



CCEA Teleconference DRAFT MINUTES

June 6th 2007

1pm to 2:30pm EST

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

Regrets: Libby McCalden, Dan Paleczny, John Meikle.

Agenda	
Review Agenda	Robert
Review & Approve Minutes	Robert
Administration – Gold Leaf Awards	Robert
Administration – Newsletter	Mark
Administration – Financial	John V.
Administration – AGM Fall 2007	Joyce
Administration – Data Request from Ducks Unlimited/Stats Can.	Robert
Projects – Canadian Geographic Map/PA Framework Data	Robert
Projects – National Ecological Framework	Robert
Projects – CARTS Update	Robert
Projects – IUCN Guidebook Update	Dave
Projects – NPA Volume 2	Bas/John/Tom
New Business – Board Nomination Committee	Sian
New Business – 2007 Scholarship	John V.
New Business – Next Newsletter	All

Action Items			
#	Details	Responsibility	Deadline
1	<i>Provide Tom with contact info for Gold Leaf Artisan</i>	Robert	June 15
2	<i>High Quality Newsletter PDF to Mark Richardson</i>	Libby	June 15
3	<i>Print Newsletter x200 copies for distribution</i>	Mark	July 4
4	<i>Revise Budget based on Board Feedback</i>	John V.	July 4
5	<i>Add priority planning session to Fall AGM</i>	Mark	August 8
6	<i>Invite Ducks Unlimited to Fall AGM</i>	Robert	August 8
7	<i>Confirm Rob Davis as ON new Jurisdictional Rep.</i>	Sian	June 15
8	<i>Thank Scholarship reviewers and invite back</i>	Sian	July 4

Motions & Approvals	
Approval of May Minutes	1 st Robert, 2 nd Jacques, Passed
Approval of AGM Location and PCA Partnership	1 st Sian, 2 nd Karen, Passed

Minutes

Approve Minutes

- The board approved the May minutes.

Administration – Gold Leaf Awards – Robert Helie

- The board is continuing to make an effort to find an artisan to make gold leaf awards but has had no success to this date. Tom will be near the original artist in Windsor, ON and attempt to contact him directly.

Action Item 1 Provide Tom with Artisan contact information (Robert)

Administration – Newsletter

- Electronic distribution of the newsletter is complete.
- A printed version needs to be made for direct mail out/conferences, 200 copies to be printed by EC.
- The board decided the next newsletter will be winter 07/08 and will use the output of our next AGM as content.

Action Item 2 Provide High Quality Newsletter to Mark (Libby)

Action Item 3 Print Newsletter x200 @ E-Print Ottawa (Mark/Robert))

Administration – Financial

- AGM '07 Financial Report has been circulated to the board. Reported profit of \$5.2K.
- For the next AGM the board would like to add John V. to the working group to help with any financial planning that will be needed.
- Proposed 07-08 budget has been circulated to the board for comments. The board reviewed the budget and general comments on the way ahead.
- In order to eliminate any re-occurring account fees on the Scholarship fund the board approved moving approx. \$1.5K to the account.

Action Item 4 Revise Budget based on Board feedback (John V)

Administration – Fall 2007 AGM – Joyce Gould

- The board reviewed the proposal on the next AGM at Waterton Lakes, Glacier NP an event in co-ordination with a PCA workshop. The workshop needs approval from the board to pursue this AGM option:
1st Sian, 2nd Karen, Approved by Board

Action Item 5 Add Priority planning session to AGM (Mark)

Administration – Data Request by Ducks Unlimited/Stats Can – Robert Helie

- DU is doing a new wetlands study on protection and would like to acquire the most accurate PA boundaries, they would therefore like access to CARTS quality information from CCEA jurisdictions. SC wants to do

further analysis on PA data and also needs access to jurisdictional information.

- Robert would like permission from the board to contact the jurisdictions and request the information requested by DU and SC. The board approved.

Action Item 6 Invite CCEA to AGM 2007(Robert)

Projects – Canadian Geographic Map/PA Framework Update – Robert Helie

- Data updates to the PA Atlas Framework our near completion.
- Due to budget limitations the original goal of a poster map may be too expensive; the working group is examining other options including a tabloid/letter size map to accompany the article in Canadian Geographic.

Projects – National Ecological Framework – Robert Helie

- On hold, no additional progress has been made.

Projects – CARTS Update – Robert Helie

- CARTS Schema is now complete.
- Methodology manual is nearing completion.
- CWS data will be used in a testing of CARTS and upon successful test work all jurisdictions will be requested to put their data online and CARTS will go live.
- CARTS team anticipates a fall'07 Release date.

Projects – IUCN Guidebook Update – Dave MacKinnon

- The IUCN committee is currently reviewing the final draft guidelines to be released for jurisdictional comment June 18. Jurisdictions will be required to provide all comments by June 29.

Projects – NPA Volume 2 – Bas/John/Tom

- NPA 2 is currently behind schedule; minor revisions are being made to the document before printing can begin in July.
NPA Vol. 1 (Reprint) \$20
NPA Vol. 2 (1st Print) \$15

New Business – Nomination Committee – Sian French

- Two board members terms will expire this year: Sian and Bas
- Sian is interested in continuing on the board but unsure of her ability to continue as chair of the CCEA.
- Eva Kennedy has confirmed she has withdrawn her Jurisdiction representative status and nominated a replacement: Rob Davis.

Action Item 7 Confirm Rob Davis as new ON Jurisdictional Rep (Sian)

New Business – Scholarship 2007 – John Vandall

- The next scholarship deadline will be December 15/07

***Action Item 8** Thank this years Scholarship reviewers and invite to return next year (Sian)*

New Business – Winter 2007 Newsletter – Sian French

- The board would like to set aside 1 page in the next newsletter to express thanks to any CCEA contributors.

End of minutes.

Next Teleconference:

**Wednesday July 4th, 1pm EST
Wednesday August 8th, 1pm EST**