

# Alberta Conservation Association

## Minutes of the December 12, 2019 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  
Robert Grandjambe (Director) – Indigenous BOD Liaison  
Brian Joubert (Director) – Nature Alberta  
Matt Mellon – Wild Sheep Foundation Alberta  
Chuck Priestley (Director) – Public At Large – NE Region  
Travis Ripley (Director) – Alberta Environment and Parks  
Brent Watson (Director) – Alberta Bowhunters Association

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

REGRETS:

Perry McCormick (Director) – Pheasants Forever Alberta Council  
Richard Stamp (Director) – Public At Large, SO Region  
Jeana Schuurman (Director) – Alberta Professional Outfitters Society  
Vacant - Treaty 8

### 1. CALL TO ORDER

Chairman Bill Abercrombie called the meeting to order December 12, 2019 @ 9:01 AM  
Chairman Bill Abercrombie welcomed the new board members and current board members to the meeting, round table introductions were made.

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2. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

No additions.

MOTION # 45/19

Moved by: Fred Calverley  
Seconded by: Sandra Mellon

Move that the December 12, 2019 agenda be accepted as presented.

MOTION CARRIED

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

3. Delegation: 9:00 AM Perry Abramenko – Wild Boar Presentation

4. ACCEPTANCE OF THE MINUTES

- a. June 14, 2019 Board of Directors' Meeting – Electronic Motion: 42/19EV  
(Attachment A – Minutes of the August 14, 2019 BOD Meeting)

MOTION # 46/19

Moved by: Brian Bildson  
Seconded by: Sandra Mellon

Move that the ACA Board of Directors' agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 42/19EV stating: "Move that the Minutes of the August 14, 2019 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:

- Activities since the August meeting have been mostly work related (coyote issues).
- New board member orientation breakfast meeting yesterday with Robert Grandjambe and Brent Watson, impressed with the role they both see themselves in.
- Recognition dinner last night to honor the 2 Board Members that are resigning from the ACA BOD. The BOD owes a debt to both members that have dedicated 18 years to the board.

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

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

- It has been a busy fall. Meetings with AEP have been very productive as we worked towards developing our draft AOP. Overall, I believe our relationship has improved significantly compared to the previous 4 years. In November, ACA hired an additional 20 staff (paid for by AEP) to cover off CWD head collection and lab work. I have also had some very good discussions with AEP regarding offsets and the role ACA can play. The Taber Pheasant Festival was a great success once again this year, with over 800 hunters attending. We are starting the planning now for the 10<sup>th</sup> anniversary event in 2020.
- Human Resources: Lori-Jeanne Edwards has been hired as the new CFIO effective December 9/19. Laura Volkman has been hired on contract to organize ACA's events. Negotiated a decrease in benefit premiums for the year.
- Relationships/Partnerships: Meetings with AEP staff continue to be positive as we work towards the draft AOP. Have also had very good discussions with a number of municipalities regarding partnerships on stocked and aerated ponds as well as a number of other projects.
- Sponsorship / CPIC: We recruit new sponsor/partner dollars for ACA projects with a focus on multi-year commitments as Corporate Partners in Conservation.
- Corporate Involvement in Events: Worked to maintain and increase financial, in-kind and corporate volunteer contributions at ACA-led and affiliated events.
- Grants: Business Development applies for and supports project leads in applying for grants. Summary of the grants submitted in the fiscal year, as per the President & CEO Report.

c. **Finance & Audit Committee**

Financial Overview to November 30, 2019 - (Attachment D)

Sandra Mellon, Treasurer, presented the Financial Overview to November 30, 2019. Points noted:

- Total revenue decreased from the prior fiscal year by \$ (210,877).
- Levy revenues are \$ (232,256) lower than received in the prior year. This demonstrates the impact of a continued decline in fishing license sales (approximately 8,500 fewer licenses sold than in the previous year).
- Partner contributions are \$ 65,628 higher than received in the prior year.

- Miscellaneous revenue includes advertising fees for the Conservation Guide, magazine, event sponsorship and raffles.
- Donations in the prior year were higher due to the Upland Game Bird Raise and Release donation request campaign that was not repeated this year.

Revenue are \$ (656,036) lower than year to date budgeted amounts.

- Levy revenue fell short of the budgeted levels by \$(385,645). Inclement spring and summer weather is one impact which decreased fishing license sales to create this shortfall.
- Partner revenue is lower than the year-to-date budget by \$(308,945). The offset for Predator Compensation from the Federal Government is contained in this budget.
  - Grants and funds are under budget by \$ (220,025).

Operating expenses (expenses that are controllable by management) were \$ (633,575) below previous year levels. ACA management is practicing restraint in spending from the start of the fiscal year until enough information on anticipated levy inflows can be determined. This delay in work where it made sense will create timing variances that may recover as the year goes on. Although individual expense categories vary, the overall expenditure is consistent with anticipated expenditures with the following exceptions as noted in the Financial Overview

- The organization is \$(2,523,119) 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 \$4,329,026 exists compared to the results of the prior year where a surplus of \$3,906,878 was recorded. This demonstrates that activities are on par with the prior year and that management is carefully monitoring costs to manage potential results from the decrease in levy receipts.

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 \$4,599,834 for the period compared to \$3,995,745 in the prior year. Based on projections at the end of quarter 2, ACA is anticipating a neutral to slight deficit position at year-end.

ACA reported an accounting or total organizational surplus of \$4,599,834, 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 \$163,414; the unrealized gain on investments was \$56,558. Interest revenue was \$60,750, and the loss on asset disposal (amount received for sold assets over the remaining book value of the asset) was \$(10,599). This loss related to disposal of a 2008 Toyota Tundra and a 2011 Toyota Tundra. Exchange rate gains incurred were \$146.

Once these are removed from the total organizational results, the true operational surplus that is in direct control of management is \$4,329,026 compared to a prior period operational surplus of \$3,906,878.

#### Cash Flow Statement

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- Cash flows from operating activities resulted in a cash increase of \$2,826,416 for the period. Inflows were used to maintain operating expenditure with amounts that are not restricted.

#### Statement of Financial Position

As an overview of the financial position as at November 30, 2019, ACA reports:

- Current assets have increased by 20.3% from recorded levels at November 30, 2018. Accounts Receivable is comprised of receivables from partners and contributors, with the majority being the accrual for levy revenue that spanned month end and for Predator Compensation reimbursement. These amounts are expected to be collected in the next 30 days.
- The Endowment Fund balance is \$2,805,726 up 40.1% from last year. Contributions to the fund this year were for the ALT Grant and Suncor money designated from land purchases. 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 at a minimum match the rate of inflation for the previous year).
- Equipment purchases this period were \$30,206. Management is delaying asset purchases until later in the year to determine funding levels with levy receipts.
- The total fair market value of the investments is \$3,241,723 representing a decrease of 47.4% over the fair market value at November 30, 2018. Just over three million was withdrawn from the fund in order to retire debt on the Sherwood Park building and the Golden Ranches purchases. Of the total 57.46% 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.
- The Habitat Securement Fund had a balance at prior year end of \$43,347. Transfers were made to replenish the fund to \$243,347.

#### d. Communications Committee

Randy Collins, Committee Chair provided an update from the committee meeting, points noted:

- Communications Department update was provided for information in the President and CEO Report and reviewed by the committee.
- Discussion on contract workers to the Communications Department and their roles in getting out the ACA message.
- BOD members could supply photos, Communications Department will receive, review and see if the photos are useable quality.
- Discussion on the Discover Guide print and distribution.

#### e. ACA Grants Program Committee

Randy Collins, Committee Chair provided updates from the committee meeting, points noted:

- Research Grants list of applicants was reviewed and discussed
- Biodiversity / Research Grants adjudication is February 8 – 9, 2020 – Lee Foote is Chair.
- CCEG Grants adjudication is February 27, 2020 at the ACA office. Chuck Priestley is appointed as the ACA PAL Representative on the adjudication committee.
- Discussion : That Board of Directors' agree with the recommendation to move all funds and management of ACA Grants in Biodiversity from the University of Alberta to the ACA Corporate offices in Sherwood Park, pending clarification by Lee Foote on how the funds for the program are forward to the professor/recipient.

***ACTION ITEM: Once clarification is provided by Lee Foote, Administration will conduct an electronic motion to move forward.***

f. Operations Standards Review Committee

Mark Boyce, Committee Chair provided update, points noted:

- No committee meeting scheduled
- Attended the Sheep focus meeting – good meeting, no big changes on the horizon. Agenda to do a better job of stakeholder engagements.
- Endangered species committee meeting.

g. Recruitment Committee

Robert Gruszecki provided an update from the meeting was held, points noted:

- 2 vacancies on the BOD as of today's meetings as resignations were received from the Academic PAL Representative and the Business Pal Representative. Propose a passive approach to filling these vacancies, define objectives, job descriptions and requirements for both roles. The committee feels that ACA should step back and assess what the needs are.
- Should an opportunity present itself with an ideal candidate, then a recommendation could come forward sooner.

**MOTION # 47/19**

Moved by: Robert Gruszecki  
Seconded by: Randy Collins

Move that the ACA Board of Directors' accept the recommendation of the Recruitment Committee to review the Academic and Business Representative job descriptions, TORs and assess the needs of the board all as a component of the replacement search. Further propose that the replacement of these vacancies be a discussion topic at the BOD Strategic Planning meeting in June of 2020.

**MOTION CARRIED**

h. Governance Committee Report

Brian Joubert, Committee Chair advised that no Governance Committee was held.

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i. PAL Member Committee

Committee Chair Sandra Mellon provided updates from the meeting, points noted.

- Sandra Mellon has been appointed Chair of the PAL Member Committee.
- PAL Members will be submitting quarterly reports of their activities for inclusion in the BOD agenda Package. Greg Shyba will create a template for the referenced submissions. Administration will send reminders to PAL Members to submit their individual reports.

*ACTION ITEM: PAL Member Committee is directed to undertake the establishment of the TOR for the committee.*

*ACTION ITEM: Greg Shyba directed to create a template for the quarterly reports to be submitted by each of the PAL Members.*

j. Organizational Risk Report  
(Attachment E)

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

k. Northern Board Liaison Report – Verbal Report

NO Board Liaison provided an update on his activities, points noted.

- Crop land swath in the area is snow covered.
- Wild boar siting.
- Many black bear and cougars in the area.
- Deer hunting for 3 days, saw no deer, very few tracks in the fresh snow – not sure what happened to the deer in this area.
- Receiving ongoing feedback on the restrictive fishing regulations in Alberta.

l. Director Emeritus Report  
(Attachment F)

Tom Bateman, Director Emeritus submitted a report on his activities from August 2019 – December 2019.

m. Business Representative Report  
(Handout)

Brian Bildson provided an update on the activities of the Business Representative from August - December 2019.

n. AEP Representative Report

General:

- Re-organization update – Divisional structure
- Relevancy Roadmap – Association of Fish and Wildlife Agencies

Fisheries:

- 2019-2023 Fish Plan – planning upcoming engagement session (listening session) to gather input
- Focusing on regulation simplification
- Upcoming items for discussion on fish regulation changes (not related to sportfishing)

Wildlife:

- 2020 Wildlife regulation changes (non-hunting)
- Wildlife Conservation and Management Strategy
- CWD program ongoing
  - # tested - 2148
  - CWD positive – 146
  - Pending – 154

Species at Risk:

- Pan-Canadian approach to multiple species at risk
- ESCC meeting in January
- Native trout update

7. Delegations:

11:30 AM Introduction - CFIO Lori-Jeanne Edwards  
HR Presentation – Natalia McPhee, HR Manager

1:00 PM Currie Museum Presentation – Linden Roberts

8. Old Business

a. Golden Ranches - *Update*

Waiting on ruling from CRA regarding ECOgift portion of project.

9. Reports

a. Draft ACA Annual Operating Plan 2020-2021  
(Uploaded to BOD Website)

The Draft ACA Annual Operating Plan 2020-2021 presented for approval.



**MOTION # 48/19**

Moved by: Robert Grusecki  
Seconded by: Greg Shyba

Move that the ACA Board of Directors' approve the 2020-2021 Draft ACA Annual Operating Plan as presented.

**MOTION CARRIED**

**10. New Business**

- a. Electronic Motion: 43/19EV – Ratification (Transfer of Funds to Close – MacConnachie Expansion)  
(Attachment H)

**MOTION # 49/19**

Moved by: Greg Shyba  
Seconded by: Brian Joubert

Move that the ACA Board of Directors' agree that this is a accurate reflection of the votes placed and therefore ratify Electronic Motion: 43/19EV stating:

“Move that the ACA Board of Directors' approve the wire transfer to Dentons LLP (In Trust) in the amount of \$175,000.00 (One Hundred and Seventy Five Thousand Dollars) representing the Funds to Close for the MacConnachie Conservation Site Expansion (Hunka). NW 36-54-11-W4M (151 Acres). Closing Date: December 13, 2019.

**MOTION CARRIED**

- b. NW PAL Appointment

NW PAL Representative Renewal of Term

**MOTION # 50/19**

Moved by: Fred Calverley  
Seconded by: Brent Watson

Move that the ACA Board of Directors' appoint Sandra Mellon as the NW PAL Representative on the ACA Board of Directors' for another 3 year term.

**MOTION CARRIED**

c. Election of Officers and Committee Appointments  
(Attachment I)

For the position of Chairman

- Robert Gruszecki nominated Bill Abercrombie.
- Bill Abercrombie accepted the nomination.
- Seeing no other nominations, nominations cease, **Bill Abercrombie** is appointed by acclamation to the position of **Chairman**.

For the position of Vice-Chairman

- Bill Abercrombie nominated Robert Gruszecki.
- Robert Gruszecki accepted the nomination.
- Seeing no other nominations, nominations cease, **Robert Gruszecki** is appointed by acclamation to the position of **Vice-Chairman**.

For the position of Treasurer

- Bill Abercrombie nominated Sandra Mellon.
- Sandra Mellon accepted the nomination.
- Seeing no other nominations, nominations cease, **Sandra Mellon** is appointed by acclamation to the position of **Treasurer**.

For the position of Secretary

- Robert Gruszecki nominated Greg Shyba.
- Greg Shyba accepted the nomination.
- Randy Collins nominated Jeana Schuurman
- Jeana Schuurman accepted the nomination.
- Seeing no other nominations, nominations cease.
- Ballot Vote carried out
- **Greg Shyba** is appointed by ballot vote to the position of **Secretary**.

**MOTION # 51/19**

Moved by: Randy Collins  
Seconded by: Fred Calverley

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

**MOTION CARRIED**

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10. In-Camera Session

AEP Meetings Update - Meetings have been really good, going very well and moving forward.

MOTION # 52/19

Moved by: Fred Calverley  
Seconded by: Greg Shyba

Move that the ACA Board of Directors' move to "Closed Session" @ 4:13 PM.

MOTION CARRIED

MOTION # 53/19

Moved by: Fred Calverley  
Seconded by: Ken Ambrock

Move that the ACA Board of Directors' revert back to the regular board meeting @ 4.21 PM.

MOTION CARRIED

11. Date and Location of Next Meeting

2020 Meeting Calendar (*Attachment J*)

The next scheduled BOD Meeting – March 25 & 26 – Edmonton, AB

- March 25, 2020 (Wednesday) Committee Meetings
- March 26, 2020 (Thursday) 9:00 AM – 4:00 PM Regular BOD Meeting

12. ADJOURNMENT

MOTION # 54/19

Moved by: Sandra Mellon  
Seconded by: Brent Watson

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 4:30 PM.



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(Chairman)



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(Secretary)

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