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MINUTES  
Board Meeting  
1:00-2:30 PM EST, Tuesday, April 7, 2009

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**Participants:** Bas Oosenbrug, Chair  
John Vandall, Treasurer  
John Meikle, Director  
Mark Richardson, Secretariat  
Libby McCalden  
David MacKinnon, Vice Chair  
Robert Hélie, Secretary  
Jacques Perron, Director  
Karen Beazley, Director  
Tom Beechey, Associate Director

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**Regrets:** Marc Johnson, Associate Director  
Siân French, Director  
Joyce Gould, Director

**1. Administration**

- a) Approve Minutes
  - March 2009 minutes were approved by the Board. 1<sup>st</sup> John M, 2<sup>nd</sup> David, Passed.
- b) Financial Update – John V.
  - Since last update the CCEA has received \$3,500 from QC, \$3K from DU, \$1.5K from PCA for the 2008 AGM proceedings. Outgoing costs have included Jacques trip for the IUCN and the Strategic Planning meeting in Ottawa.
  - The ING account has been setup, the transfer of funds is forthcoming. The purpose of this transfer was to improve the return on CCEA funds over the long term. All CCEA expenditures will stay with the Bank of Nova Scotia.

**Action Item – Bas O.**

- Send a note to all jurisdictions to recognize the results of the exemplary efforts of Quebec on the 2008 AGM.
  - Prepare a letter to Jacques ADM recognizing the contribution of Quebec.
- c) Home Place Award – Joyce
    - Email correspondence for the Home Place Award included discussion to support two awards this year given both strong applications. There was broad support over email and the treasurer has verified that adequate funds are available.
    - John M. proposed that the Board should have a method to monitor the progress of award recipients and their works via the website newsletter links to thesis and or PDFs. Ensure recipients are present on our mailing list.

**MOTION – TO APPROVE 2 HOME PLACE AWARDS FOR 2009 - PASSED**

**Action Item – John V./Robert/Jacques**

- John Vandall to follow up with Joyce that the Board has approved both awards. Also to ask the recipients to attend our 2009 AGM. Update these awards on the CCEA bulletin board.
- Jacques/Robert follow up with last years recipient regarding her progress on her work for use in our

next newsletter.

- d) Annual Reporting by Jurisdictions - John
- Conversations at our last meeting (Strategic Planning) indicated that many of the jurisdictions were interested in submitting formal reports to the AGM of activities. If this is to take place the Board will need to update the standards document (layout and presentation) for use by the jurisdictions.
  - In the past many ENGO's also submitted reports which helped the participation forum.
  - Ask for jurisdictions to make the focus of their reporting on the AGM meeting theme. The old reports focused on statistics, the new format should be more strategic (issues and how are you tackling them) and moving the statistical analysis to CARTS.

#### **Action Item - All**

- Board members who are jurisdictions to review their reporting methods vs. our plan.
- Then John V will update the occasional paper to reflect current thinking to then go out to jurisdictions.
- Note to jurisdictions that we are looking for an update on jurisdictional activities to circulate at the AGM/Newsletter.

## **2. Project / Activities**

- a) CCEA Strategic Planning – Bas
- Work continues on the Strategic Plan, the Chair will forward a final draft for comments within the week.
  - The Board would like to be able to provide a draft to CPC and our jurisdictions at the upcoming CPC AGM (April 2009).
- b) CCEA AGM 2009 Ontario Discussions – Bas
- Planned date is shortly after Thanksgiving Oct 13-16
  - Initial planning with Rob Davis has begun to determine the structure of the AGM. Ontario has very limited time to work on this, in order to help with resourcing Rob will work through and ENGO (CASIOPA, at University of Waterloo – Regional scale SAMPAA type organization). The Board needs to provide Rob with specific direction to setup this year AGM.

#### **Action Item - Bas**

- Bas to follow up with Rob Davis.
- c) CCEA PACC Report – Tom
- Tom has requested to increase the payment to \$5k for the tremendous effort Chris has made to the document. The report has been substantially expanded from its questionnaire roots. The project is currently funded at \$7.5K (\$2.5k to printing).
  - Discussions regarding translation TBD.
  - Jurisdictions will provide feedback on Climate Change activities in for inclusion in the final report.

#### **MOTION – TO PAY HONORARIUM - PASSED**

- Motion to pay an Honorarium Chris to \$5K for work above and beyond for the PACC Report. Chair Bas 1<sup>st</sup>, Secretariat Robert 2<sup>nd</sup>, Passed. (Increase budget to 9.5k and allocate 5 to Chris and the remainder to Printing).
  - The Treasurer will send a cheque to Chris through Tom asap.
- d) CWS Project Proposal – Protected Areas and Climate Change – Robert
- Robert presented a project proposal to the CCEA Board seeking approval, the CCEA is interested in this work.

e) CARTS Polygon Data Requests – Robert

- The CARTS database is now online etc. however, several agencies are interested in using this information (CEC and World Database on Protected Areas). CARTS data however is not publicly available

**Action Item – Robert**

- Write a letter to the jurisdictions seeking consent to pass CARTS polygons to several other organizations.

**3. Next meeting:**

**Wednesday May 6th, 2009**