



**CCEA Teleconference**  
**February 8<sup>th</sup> 2006**  
**1pm to 3pm**

**Present:** Tony Turner, Tom Beechey, John Vandall, Robert Hélie, Mark Richardson, Bas Oosenbrug, Siân French, David MacKinnon, Libby McCalden

**Regrets:** John Meikle, Ed Wiken, Claire Gosson

<b>Agenda</b>	
Website Newsletter & Scanning Estimates	Libby McCalden
AGM Wrap-up & Review of AGM action items	Mark Richardson
Draft CPC Letter	All
April 2006 Newsletter Assignments	All
Business Plan reprint approval	Tony Turner
CCEA – CBI Letter of Agreement Review	All
Other Business – IUCN & NPA Status Report	Tony Turner
Other Business – Climate Change partnership with U. of Waterloo	Tom Beechey
Other Business – Fall AGM	All

<b>Action Items</b>			
#	Details	Responsibility	Deadline
1	<i>Renew “.ca” Domain Registry</i>	Libby	March 1
2	<i>Place High Quality CCEA logo on Website</i>	Libby	March 1
3	<i>Reorganize Website re: Workshop proceedings</i>	Libby	March 1
4	<i>Contact Lee W. regarding CCEA communications</i>	Robert	February 9
5	<i>Draft CARTS Items</i>	Tony	March 1
6	<i>Submit CARTS Action Plan to CPC</i>	Tony	May 1
7	<i>Send Tom Beechy, Marthas latest email</i>	Mark	February 10
8	<i>Draft CCEA 2006 Work Plan</i>	Tony	March 1
9	<i>Draft Letter for CCEA Jurisdictional support</i>	Tony	March 1
10	<i>Complete edits to CPC Letter</i>	Siân & Tony	February 10
11	<i>Distribute CPC Letter to Jurisdictions</i>	Mark	February 14
12	<i>Newsletter Assignments (14 articles)</i>	ALL	March 1
13	<i>Newsletter Draft Complete for approval</i>	Libby	April 5
14	<i>Business Plan Flow Chart Updates</i>	Mark	February 17
15	<i>Contact CBI and revise the agreement</i>	Tony, Siân, David	March 15
16	<i>Climate Change Questionnaire comments to Tom</i>	ALL	March 1
17	<i>Organize Fall AGM 2006 Committee</i>	Tony, David	March 1

## Motions & Approvals

Newsletter Design & Scanning Contract	1 <sup>st</sup> John V., 2 <sup>nd</sup> Robert, Approved
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## Minutes

### Website Newsletter & Scanning Contract – Libby McCalden

- The CCEA website address for “.ca” has expired. The board approves renewing the domain. Further the board will begin a transition from [www.ccea.org](http://www.ccea.org) to [www.ccea.ca](http://www.ccea.ca) as the main domain address for the website in order to align with similar environmental organizations in Canada.
- Libby has submitted a proposal to complete the CCEA newsletters and scan old documents and publications to the CCEA website, this proposal was approved by the board.

#### **Action Item 1** *Renew “.ca” Domain Registry - (Libby)*

- Contact the domain registry service to determine what needs to be done to renew access to the “.ca” domain. Libby is to work with John Vandall to renew the domain name with Tritel.

#### **Action Item 2** *High Quality CCEA logo on Website - (Libby)*

- Place a high quality CCEA logo on the CCEA website. Investigate and create optional formats of the new logo including a bilingual version.

#### **Action Item 3** *Reorganize Website re: Workshop proceedings - (Libby)*

- Reorganize the publication page to display a table of contents containing all conference proceedings over the last five years.

#### **Action Item 4** *Contact Lee Warren regarding CCEA communications - (Robert)*

- Contact Lee Warren regarding the CCEA logo, old publication scans and workshop proceedings scans that may be available for distribution on the CCEA website.

### AGM Wrap-Up & Review of AGM Action Items – Mark Richardson

- Review of AGM action items and assigning of priorities and deadlines.

#### **Action Item 5** *Draft CARTS Items - (Tony)*

- Complete a draft CARTS Manager TOR and begin a draft CARTS action plan for submission to the CPC in May 2006.

#### **Action Item 6** *Submit CARTS Action Plan to CPC by May 1/06 - (Tony)*

#### **Action Item 7** *Send Tom Beechey, Martha’s latest email - (Mark)*

- Complete for Feb 10/06.

**Action Item 8 Draft CCEA 2006 Work Plan - (Tony)**

- Complete a draft CCEA 2006 Work Plan for the next Teleconference.

**Action Item 9 Draft letter for CCEA Jurisdictional support - (Tony)**

- Complete a draft of a letter to the CCEA jurisdictions outlining our need for support and our planned activities.

**Draft CPC Letter – ALL**

- John Vandall wrote the first draft which has since been revised by Tony Turner. A revised draft was circulated amongst the board for discussion. The final letter will invite the CPC to attend our Fall AGM on Oct. 2/06 and mention the inclusion of a CARTS action plan to the CPC in May 2006.

**Action Item 10 Complete edits to CPC Letter - (Siân & Tony)**

- Siân will complete edits to the CPC letter based on the teleconference discussions. Tony will forward the final letter to the Secretariat for distribution.

**Action Item 11 Distribute CPC Letter to Jurisdictions - (Secretariat)**

- Distribute CPC Letter to the CPC and the CCEA Jurisdictions.

**April 2006 Newsletter Assignments – ALL**

- March 17<sup>th</sup>, 2006 is the final deadline for article submission to Libby.
- April 5<sup>th</sup>, 2006 is the final approval date for the 1<sup>st</sup> Newsletter created by Libby.

**Action Item 12 Newsletter Assignments (14 articles) by March 17/06 - (Various)**

- John Vandall – Saskatchewan PA's, CCEA Donations
- Tony Turner – Chairman's Report, CARTS Update
- Robert Hélie – National Atlas PA Frameworks
- David MacKinnon – Nova Scotia PA's
- Siân French – Newfoundland & Labrador PA's, Atlantic Stewardship Conference
- Tom Beechey – Climate Change work with U of Waterloo
- Bas Oosenbrug – Yukon Workshop report, Northern Protected Areas report release
- Marc Johnson – National Protected Areas Status Report
- CPC – Article
- PRFO – Conference Proceedings

**Action Item 13 Newsletter Draft Complete for approval - (Libby)**

- Complete the draft newsletter and submit for board approval. (Deadline April 5<sup>th</sup>, 2006)

### **Business Plan reprint and approval – Tony Turner**

- AGM revisions have been completed and any further revisions should be sent to Mark Richardson.
- The Organization chart needs to be revised and a second flow chart showing client linkages needs to be created for inclusion in the business plan.

#### **Action Item 14 Business Plan Flow Chart Updates – (Mark)**

- Updates to the core chart and a 2<sup>nd</sup> chart is to be created and distributed to the Board for comment.

### **CCEA – CBI Letter of Agreement Review – ALL**

- The Canadian Boreal Initiative (CBI) planned to contribute \$5k to the CCEA in a joint agreement. \$2.5k was given for CARTS work and an additional \$2.5k was to be given for making CARTS data available to the CBI. However, it wasn't the intention of this agreement to make data available without first securing data sharing agreements with the jurisdictions. The board will clarify this issue with the CBI.

#### **Action Item 15 Contact CBI and revise the agreement - (Tony, Siân, David)**

- Touch base with the CBI to discuss this issue further and work towards a revised agreement on CARTS data dissemination.

### **Other Business – IUCN & NPA Status Report – Tony Turner**

- For creating several maps in Marc Johnson's NPA status report, a decision on which IUCN lands should be shown as protected needs to be reached.
- The current discussion is to show either all IUCN lands as protected areas or to only display IUCN Ia to IV lands as protected areas. No clear consensus was reached by the board. The CCEA recommends Marc Johnson inquire with the Jurisdictions.

### **Other Business – Climate Change with U. of Waterloo – Tom Beechey**

- On behalf of the CCEA Tom has been working with the University of Waterloo on climate change issues relating to protected area management. The CCEA fully endorses this partnership and the board will provide comments to Tom regarding a questionnaire being developed with the University of Waterloo to be distributed to CCEA jurisdictions.

#### **Action Item 16 Climate Change Questionnaire comments to Tom - (All)**

- Review the University of Waterloo/CCEA climate change questionnaire and provide comments to Tom.

<b>Other Business – Fall AGM – ALL</b>
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- NFLD cannot host the fall AGM.
- NS will continue to discuss hosting the event in Halifax.
- The focus of the fall AGM will be on the IUCN Guidebook.
- Final date determined, **October 2<sup>nd</sup> 2006 for Fall AGM.**

**Action Item 17** *Organize Conference Committee - (Tony & David)*

- Tony and David will organize a committee to oversee the Fall AGM.

**End of minutes.**

**Next Teleconference:**

**Wednesday - March 1, 2006      1pm**