

**Alberta Conservation Association
Board of Directors Meeting Minutes
August 15, 2024 9:00 AM - 4:00 PM
Four Points by Sheraton
1005 Provincial Ave, Sherwood Park, AB**



In Attendance:	Bill Abercrombie (Chairman)	Alberta Trappers Association
	Robert Gruszecki (Vice Chairman)	Alberta Hunter Education Instructors' Assoc.
	Sandra Mellon (Treasurer)	Business Representative
	Chuck Priestley (Secretary)	Public at Large Northeast Region
	Vince Aiello (Director)	Public at Large Central Region
	Lisa Holdaway (Director)	Public at Large South Region
	Fred Calverley (Director)	Trout Unlimited Canada
	Lu Carbyn (Director)	Nature Alberta
	Brent Watson (Director)	Alberta Bowhunters Association
	Gordon Burton (Director)	Alberta Professional Outfitters Society
	Randy Collins (Director)	Northern Board Liaison
	Rick Blakeley (Director)	Alberta Fish and Game Association Representative o/a Alberta Wildlife Federation
	Lisa Kawaguchi – Representing	Wild Sheep Foundation Alberta
	Colleen Cassady St. Clair (Director)	ACA Academic Representative
	Shane Schreiber (Director)	Minister’s Representative – Forestry and Parks
	Todd Zimmerling	President and CEO, ACA
	Lori-Jeanne Edwards	Chief Finance and Information Officer, ACA
	Marlene Montgomery	Recording Secretary, ACA
Regrets:	Sue Cotterill (Non-voting GoA Rep)	Minister’s Representative – Fish and Wildlife
	Ken Bailey (Director)	Pheasants Forever, Alberta Council
	Mark Boyce (Director)	ACA/UofA Chair in Fisheries and Wildlife
	Reg Prostebby (Director)	Wild Sheep Foundation Alberta
	Robin Barnes (Director)	Public at Large Northwest Region
	Beau Cleland (Director)	Alberta Backcountry Hunters and Anglers

1. Call to Order

Chairman Bill Abercrombie called the August 15, 2024 meeting to order at 9:02 AM.

2. Welcome and Introductions

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

3. Approval of the Agenda and Meeting Time Limit

Additions:

- Rebranding of Taber Pheasant Festival
- Discussion around the potential loss of levy revenue

MOTION # 32/24

Moved by: Fred Calverley
Seconded by: Randy Collins

Move that the Agenda and Meeting Time Limit be accepted as amended.

MOTION CARRIED

4. Acceptance of the Minutes/Electronic Voting

Electronic Motion # 09/24EV presented with email votes attached and circulated for signatures.

MOTION # 33/24

Moved by: Brent Watson
Seconded by: Chuck Priestley

Move that the ACA Board of Directors agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion # 09/24EV stating: **“Move that the ACA Board of Directors approve the meeting minutes from June 8, 2024 as presented.”**

MOTION CARRIED

5. Review of Action Items

(Attachment A)

Action Items were reviewed, and updates were provided.

6. Committee Reports

a. Chairman / Executive Committee

Chairman Bill Abercrombie reminded everyone that as a board member your obligations are to the Board and the organization. Collectively we support the organization and the organization, in turn, is mandated to then support, provide resources, and opportunity (directly and indirectly) back to the member groups (in particular) and the conservation community at large. Your participation, advice, experience, and resources are critical to ACA and the Board, but you must take back to your member groups that we are not just allies we are all part of a collective group.

The Executive Committee had a discussion regarding the new format for holding the committee meetings. The plan going forward will be to run two days of meetings starting at noon. If there is no need for a committee meeting, we won't have one. Committees should plan for a dinner and/or a session(s) to facilitate discussion(s) the evening of day one. Only voting will be brought up at the board level we will not duplicate what went on at the committee level at every board meeting.

b. President and CEO Report
(Attachment B)

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

- Attended;
 - the RDAR (Results Driven Agriculture Research) CWD Workshop
 - Minister's Advisory Committee meeting on Leased Land Access for Recreational Use
 - Suncor Golf Tournament
 - Minister's Mule Deer Committee Meeting – a wrap up report will be forthcoming.
 - JPC Meeting
 - ATA Rendezvous
 - KCC event with the Africa Centre at Wabamun
- Continuing to meet with TransAlta on a regular basis (Wabamun/Whitewood property).
- On June 17 gave a talk to a Search and Rescue Group – there may be a potential for a DAO.
- Things are going well in the field. Fortunate that we have not been impacted by the wildfires.
- There is a posting for a junior biologist, in lands, out of Peace River; another option would be to hire a Senior Biologist based out of Grande Prairie.
- Met with Keith Pridgen, who is currently chief of staff with Justice – we may be one step closer to being able to serve wild game at events.

c. Finance and Audit Committee

- i) Financial Overview to June 30, 2024 (Attachment C)
- ii) Unaudited Financial Statement to June 30, 2024 (Attachment D)

The Finance and Audit Committee met virtually on August 12, 2024. Highlights noted:

Revenue:

- **Total** revenue increased from the prior fiscal year by \$2,075,179.
- Levy revenues are \$602,905 higher than received in the prior year. Levies are up even though some of the number of licences sold are down, this is mainly due to the increase in the cost to purchase a licence.
- Fishing licences were down in June however, colder than normal temperature attributed to this, it has since picked up in July.
- Partner Contributions are \$1,490,762 higher than received in the prior year, mostly from the Living Labs which is a flow through that is designated for a specific project and not general revenue. A little over \$200,000 from the MSL raffle and auction which are grant funds, also a flow through item.

Expenses:

- Operating expenses (expenses that are controllable by management) are **\$1,096,097 higher** than *previous year* levels.
- \$755,000 under *budgeted* year to date – mainly due to salary and benefits, some staff positions budgeted for April have yet to be filled.
- An operating surplus of just over \$4.3 million compared to \$3.3 million in the prior year.

Operational and Organizational:

- Total organizational surplus of \$4.5 million.
- Taking into account the realized and unrealized gains on investments and investment income and interest income, the operational surplus that is in direct control of management is \$4.3 million.

Cash Flow:

- Cash flows from operating activities resulted in a cash increase of \$1,446,364.
- Net cash balance after asset purchases, debt repayment and other operating cash uses is \$4,809,916. Of this amount, \$994,480 is restricted and not available for operating expenditures.

Financial Position (Balance Sheet):

- Current Assets have increased by 1.4% over previous year.
- Endowment Fund balance is \$4,739,382 up 33.8% from last year.
- The Internally Restricted Fund is at \$685,515 compared to the previous year balance of \$1,165,285 held in the restricted bank account with TD Bank.
- No equipment purchases during this time.
- 51,600 total acres are held by ACA.
- The total fair market value of the investments is \$4,361,407.
- Asset balance at June 30, 2024 is \$49,884,966.00.
- The Habitat Securement Fund has a balance of \$318,887 as of June 30, 2024.

Sandra Mellon, Committee Chair, wanted to remind members that while it appears that there is a considerable sum of money in our bank account, that does not mean we have a large surplus. ACA receives the majority of levy funds early in the year and those funds are disbursed through to the end of the fiscal year.

iii) Annual Report 2023/2024 DRAFT (*Uploaded to BOD Website*)

MOTION # 34/24	Moved by: Chuck Priestley Seconded by: Rick Blakeley
Move that the ACA Board of Directors approve the recommendations of the Finance and Audit Committee to approve the Annual Report 2023/2024 as presented.	
MOTION CARRIED	

Regarding the donation of the Karvonen Film Collection ACA was waiting to get a public acknowledgement of the gift, however we will make our own public announcement to accelerate the gift so that it can finally be removed from our balance sheet. ACA is not just looking for a pat on our back, it's a good news story.

MOTION # 35/24

Moved by: Chuck Priestley
Seconded by: Rick Blakeley

Move that the ACA Board of Directors approve the recommendations of the Finance and Audit Committee to accelerate the Karvonen Film Collection donation.

MOTION CARRIED

d. Communications Committee

Did not meet.

e. Grants Program Committee

The Grants Program Committee met virtually on August 6, 2024.

Biodiversity Grants

- i) Biodiversity Guidelines 2025 (*Attachment E*)
- ii) Biodiversity Application Form Part A (*Attachment F*)
- iii) Biodiversity Application Form Part B (*Attachment G*)

MOTION # 36/24

Moved by: Chuck Priestley
Seconded by: Vince Aiello

Move that the ACA Board of Directors accept, as modified by the Grants Program Committee, the Biodiversity Guidelines 2025, Biodiversity Application Form Part A, and Biodiversity Application Form Part B.

MOTION CARRIED

ACA Research Grants

- iv) Guidelines 2025-26 (*Attachment H*)
- v) Research Application Form (*Attachment I*)

MOTION # 37/24

Moved by: Chuck Priestley
Seconded by: Lu Carbyn

Move that the ACA Board of Directors accept, as modified by the Grants Program Committee, the Research Grants Guidelines 2025-26, and Research Application Form.

MOTION CARRIED

ACA CCEG Grants

- vi) Guidelines 2025-26 (*Attachment J*)
- vii) CCEG Application Form SMALL (*Attachment K*)
- viii) CCEG Application Form LARGE (*Attachment L*)

MOTION # 38/24

Moved by: Chuck Priestley
Seconded by: Brent Watson

Move that the ACA Board of Directors accept, as modified by the Grants Program Committee, the CCEG Grants Guidelines 2025-26, CCEG Application Form SMALL, and the CCEG Application Form LARGE.

MOTION CARRIED

Minister's Special Licence Resident Draw Grants

- ix) Guidelines 2025-2026
(Attachment M)
- x) Minister's Special Licence Application Form
(Attachment N)

MOTION # 39/24

Moved by: Chuck Priestley
Seconded by: Sandra Mellon

Move that the ACA Board of Directors accept, as modified by the Grants Program Committee, the Minister's Special Licence Resident Draw Grants Guidelines 2025-2026 and the Minister's Special Licence Application Form.

MOTION CARRIED

Review Grants Program Terms of Reference

- xi) TOR005-Rev.5-20210818 – ACA Grants Program (Attachment O)

MOTION # 40/24

Moved by: Chuck Priestley
Seconded by: Randy Collins

Move that the ACA Board of Directors accept the recommendation by the Grants Program Committee to bring the changes to the Terms of Reference – TOR005-Rev.5-20210818 to the Governance Committee for final review.

MOTION CARRIED

f. Operation Standards Review Committee

Did not meet.

g. Recruitment Committee

The Recruitment Committee met virtually on August 8, 2024.

- i) TOR012-Rev.0-2014-12-11 Recruitment Committee (Attachment P) – no changes required
- ii) TOR014-Rev.0-2019-06-14 Indigenous Liaison (Attachment Q)

Chairman Vince Aiello explained the recommendations to the Board of Directors – with the major change being that all “terms” be in alignment; maximum of two-three-year terms, to align with all other “terms” for Public at Large members.

MOTION # 41/24

Moved by: Vince Aiello
Seconded by: Rick Blakeley

Move that the ACA Board of Directors agree that these *Terms of Reference* documents – TOR012-Rev.0-2014-12-11 Recruitment Committee and TOR014-Rev.0-2019-06-14 Indigenous Liaison with recommended changes made be brought before the Governance Committee for review.

MOTION CARRIED

h. Governance Committee

The Governance Committee met virtually on August 8, 2024.

i) TOR013-0-2011-03-25 Board Liaison (*Attachment R*)

MOTION # 42/24

Moved by: Vince Aiello
Seconded by: Brent Watson

Move that the ACA Board of Directors approve the changes recommended by the Governance Committee to TOR013-0-2011-25 Board Liaison.

MOTION CARRIED

i. Public At Large Member Committee

The PAL Committee met virtually on August 8, 2024. Committee Chairman Vince Aiello had this to say: At this time of the year, we have three reports to do; our quarterly reports, self-evaluations, and work plans. We shared a lot of the tactics and techniques that we use to reach out to our community and as you can see in our reports, we have a very active group of PAL members. There's not a lot of overlap in terms of outreach, the PAL's do an excellent job. Thanks for your hard work and reports.

j. Organizational Risk Report

No concerning health and safety issues; two incidents of ticks this year.

k. Northern Board Liaison Report

Northern Board Liaison report submitted by Randy Collins. Randy included the NFHC (National Fishing and Hunting Collaborative) as he thought it was a very good piece because of the five priorities that they had brought up. Randy also mentioned how much he enjoyed being a part of the Kids Can Catch Africa Centre event again this year.

I. Director Emeritus Report

Pat Long had nothing to report.

m. Minister's Representative Report

Shane Schreiber provided a verbal report. Highlights include:

- AGPAC and fisheries table – department wants to move forward with this in terms of public engagement and stakeholder engagement.
- Some changes to the wildlife act and regulation around problem wildlife, especially grizzly's.
- Continuing on with the education programs around human wildlife conflict and wildlife coexistence.
- Some community grants for bear smart and also provided a grant to the Waterton Biosphere Organization.
- Reinvigorated the Bow Valley Human Wildlife Coexistence Group.

Sue Cotterill provided a written report to the ACA Board of Directors – see attached summary.

7. New Business

i) Rebranding of Taber Pheasant Festival

- After discussing at length, it was decided to table this until the next Strategic Planning meeting in June 2025.

ii) Discussion around the potential loss of levy revenue

- Brent Watson shared some rumblings around the First Nation and Metis harvesting rights – that there have been decisions made behind closed doors in other provinces. He brought this up to ensure that ACA member groups are aware that there may be something on the horizon.

Brent Watson briefly mentioned the fact that ACA's privileges on certain social media platforms have been suspended due to contentious (too much mention of guns) content.

8. Closed Session

None required.

9. Dates and location of next meeting

December 11 and 12, 2024 at Four Points by Sheraton in Sherwood Park.

11. Adjournment

MOTION # 43/24

Moved by: Gordon Burton

Seconded by: Rick Blakeley

Move that the August 15, 2024 meeting of the ACA Board of Directors adjourn at 1:45 PM.

MOTION CARRIED



(Chairman)



(Secretary)