



Teleconference Minutes
January 9, 2008
1PM – 2:30PM EST

Present: Tom Beechey, Mark Richardson, Dave MacKinnon, Robert Helie, John Vandall, John Meikle, Jacques Perron, Bas Oosenbrug, Joyce Gould.

Regrets: Libby McCalden, Dan Paleczny, Siân French, Karen Beazley.

Agenda	
Review the Agenda	All
Administration	
December Minutes	All
Financial Update	John Vandall
Future Project Discussions	John Meikle
IUCN Membership	Jacques Perron
Project Updates	
Business Plan 2008-2011	All
Communications	Mark Richardson
2008 AGM Planning & Partnership Activities	All
Climate Change Paper	Tom
IUCN Canadian Guidebook	Robert Helie
Motions & Approvals	
CCEA to apply for IUCN Membership status	1 st Jacques, 2 nd David - Passed

Action Items			
1	<i>Updated Minutes and Circulate to Board for Approval</i>	<i>Secretariat</i>	<i>Jan 11</i>
2	<i>Outstanding AGM Payment Follow-up</i>	<i>Treasurer</i>	<i>Jan 31</i>
3	<i>Create a Project Discussion Piece</i>	<i>All</i>	<i>Jan 31</i>
4	<i>Review Jurisdiction NPA Comments</i>	<i>Project WG</i>	<i>Jan 31</i>
5	<i>Apply for IUCN Membership</i>	<i>Jacques/Robert</i>	<i>Jan 31</i>
6	<i>Circulate Word Doc of 2004-07 Business Plan</i>	<i>Secretariat</i>	<i>Jan 11</i>
7	<i>Newsletters</i>	<i>Secretariat</i>	<i>Jan 20</i>
8	<i>Communication Plan to Business Plan</i>	<i>Secretariat</i>	<i>Jan 31</i>
9	<i>Summarize Climate Change Paper</i>	<i>Tom</i>	<i>Jan 31</i>
10	<i>Provide Printing Quote to Secretariat re: IUCN</i>	<i>Tom/Secretariat</i>	<i>Jan 31</i>

Review the Agenda – All

- The CCEA board reviewed the agenda and added updates, which have been rolled into the administration and project sections.

Administration – December Minutes

- Due to the holiday season the full review and approval of the minutes will be postponed to email.

Action Item #1 – Update Minutes and circulate to board (Secretariat)

- The secretariat will update the minutes based on specific board member comments and circulate for approval during the month of January.

Administration – Financial Update (John Vandall)

- The bulk of AGM revenues have now been received with only 5 outstanding payments. The 2007 AGM was a terrific success generating between 6 and 7 thousand for the CCEA.
- The CCEA received the 2nd payment for the Canadian IUCN guidebook contract from GeoConnections.
- The Treasurer is still examining how much it would cost to audit our financial records if required by the IUCN council.

Action Item #2 – Outstanding AGM Payments (Treasurer/Secretariat)

- The secretariat will contact PCA and determine if any of the outstanding payments were supposed to have been waived.
- The Treasurer will follow up personally with any outstanding payments.

Administration – Future Project Discussions (John Meikle)

- During our November meeting the CCEA discussed forming a working group to examine future projects, but due to the holiday season this was not completed.
- John Meikle will work on a proposal for a project regarding IUCN categorization of the “soft” conservation areas, which are not formal protected areas.
- Another idea was to pick up on the NPA work in terms of guidance. First step would be a literature review. John M. encouraged all members of the board to forward project ideas to the board via email for further discussion in the coming months.

Action Item #3 – Create a Project Discussion Piece (All)

- All members of the board will forward their ideas for projects to the board for discussion. Upon complete the list will be forwarded to the

jurisdictions by the Future Projects Working Group (John M, Joyce, Bas) for additional feedback.

Action Item #4 – Review Jurisdiction Comments on NPA questionnaires (Future Projects Working Group)

- The working group will review jurisdiction comments on the original NPA questionnaires to highlight issues that could become potential follow-up topics.

Administration – IUCN Membership (Jacques Perron)

- Jacques inquired with the Montreal office of the IUCN and their financial director informed him that the CCEA would not be required to submit a formal audit of their financial records.
- A formal motion to join the IUCN was unanimously approved by the Board.

Action Item #5 – Apply for IUCN Membership (Jacques/Secretariat)

- Jacques will work with the CCEA Secretariat to formally apply for IUCN membership and submit an un-audited financial statement.

Project Updates – Business Plan 2008-2011 (All)

- Findings of the Future Projects Working Group revisions will be fed into the CCEA business plan regarding strategic direction/priorities for 2008-2011.
- The successes of the previous 3 years will be highlighted in the business plan.

Action Item #6 – Circulate text of business plan for Board Comments (Secretariat)

- The Secretariat will distribute a word document of the last business plan so board members can make direct comments on the text.
- The goal is to have updated business plan text by the end of March/April.

Project Updates – Communications (Mark Richardson)

- Work continues on advancing the communications package, unfortunately much of this work was stalled by the holiday season.

Action Item #7 – Newsletters (Secretariat)

- The Secretariat will follow-up with Sian French to determine the status of the previous newsletter and follow-up with Libby to determine the status of the current newsletter.

Action Item #8 – Communications Plan to Business Plan (Secretariat)

- The Secretariat will summarize the communications piece into a 3-paragraph update to be placed in the Strategic directions of the Business Plan update.
- The Communications Working group will meet to discuss this (Mark, Bas, Joyce)

Project Updates – 2008 AGM Planning/Partnerships (All)

- In the next several weeks the Partnership Working group will again be meeting with representatives from both SAMPAA and PCA.
- The Jurisdiction of Quebec has expressed great interest in hosting the 2008 AGM in Quebec City during September. Jacques is currently seeking a final response from his ADM.
- The CCEA discussed a few ideas in terms of event format and many participants liked the idea of a “Boreal Forest” theme with one day focus on the main topic and a second day with an open theme on presentations.
- It was noted that there would be an upcoming workshop on the integration of Protected Areas and Sustainable Forest Management and was being hosted by the Sustainable Forest Management’s State of Knowledge of PA and SFM. The CCEA Board agreed to follow-up with the organizers for possible involvement in a Boreal Forest themed AGM.

Project Updates – Climate Change Paper (Tom Beechey)

- The Phase 1 report will detail the survey responses.
- A possible Phase 2 report may be in the works to provide practitioners with a Climate Change adaptation strategy. The CCEA strongly supports this idea and encourages the project leaders to work with other conservation organizations.

Action Item #9 – Summary of Climate Change Papers to Board (Tom Beechey)

- Tom will circulate a summary of the Climate Change phase 1 and phase 2 reports to the board for discussion.

Project Updates – IUCN Canadian Guidebook (Robert Helie)

- Translation of the final Canadian IUCN Guidebook is being completed and the Secretariat should be ready to print copies by the end of January.
- The current plan is to print 300 English books, 100 French books. The Board is still discussing a price for the book to be sold to partners/libraries in order to help cost recover the print run.

Action Item #10 – Provide Printing Quote (Tom/Secretariat)

- Robert will provide all required information to Tom in order to facilitate an accurate printing quote.

Next meeting:

Feb. 6, 2007 Wednesday 1 – 2:30 EST