



Minutes arising from Board of Directors Teleconference

Date: April 7, 2005

On-line: Dan Paleczny, Tony Turner, John Vandal, Tom Beechey, Robert Hélie, Sian French

Regrets: Martha, John M., Claire, Ed, Bas, Andrée

Teleconference started at 1:00 pm EST

Teleconference ended at: 2:30 pm EST

1) Approval of minutes from March 2 telecon

- Minutes approved (motioned by Dan, seconded by Robert)
- Correction required on action item 8. 'As acting chair' to be replaced by 'on behalf'
- Revision of Item 9.re; Nunavut (see below)

Action items outstanding:

1. **Dan** to forward CCEA template: Done
2. **Tony** to prepare WG terms of reference: Done
3. **Tony** to redraft letter with CBI: Discussed; will be finalized next week
4. **Tony** to draft a letter to Nunavut: Discussed; will be finalized next week
5. **Martha** to re-draft letter reflecting comments: Done
6. **Tony** to draft & circulate a motion for Board approval on nominating committee process: Done
7. **Tom, Tony and Robert** to discuss the specific Secretariat support: discussed in teleconference. The current role will be conveyed to chair candidates.
8. **Tom**, on behalf of Nominating Committee, to communicate with candidates: ongoing
9. **Tony** to prepare additional context and rationale for a Board position – can be circulated and discussed with the CARTS Steering Committee as well. Done
10. **Tony** to send motion around to Board for Board approval by e-mail: Done
11. **Tony** to solicit wider input from Board members **re.** Northern wetlands Project: No consensus from Board. Issue is that the contractor wants PA polygons from CCEA. Board members feel that they, like others who have requested specific CARTS data, should wait for CARTS to come on line. They can use CCAD in the meantime. Tony to draft a response reflecting issues.



2) Nominating Committee update

Tom has been pursuing the search for a chair on behalf of CCEA. Details on support functions from the secretariat were discussed last week during a teleconference (Tom, Tony, Robert). Initial contact has taken place with at least one candidate. Discussions between Tom and potential candidates continue.

Action items:

- 1. Tom** will maintain the dialogue with the three candidates and report on progress at the next teleconference.

3) Financial report

A contribution of \$20K from NWT will shortly be received.

Under the terms of an agreement between CCEA and the CBI (Canadian Boreal Initiative), CCEA will receive \$2.5K to build a capacity to access raw polygons in CARTS (subject to Board approval and access protocols), and another \$2.5K as a contribution to the project by the end of the fiscal year.

Action Item:

- 2. John V** to compile all contributions to date, including in-kind contributions to projects, with the intent to inform all jurisdictions and encourage more contributions to CCEA. This could be done as a simple e-mail.

4) Web Site

Libby is updating the Community Bulletin Board and making corrections throughout the site. She will soon be ready to work with Tony and incorporate a section on CARTS. There is a need to improve on the capacity to administer the web site. We need a procedure to keep the bulletin board current and dollars to maintain the capacity to do all the necessary updates on the Bulletin Board.

We need short guidelines for this (link to homepages, etc.); contributions for input to the bulletin board could go to Libby for editing and posting. Dan would review all contributions for consistency and sensitivity issues. Libby would maintain the board. This could cost an estimated \$1K per year. This could eventually expand to include some secretariat functions, should funding become available.

Action Item:

- 3. Dan:** to prepare a Website management proposal to the Board, with input from CCEA exec



5) Newsletter

The newsletter is currently being edited. A draft will be circulated to the board next week. There is an issue with the currency of contents. Final will be posted on the web site.

Action Item:

4. All: review newsletter for currency.

6) Nominating Committee

Three candidates have been contacted. CCEA will send mail packages to each candidate, in turn, containing the business plan and other documents describing the functions and goals of the organization.

Action Item:

5: Tom: will send the letters and packages.

7) National Framework of Action

There are ongoing discussions between Tony and Marc Johnson of CWS. A steering committee will be established and CCEA will be represented on that committee. Two CCEA members have been identified and will be contacted by Tony to discuss their role on the steering committee. The week of April 17 has been identified as a possible time window for the first teleconference. CCEA needs to obtain term of reference for the steering committee.

Action Item:

6. Tony to ask Marc Johnson for the terms of reference and will contact CCEA members for representation on the Steering Committee.

8) CCEA Projects

a) Northern PA strategy

The report is almost completed. GIS material will be sent to CWS to generate maps for the report.

b) CARTS



A list of outstanding items on the project have been given to Tony from GeoConnections. These could be addressed during GeoConnections 2. Tony will follow up as project manager.

c) 1:1M PA Framework

Robert has contacted PFRA about adding their polygons to the framework map. Discussions are ongoing to determine which polygon set should be included and rated as per IUCN classification.

Action Item:

7. Robert: send IUCN guide book to PFRA and continue discussion to determine the best polygon set to include in the 1:1m framework.

9) PRFO

Tony has sent an abstract for the meeting, describing CARTS. An e-mail motion will be sent to the Board to pay for his attendance costs, if required.

10) Other business

Financial issues will be moved to the agenda of the next teleconference.

11) Next Call

Next conference calls will be held on **May 4th from 1:00 to 2:30 pm EDT.**

The remaining Teleconference dates for 2005 are:

May 4	July 6	Sept. 7	Nov. 2
June 1	Aug 3	Oct. 5	Dec. 7

End of minutes

Compiled by: Robert Hélie