



**Teleconference Minutes**  
**March 5, 2008**  
**1PM – 2:30PM EST**

**Present:** Tom Beechey, Mark Richardson, Dave MacKinnon, Robert Helie, Jacques Perron, Joyce Gould, John Vandall, Karen Beazley.

**Regrets:** Libby McCalden, Dan Paleczny, Siân French, John Meikle, Bas Oosenbrug.

<b>Agenda</b>	
<b>Review the Agenda</b>	All
<b>Administration</b>	
<b>Approve Minutes – January 2008</b>	All
<b>Outstanding Business</b>	All
<b>Financial Update</b>	John V.
<b>Future Project Discussions</b>	John M.
<b>Home Town Heroes Publicity</b>	Robert
<b>2008 AGM Planning</b>	Jacques
<b>Home Place Award 2008</b>	Joyce
<b>Communication Updates</b>	
<b>Newsletter #17 Winter</b>	Mark
<b>Project/Partnership Updates</b>	
<b>IUCN Guidebook Publishing</b>	Secretariat
<b>SAMPAA/PCA Partnership</b>	All
<b>CARTS Status</b>	Robert
<b>2<sup>nd</sup> Edition of Canadian IUCN Guidebook</b>	All
<b>Motions &amp; Approvals</b>	
<b>Approve January 2008 Minutes</b>	1 <sup>st</sup> John M., 2 <sup>nd</sup> Bas - Passed

<b>Action Items</b>			
<b>1</b>	<b>Letter of Contribution Thanks to Nova Scotia</b>	<i>Secretariat</i>	<i>April '08</i>
<b>2</b>	<b>E-mail Jurisdictions Reps re: Home Town</b>	<i>Robert</i>	<i>March 31</i>
<b>3</b>	<b>Mail 10 Winter Newsletters to Karen B.</b>	<i>Secretariat</i>	<i>March 31</i>
<b>4</b>	<b>Forward Publication Order Form to Board</b>	<i>Secretariat</i>	<i>March 31</i>
<b>5</b>	<b>Jurisdictional Call Out re: Articles for Newsletter</b>	<i>David</i>	<i>April '08</i>
<b>6</b>	<b>Mail Universities Publication Order Form</b>	<i>Secretariat</i>	<i>April '08</i>
<b>7</b>	<b>Parks for Tomorrow re: Material for registration kits</b>	<i>Joyce</i>	<i>March 31</i>

8	<i>Update CCEA Website CARTS page</i>	<i>Robert</i>	<i>April '08</i>
9	<i>Prepare IUCN 2<sup>nd</sup> Edition Project Summary</i>	<i>Jacques</i>	<i>April '08</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.
- David will chair this meeting in the absence of the chair.

### **Administration – February '08 Minutes Approval (All)**

- Minor corrections have been made to the February Minutes.

**Motion #1 – Approve January Minutes (1<sup>st</sup> Robert, 2<sup>nd</sup> Jacques, Passed)**

### **Administration – Outstanding Business (All)**

- ***Project Discussion Piece / NPA Questionnaire (Joyce/John M.)***
  - Nothing to report at this time, Joyce will follow-up with Bas regarding the project discussion piece next steps.
- ***Business Plan Update (All)***
  - No news from Environment Canada on their ability to translate the website and business plan into bilingual products.
- ***CCEA Response to IUCN (David)***
  - Collected information and responses from various board and jurisdiction members. David will circulate a draft to Jacques in the next week or so and circulate to the board thereafter. So far the feedback has been varied depending on jurisdictions interpretation of the changes.
  - The board suggested including several English and French IUCN books in our response.
  - Cover letter from chair and then an attachment either a marked up document of the changes or a separate document of proposals.
  - When we have our final position it will go to the jurisdictions and the CPC.
- ***2 Countries 1 Forest Newsletter Summary (Karen)***
  - Karen will continue to work toward a summary of the conference by late March/April.

### **Administration – Financial Update (John V.)**

- The CCEA is now paying a fee for webhosting via our new ISP Vianet (50% normal rate).
- Libby McCalden has been paid for all 2007 webmaster work as well as the recent newsletter.

- The board would like to express it's thanks to the Government of Nova Scotia for a \$500 contribution to the CCEA.
- The Government of NWT will contribute \$5,000 to offset various publication printing costs of the CCEA.
- All AGM 2007 attendants have had their outstanding payments followed-up on.
- GeoConnections has provided the final payment for the IUCN Guidebook printing (\$2.5K-3K) and Parks Canada has provided payment for the last newsletter/AGM minutes.

**Action Item #1 – Letter of thanks to Nova Scotia (Secretariat)**

**Administration – Future Project Discussions (John M.)**

- No news, David will follow-up with John M.

**Administration – Home Town Heroes Publicity (Robert)**

- CCEA has been asked to publicize the Home Town Heroes program; it will be posted on our Website.

**Action Item #2 – E-mail Jurisdictional Reps re: Home Town (Robert)**

**Administration – 2008 AGM Planning (Jacques)**

- There have been some delays in moving the AGM approval forward, but it is currently on the desk of the DM of the Ministry.
- We will need presenters on boreal forest and pa`s.
- Jacques will notify the board when he has approval or not on the AGM.

**Administration – Home Place Award 2008 (Joyce)**

- This year the Home Place Award has received 13 applications, unfortunately no applications were made by students in BC or ON, something that the CCEA should follow up on.
- Unfortunately only 1 person can assist with the review, Joyce would like someone else from the board review the applicants by the end of March. John V. offered to help.

**Communication Updates – Newsletter #17 Winter (Mark)**

**Action Item #3 – Additional Newsletters to Karen B (Secretariat)**

- Mail 10 additional newsletters.

**Action Item #4 – Forward Order Form to Board Members (Secretariat)**

**Action Item #5 – Jurisdictional Call out for Newsletter Articles (David)**

- Aim for a June release.

### **Project Updates – IUCN Guidebook Publishing (Secretariat)**

- CCEA board members provided the Secretariat with additional contact information for mail outs of the IUCN Guidebook.

#### **Action Item #6 – Mail Universities the latest Publication Order Form (Secretariat)**

- Use NPA mailing lists.

### **Project Updates – SAMPAA/PCA Partnership (All)**

- CCEA board members provided the Secretariat with additional contact information for mail outs of the IUCN Guidebook.
- SAMPAA/PCA/CCEA met late last week to talk about upcoming events:
  - *Parks for Tomorrow 40<sup>th</sup> Anniversary* - Calgary in May 8-13, Joyce is in attendance. SAMPAA will also be present.
  - Investigate a Questionnaire and our last Newsletter to go into registration kits.
  - John V. and Karen may attend this conference.
  - *Society for Conservation Biology* hosts a giant conference in Edmonton in 2010 (Early July). The CCEA expressed interest in having an AGM at this time.

#### **Action Item #7 – Parks for Tomorrow – Newsletters/Questionnaire (Joyce)**

- Find out if we can include our latest newsletter and a questionnaire on future workshop ideas in the registration kits of participants.

### **Project Updates – CARTS Status (Robert)**

- 2 New staff at EC, now 4 bodies on the CARTS project. EC will work with the jurisdictions to make the project move rapidly forward.

#### **Action Item #8 – Update website CARTS page (Robert)**

### **Project Updates – 2<sup>nd</sup> Edition of IUCN Guidebook (Jacques)**

- As the current guidebook is a sub-product of CARTS and is now complete, the CCEA needs to examine what we will have to do after the IUCN adopts new guidelines.

#### **Action Item #9 – 200 Word IUCN 2<sup>nd</sup> Edition project summary (Jacques)**

- Submit to John M.

#### **Next meeting:**

**April 2, 2008 Wednesday 1 – 2:30 EST**

May 7, 2008

June 4, 2008