Biodiversity Challenge Grant.
- Operating expenses (expenses that are controllable by management) were \$394,505 higher than previous year levels. Although individual expense categories vary, the overall expenditure is consistent with anticipated expenditures with the exceptions noted in the Financial Overview report.
- The organization is \$(1,311,391) under budgeted year to date expenditures. Explanations of the major item variances as noted in the Financial Overview report.
- An operating surplus (excess of revenue over expenditures for management-controlled items including actual interest revenue which is outside of management control) of \$1,759,617 exists, which is comparable to the results of the prior year where a surplus of \$2,448,106 was recorded. It is much too early in the year to predict year end results – the first formal forecast will be completed in the fall.
- 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 result ends in an accounting surplus of \$1,941,607 for the period completed to \$2,507,791 in the prior year. This surplus demonstrates the discrepancy between revenue inflows and expense outflows in that levy revenue inflows create artificial surplus results until the end of the fiscal year.
- ACA reported an accounting or total organizational surplus of \$1,941,607, an amount that included 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 \$23,650; the unrealized gain on investments was \$140,065. Interest revenue was \$22,149, and the gain on asset disposal (amount received for sold assets over the remaining book value of the asset) was \$18,255, which occurred from sales of surplus assets through an online auction.
- Cash flows from operating activities resulted in a cash decrease of \$(1,050,457) for the period. Inflows were used to purchase capital assets, the largest being our land assets. The resulting decrease of cash results in a net balance in cash of \$(274,952) when added to opening cash balance. This balance consists of the Operating account overdraft of \$(1,262,284) as well as cash in designated accounts not available for operating expenses, such as the Restricted account and Land Trust fund.
- Current assets have increased by 2.3% from recorded levels at June 30, 2017. The operating line was accessed to mitigate the exchange rate impact within the US Dollar amount for fall pheasant purchases. Accounts Receivable is comprised of receivables from partners and contributors, with the majority being the accrual for levy revenue that spanned month end. These amounts are expected to be collected in the next 30 days.
- The Endowment Fund balance is \$1,900,179 up from \$1,850,399 last year. There were not contributions to this fund apart from interest in the first two months of 2018-19. Half the increase in the fund on a yearly basis due to interest and gains (not including increase because of additional principle investment) is directed towards enhancement and/or management of ACA lands, and half is retained to grow the fund on an annual basis (to allow for monies to be removed from the fund the interest and gains retained must a minimum match the rate of inflation from the previous year). The interest and gains removed from the fund will first be directed to cover taxes and other fees. Any

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excess generated may then be directed to other enhancement or management initiatives related to ACA lands. This transfer happens in February based on December fund balance.

- Land purchases and donations in this period were \$1,773,250 from Porter and Chinook property purchases. Equipment comprises the remaining asset additions. The largest equipment changes were in vehicles and trailers, with adjustments stemming from the 2017-18 audit, and purchases of computer equipment.
- The total fair market value of the investments is \$6,272,620 representing an increase (or gain) of 4.5% over the fair market value at June 30, 2017. Of the total 58% are held in equities with the remainder held in Cash and Fixed Income instruments which meets the Investment Policy set by the Board of Directors. This also meets the contingent minimum balance requirement for board wind up activities as well as the bank covenant for lending purposes
- The Habitat Securement Fund had a balance at prior year end of \$276, 811. Transfers were made to replenish the fund to \$476,811. This full amount was used to fund the Chinook Property purchase in June. There is also one \$200,000 balloon payment on the Golden Ranch funding that is recorded in Restricted Net Assets that will be increased by an additional \$400,000 during the year depending on forecast year end results.

**MOTION # 34/18**

**Moved by: Mark Boyce  
Seconded by: Lee Foote**

Move that the ACA Board of Directors' direct the Finance and Audit Committee review the policy that relates to the investment funds, strategies and a contingency fund in the event of loss of levy dollars, for the December 2018 meeting.

**MOTION CARRIED**

**d. Communications Committee**

Randy Collins, Committee Chair advised that the Communications Manager, Don Myhre attended the committee meeting and provided updates. Key points noted below:

- Signage and promotion of events – Kids Can Catch
- Discovery Guides – fishing theme plus addition of sites to the guide.
- Museum project signage.
- Theme for back page of the Hunting Regulations.
- Harvest Your Own recipes.
- Profile BOD Members – either in HYO or facebook, so people get a sense of who the board members are and what their involvement and they bring to the table, could be more engagement with the public. Feature board members on key items.

***ACTION ITEM: Todd Zimmerling will discuss with Communications.***

Board members can reference/review the Communications Update included in the President & CEO's report.

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e. ACA Grants Program Committee

Lee Foote, Committee Chair advised that no committee meeting was conducted, nothing to report.

f. Operations Standards Review Committee

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

- Student project – Elk Harvest strategies in SW AB.
- Major issues with data on WHMIS, data is lost or entered incorrectly.
- Discussion on the relationship between ACA/AEP and the Moose App.

g. Recruitment Committee

*(Attachment H)*

Ratification of Electronic Motion #03/18EV – Appoint of NE PAL Representative – Chuck Priestley

**MOTION # 35/18**

**Moved by: Randy Collins  
Seconded by: Brian Bildson**

Move that the Board of Directors agree that this is a accurate reflection of the votes placed and therefore ratify Electronic Motion: 19/18 EV stating:

**“Move that the ACA Board of Directors’ ratify and approve the unanimous recommendation from the Recruitment Committee to accept Mr. Richard Stamp into the vacant SO PAL Director role.**

**MOTION CARRIED**

h. Governance Committee Report

*(Attachment F)*

Brian Joubert, Committee Chair provided an update from the Governance Committee:

**PAL Recruitment TOR was presented for review and approval by the Board of Directors.**

**MOTION # 36/18**

**Moved by: Brian Joubert  
Seconded by: Grey Shyba**

Move that the Board of Directors approve the “PAL Recruitment TOR” as presented.

**MOTION CARRIED**



i. **PAL Member Committee**

*(Attachment G & H)*

PAL Member Committee presented documents for approval:

- Public At Large Work Plan – Policy & Procedure/BOD013-Rev0/20170815.
- Public At Large Self Evaluation – BOD013F-Rev0/20161214.

**MOTION # 37/18**

Moved by: Lee Foote  
Seconded by: Greg Shyba

Move that the Board of Directors approve the:

Public At Large Work Plan – Policy & Procedure/BOD013-Rev0/20170815  
Public At Large Self Evaluation – BOD013F-Rev0/20161214

as presented.

**MOTION CARRIED**

j. **Organizational Risk Report**

*(Attachment I)*

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

k. **Northern Board Liaison Report – Verbal Report**

Ken Ambrock provided an update to the Board of Directors on the activities of the Northern Board Liaison from June 2018 – August 2018. Points noted:

- Bear populations appear to be increasing.
- Russian Wild Boar – is there any work being done on this? Agriculture has a file in progress.
- Seniors hunting license announcement by AEP Minister.

l. **Director Emeritus Report**

*(Attachment J)*

Tom Bateman, Director Emeritus submitted a report on his activities from June 2018 – August 2018.

m. **Business Representative Report - Handout**

*(Agenda Item "6m")*

Brian Bildson provided an update on the activities of the Business Representative from June 2018 – August 2018.

n. **AEP Representative Report**

Travis Ripley, AEP Representative provided an update, points noted:

General

- Fire at GWL building may impact certain services (temporary)
- Harvesting by Metis people has been finalized in a revised policy. Expect further announcements and information in the future to be shared with stakeholders
- Black Bear Rehabilitation policy is approved in Alberta – ongoing discussions with the rehabilitation facility owners continue to evaluate other species and processes

Wildlife

- Seniors hunting discount put in place for fall 2018 hunting season
- ESCC – committee reconvened and reviewed GB and Bison

Fish

- Science advisory committee is established and underway

Licencing

- 2018 Undersubscribed Special Hunting Licenses will went on-sale August 8 at 9:00 am
- Over 3,000 Undersubscribed Special licence opportunities were available for sale at 9:00am August 8<sup>th</sup>. This year, hunters were committed to purchasing licences
- Almost 1,000 licences were sold during the opening hour.

7. **Presentation 11:30 AM – Todd Zimmerling**

- a. President & CEO, Todd Zimmerling delivered a presentation on the Pheasant Release Program.

8. **Old Business**

a. **Golden Ranches - Update**

Robert Gruszecki / Todd Zimmerling advised that the project is moving forward.

b. **DAO Review - Update**

No meetings held as of today's date.

c. **Dinosaur Museum - Update**

Updated in Business Representative Report – Agenda Item 6m - Handout.



Project is moving forward, opening is scheduled for December 1, 2018.

9. Reports

- a. 2017-2018 Annual Report  
(Uploaded to BOD Website)

MOTION # 38/18

Moved by: Randy Collins  
Seconded by: Greg Shyba

Move that the Board of Directors approve the 2017-2018 Annual Report with suggested edits and revisions.

MOTION CARRIED

10. New Business

- a. Book Review

"North American Wildlife Policy & Law" – USA and Canadian content, book is available from Boon & Crocket online.

11. In-Camera Session

MOTION # 39/18

Moved by: Sandra Mellon  
Seconded by: Richard Stamp

Move that the Board of Directors move to an In-Camera session @ 2:35 PM.

MOTION CARRIED

MOTION # 40/18

Moved by: Brian Bildson  
Seconded by: Jeana Schuurman

Move that the Board of Directors revert back to the regular board meeting @ 3:00 PM.

MOTION CARRIED

12. Date and Location of Next Meeting  
2018 Meeting Calendar (*Attachment O*)

The next scheduled BOD Meeting – December 12-13, 2018 – Edmonton, AB

- December 12, 2018 (Wednesday) – To be scheduled. Committee Meetings
- December 13, 2018 (Thursday) – 9:00AM – 4:00 PM Regular BOD Meeting

13. ADJOURNMENT

MOTION # 41/18

Moved by: Fred Calverley  
Seconded by: Sandra Mellon

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 3.01 PM.



(Chairman)



(Secretary)