



CCEA Teleconference

March 1st 2006

1pm to 2pm

Present: Tony Turner, Tom Beechey, John Vandall, Bas Oosenbrug, David MacKinnon, Mark Richardson.

Regrets: John Meikle, Siân French, Ed Wiken, Claire Gosson, Robert Hélie, Libby McCalden

Agenda	
Website Update	Libby McCalden
Newsletter Article Progress	All
Org. Charts & Business Plan reprint approval	Mark & All
Fall 2006 AGM	All
Other Business – Scholarship Approval	John Vandall
Other Business – Northern Protected Areas report update	Bas Oosenbrug

Action Items			
#	Details	Responsibility	Deadline
1	<i>Send Libby any PA contacts names/emails for mailing list</i>	All	March 17
2	<i>Collect January AGM Power points for Website</i>	Mark	March 17
3	<i>Complete your Newsletter Article, submit to Mark</i>	All	March 17
4	<i>Complete Org. Chart Updates</i>	Mark	March 6
5	<i>Complete Business Plan for printing</i>	Secretariat	March 17
6	<i>Send Mark Richardson latest CCEA Logo</i>	Tony	March 6
7	<i>Submit E-mail Ballot re: Scholarship Approval</i>	John	March 6
8	<i>Update NPA Mailout Listing</i>	Secretariat	March 17
9	<i>Follow-up with Parks Canada re: \$5K print run</i>	Tony	March 10

Motions & Approvals	
Scholarship Proposal & \$1K startup fund	E-Mail Ballot by John Vandall

Minutes
Website Update – Libby McCalden

- The board is pleased to see an increase in provincial participation on the bulletin board system. The board re-emphasized the need to expand the mailing list to increase the websites visibility.

Action Item 1 Send Libby any PA contact names/emails for mailing list - (All)

- All members of the board are requested to put together listings of names and emails of potential additions to the CCEA website mailing list and send them to Libby.

Action Item 2 Collect January AGM Power Points for website – (Mark)

- Mark will continue to work on collecting PPT's for inclusion on the CCEA website.

Newsletter Article Progress – All

- It was decided that Mark Richardson will be the key point of contact regarding newsletters. When each board member has completed their articles they will send them to Mark for an editorial review before being passed on to Libby for publishing.
- In the letter to the CPC Eric Val was asked for an article, as of this time no news regarding this article.
- Tom and associates will be contributing up to 4 articles total.

Action Item 3 Complete your Newsletter Article - (All)

- Complete your newsletter article by March 17th.
- 250 to 300 Words & 1 Photo/Figure/Map max.
- 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

Org. Chart & Business Plan re-print approval – Mark & ALL

- The board decided to remove the draft "relationships" chart and focus work on completing the CCEA Organization chart.

Action Item 4 Complete Org. Chart Updates - (Mark)

- Make appropriate updates based on teleconference feedback. Include proper photo credit for cover "Hidden Lake, NWT" to Chuck Brumwell, Environment Canada

Action Item 5 Complete Business Plan Updates - (Secretariat)

- Perform final review on business plan and prepare for printing.

Action Item 6 *Send latest CCEA Logo to Mark - (Tony)*

- Send the latest logo file to Mark for inclusion in the business plan.

Fall 2006 AGM – ALL

- David MacKinnon has verified that Nova Scotia will host this AGM.
- David will lead the AGM committee with Tony and Tom as support. The AGM committee will discuss it further in a teleconference next week.

Other Business – Scholarship Approval – John Vandall

- All members of the board have been asked to review the proposal and plan for a \$1K startup fund and to vote on approval via e-mail ballot that will be forwarded by John Vandall.
- The Board intends to proceed with the scholarship plan and requires all votes to be in by March 17th 2006.

Action Item 7 *Create E-Mail Motion for board Scholarship Vote – (John V.)*

Other Business – Northern Protected Areas Report Update – Bas

- The Secretariat will be responsible for dissemination of 40-50 final report.

Action Item 8 *Update Mail out List - (Secretariat)*

- Work with John Vandall on updating the mailing list, compile in Excel.

Action Item 9 *Follow-up with Parks Canada re: \$5K for Printing - (Tony)*

- Follow-up with Parks Canada regarding a \$5K contribution to the NPA report to cover printing costs.

End of minutes.

Next Teleconference:

Wednesday - April 5, 2006 1pm