



**CCEA Teleconference**  
**February 7<sup>th</sup> 2007**  
**1pm to 2:30pm EST**

**Present:** Siân French, Joyce Gould, Libby McCalden, Bas Oosenbrug, Tom Beechey, Mark Richardson, John Vandall, John Meikle, Jacques Perron.

**Regrets:** Dave MacKinnon, Karen Beazley, Robert Helie, Dan Paleczny.

<b>Agenda</b>	
Review Agenda	Siân
Approve Minutes	Siân
Administration – Website Update	Libby
Administration – Newsletter Update	Mark
Administration – Treasurer’s Report	John V.
Administration – Online Donation Service	John V.
Administration – Donor Recognition	John V.
Administration – Jurisdictional Communication	Siân
Administration – AGM 2007	All
Projects – National Ecological Framework Update	Robert
Projects – NPA Volume 2	Bas/John/Tom
New Business	All

<b>Action Items</b>			
#	Details	Responsibility	Deadline
1	<i>Submit AGM'06 Power Points to Libby for Website</i>	Dave	Feb. 23
2	<i>Contact websites for link support</i>	Libby	March 7
3	<i>Compile publications list that can be ordered</i>	Robert	March 7
4	<i>Review and provide edits for entire CCEA Website</i>	Mark	March 7
5	<i>Compile a list of Past Board members</i>	Ed	March 7
<b>6</b>	<b><i>Newsletter Submission Deadline</i></b>	<b>All</b>	<b>Feb. 23</b>
7	<i>Draft Newsletter complete for board review</i>	Libby	March 7
8	<i>Contact ISP, provide key contact to John Vandall (billing)</i>	Libby	March 7
9	<i>Recommendation to Board re: Home Place Award</i>	John V.	March 7
10	<i>Provide Home Place fundraising lists to John Vandall</i>	All	March 7
11	<i>Add Donor Recognition to Website</i>	Libby	March 7
12	<i>Letter to Jurisdictional Representatives</i>	Siân & Robert	March 7
13	<i>Follow-up with Marlon Klassen</i>	John V.	March 7
14	<i>Submit article on NPA ½ for Newsletter</i>	John M.	Feb. 23
15	<i>Finalized NPA 1 PDF and Post to Website</i>	John M. & Libby	March 7
<b>Motions &amp; Approvals</b>			

Approve Dec. 13/06 Telecon Minutes	1 <sup>st</sup> Siân, 2 <sup>nd</sup> Jacques, Passed
Online Donation Service implementation	1 <sup>st</sup> John, 2 <sup>nd</sup> Bas, Passed

<b>Minutes</b>
<b>Approve Minutes</b>

- The board approved the December minutes but will put of January approval until a more thorough review has been completed.

<b>Administration – Website Update – Libby</b>
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- The latest news callout for the bulletin board system has gone out and a few additions have been made.
- A mockup for the donations page has been completed for review by board members.
- Membership pages have been updated to reflect the recent changes in the board during the last AGM.
- Ed Wiken suggested creating a past board members, past jurisdictional reps pages. The board agreed that this idea would be good to represent the commitments of past members to the CCEA.

**Action Item 1** *Send AGM'06 PPT's to Libby for the Website (Dave)*

**Action Item 2** *Contact websites for link support (Libby)*

- *Contact websites we currently link to and see if they will place links back to the CCEA.*

**Action Item 3** *Compile a list of papers that clients can order (Robert)*

- *Review publications that CCEA has hardcopies of so we can update the website with a list of publications clients can actually order from the Secretariat. Also, compile a list of which publications we could scan for electronic distribution on the website.*

**Action Item 4** *Review, Markup text of entire CCEA Website (Mark)*

- *Much of the general content on the website hasn't been updated in sometime. Mark will review the entire website and provide new text/edits where required.*

**Action Item 5** *Compile a list of past Board Members (Ed)*

- *Compile a list of past board members and emails, circulate to board for comment.*

<b>Administration – Newsletter Update – Mark Richardson</b>
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- The newsletter currently has (4) 500 word summaries of presentations given at the 2006 AGM, up to 8 additional articles will be provided by Dave.

**Action Item 6** *Newsletter Submission Deadline Feb. 23rd (All)*

**Action Item 7** Create Draft Newsletter Deadline March. 7<sup>th</sup> (All)

**Administration – Treasurer’s Report – John Vandall**

- All funding for the AGM’06 has been received except the Atlas of Canada donation, the Atlas donation is ongoing.
- There have been 17 applications for the Home Place Award, criteria to develop a shortlist is being developed.
- John Vandall will encourage Home Place award applicants to submit an article on their thesis to the CCEA Newsletter.

**Action Item 8** Contact ISP regarding the donation of services to CCEA (Libby)

- Provide a key contact from the ISP to John Vandall.

**Action Item 9** Home Place Award recommendation (John V.)

- Provide the board with a recommendation for the first recipient of the Home Place award by the next teleconference.

**Action Item 10** Create a target list for any jurisdictions/organizations for Home Place fundraising (All)

- All board members have been requested to submit a target list of contacts for John Vandall to follow-up with regarding potential fundraising for the Home Place Award.

**Administration – Online Donation Service – John Vandall**

- John Vandall proposed the use of a online donation service managed by Canada Help. The board has accepted this motion.

**Administration – Donor Recognition – John Vandall**

- Discussion regarding logos, level within government agencies to acknowledge.
- Discussion regarding acknowledging amount of contribution; actual amount or categories.
- Agreement to list contributors, without logos, without reference to amount.

**Action Item 11** Ask Libby to add Donor Recognition to the Website. (John V.)

**Administration – Jurisdictional Communication – Sian French**

- Discussion of need to update jurisdictional representatives on a number of issues; prior to newsletter.

**Action Item 12** Letter to Jurisdiction Reps (Sian & Robert)

- with following: introduce new board members; list of current CCEA projects; newsletter underway; invite to host AGM 07; invite to

*partner with CCEA on a project. Copy John Good, CPC, explore ecological restoration as joint project.*

#### **Administration – AGM 07 – all**

- Saskatchewan may be an option. Brief mention regarding linking with SAMPAA, though in Nova Scotia (Wolfville, May 07). Board members to consider linkages to other conferences/workshops.

**Action Item 13** *Follow-up with Marlon Klassen (John Vandall).*

#### **Projects – National Ecological Framework – Robert Helie**

- Robert has made contact with the Yukon contractor working on a similar project. He will continue to pursue their work in parallel.

#### **Projects – NPA 2 – Bas Oosenbrug, Tom Beechey, John Meikle**

- Report in final edit, design and layout stage. Anticipate print run of 300 copies in March.
- GNWT will cover print costs directly.
- Sale price the same as NPA 1, \$15.

**Action Item 14** *Complete short write-ups of NPA 1 & 2 for newsletter and bulletin board (John Meikle).*

**Action Item 15** *Final edits to NPA 1; post pdf on website (John Meikle; Libby McCalden).*

#### **New Business - all**

- Alberta may be in a position to make second contribution to CCEA of \$10K. (Joyce Gould).
- Discussion regarding writing Fact Sheets in 2007 as a CCEA project. Ideas: PAs and Sustainable Development; PAs and Climate Change. (John Vandall).
- Climate Change report. Suggestion that CCEA support printing & distribution as a CCEA Occasional Paper near end of 2007 calendar year. (Tom Beechey).

**End of minutes.**

**Next Teleconference:**

**Wednesday March 7<sup>h</sup>, 1pm EST**