



**Teleconference Minutes
February 6, 2008
1PM – 2:30PM EST**

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

Regrets: Libby McCalden, Dan Paleczny, Siân French, John Vandall.

Agenda	
Review the Agenda	All
Administration	
Approve Minutes – December 2007/January 2008	All
Outstanding Business	All
Financial Update	John V.
Future Project Discussions	John M.
2008 AGM Planning	Jacques
Communication Updates	
Newsletter #17 Winter	Mark
Newsletter #18 Spring	Mark
Business Card/Logo Mock-up	Mark
Project/Partnership Updates	
IUCN Guidebook Publishing	Secretariat
IUCN Congress 2008 Attendance	All
CCEA Response to IUCN International Guidelines	All
SAMPAA/PCA Partnership	All
CARTS Status	Robert
Conference Update – Two Countries, One Forest	Karen
Motions & Approvals	
Approve January 2008 Minutes	1 st John M., 2 nd Bas - Passed
Authorize Jacques / Robert to Organize AGM	1 st Dave, 2 nd Bas - Passed
Endorse Jacques to represent CCEA at the IUCN Congress Meeting in Barcelona, Spain	1 st Dave, 2 nd Bas - Passed

Action Items			
1	Create an IUCN Guidebook Publication Order From	<i>Secretariat</i>	<i>Feb 15</i>
2	Request articles from Jurisdictions for Newsletter 18	<i>Secretariat</i>	<i>Feb 28</i>
3	Business Card Options to Board	<i>Secretariat</i>	<i>Feb 28</i>

4	<i>CCEA response to IUCN Guidelines</i>	<i>David</i>	<i>Feb 28</i>
5	<i>Summarize 2 Countries 1 Forest Conference</i>	<i>Karen B.</i>	<i>March 31</i>

Administration – 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 / January Minutes Approval

- Minor correction by Jacques and Bas to project updates.
- The board requested that the Secretariat re-distribute the business plan to the board.

Motion #1 – Approve January Minutes (1st John M., 2nd Bas, Passed)

Administration – Outstanding Business

- ***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.
- ***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.
- ***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.
- ***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)

Administration – Financial Update (John Vandall)

- John was not available for comment during this meeting.

Administration – Future Project Discussions (John Meikle)

- Tom will be joining the Working Group for Future Project discussions.
- The working group will prepare a three page outline identifying 5-6 projects. This outline will be distributed to the jurisdictions for review by

middle of February so that discussions can occur at the next teleconference.

- There will be a review of the NPA questionnaires for ideas.
- Tom has circulated a discussion piece for a Climate Change publication, including an idea to work on a workshop in the future.

Administration – 2008 AGM Planning (Jacques)

- Jacques noted that all levels his Ministry have approved the CCEA AGM, however, the ADM has asked the DM to provide the final level of approval.

Motion #2 – Endorse Jacques and Robert to plan 2008 AGM (1st David, 2nd Bas, Passed)

Jacques Perron, Jurisdictional representative for Quebec and CCE Board member, and Robert Hélie, Secretary, are authorized to act and sign, on the CCEA's behalf, documents relevant to the organization and implementation of the 2008 Annual General Meeting in Quebec.

Proposed by David MacKinnon and supported by Bas Oosenbrug

Communication Updates – Newsletter #17 Winter (Mark)

- The newsletter has been finalized by all parties and a PDF file has been submitted to the printers. The Secretariat expects to see the final prints ready within 2 weeks.
- The board decided to revise the printing to 400 prints, 100 of which will go to the Parks Research Forum of Ontario AGM in April.

Action Item #1 – Create an IUCN Guides order form (Secretariat)

- The secretariat will prepare a bilingual order form for publications to be distributed with outgoing newsletter copies.

Action Item #2 – Request articles for #18 (Secretariat)

- The secretariat will prepare a letter to the jurisdictions requesting article submissions for newsletter 18, this letter will be distributed with outgoing newsletter copies.

Communication Updates – Newsletter #18 Spring (Mark)

- The board noted that it would like the 18th newsletter in time for distribution at the next AGM ie approximately June 2008.

Communication Updates – Business Card/Logo Mock-up (Mark)

- The Secretariat recently produced a new business card design and the board provided some feedback on the design.

Action Item #3 – Business Card Options (Secretariat)

- The secretariat will design several colour options for the business card; the board will provide feedback via email.

Project Updates – IUCN Guidebook Publishing (Secretariat)

- The IUCN Guidebook has been submitted to M&T Printers whom are currently preparing proofs to be quality checked by the Secretariat.
- Several jurisdictions offered resources to print additional books, the board agreed to print 400 English books and 150 French books.

Project Updates – IUCN Congress '08 Attendance (All)

- The next IUCN Congress meeting is in Barcelona, Spain from October 5th to 14th. Given that the discussions and decisions of this conference are likely to affect the Canadian IUCN guidelines document Jacques encouraged the CCEA to formally represent itself at the congress.
- Parks Canada will be coordinating a formal delegation to attend the IUCN Congress. At this time it is unknown if this delegation will be able to support NGO attendance at the congress.
- The board agreed that the CCEA should inform PCA of their interest to be represented at the IUCN Congress. The board also endorsed Jacques Perron to participate on behalf of the CCEA in Barcelona.

Motion #3 – The CCEA endorses Jacques Perron attendance at the 2008 IUCN Congress (1st David, 2nd Bas, Passed)

Jacques Perron, Director on the CCEA Board, is authorized to represent the CCEA at the 2008 IUCN congress.

Proposed by David MacKinnon and supported by Bas Oosenbrug

Project Updates – CCEA Response to IUCN Int'l (All)

- David will compile all board comments on the IUCN International Standards in an overview document, any response by the board is required by the end of February 2008.

Action Item #4 – CCEA IUCN Response (David)

- Compile comments and remind the board to respond to the IUCN.

Project Updates – SAMPAA/PCA Partnership (All)

- SAMPAA is still interested in partnership opportunities with the CCEA and will be participating with the CCEA in a teleconference on Feb. 28-29.

Project Updates – CARTS Status (Robert Helie)

- N/A.

Project Updates – Conference Update (Karen B.)

Action Item #5 – Summarize 2 Countries 1 Forest (Karen B.)

- Submit a 500 word summary by the end of March for inclusion in the next newsletter.

Next meeting:

March 5, 2008 Wednesday 1 – 2:30 EST

April 2, 2008

May 7, 2008