

Minutes arising from Board of Directors Teleconference

Date: November 24, 2004

Present: Bas, Sian, Robert, Tom, Tony, Martha, Claire, John V.

Regrets: John M., Dan, Ed

Teleconference started at 1:30PM Gatineau Local time

Teleconference ended at: 3:00PM

1)Approval of minutes from last meeting

Postponed to next call as the notes are still being compiled.

Minutes from the AGM Board meeting will be compiled by Robert based on input from members.

ACTION ITEMS

Tony will compile the presentations given at the AGM and make them accessible to the Board and Jurisdictions by end of March. Mode of dissemination has yet to be determined. Access to an ftp site or a cd mail out have been discussed.

2)Approval of Agenda

Accepted with the addition of an item related to ties with CPC.

This item had to be postponed to the next call in the interest of time.

3)General discussion

The role of the new secretariat will include the traditional tasks of managing the publications, mail outs, setting up meetings and keeping track of action items. In addition, the secretariat will work on the relationship with the CPC and it will ensure that jurisdictions are well informed of board activities.

The current interim chair wants an active board which tracks ongoing CCEA projects.

Action: NPA: discussion notes will be drafted and sent to the Board for information (**Bas**)

Actions: Tony, Martha and Tom are to continue activities to identify criteria used to select Board members. Teleconference on Tuesday, Nov. 30th at 1:30 Gatineau Time to address this. **Martha** will circulate current skillset template to Board. **Board members** to check boxes which pertain to them and return to Martha for compilation.

4) New Chair

The approach to identify a new chair is still under discussion (discrete vs broad announcement). A more focused approach seems to be the preferred option.

Actions: Claire will work on a preliminary draft provided by John V. and will work with **Tony** to provide a draft letter for review by the Board.

5) Working Groups

Tony wants to see general Terms of Reference (ToR) meshed with ongoing projects. These would be specified according to 4 priority themes. Mention of working groups on data management and CCAD (Tony) and Climate Change (Tom). **Sian** offered to join the CCAD/CARTS working group with Tony and Claire

6) Treasurer's report to Rev Can

There are only three outstanding cheques to document. **Action:** Report will be sent within the next two weeks (**John V.**)

Action: The financial report that will be attached to the Revenue Canada report will be circulated to the **Board Members** for approval prior to sending to Revenue Canada (**John V.**)

Joyce Gould has given a grant to CCEA on behalf of Alberta. This is to be notionally applied to the NPA.

Claire is working on a donation to CCEA as well.

Claire will also cover this year's domain name registration (\$100)

7) Newsletter

John M. is finalizing the compilation for the next issue.

The tribute to Stan Rowe will be written by Paul Gray if Ed does not have time to do it.

Action: John M. to follow up.

Discussion postponed to next call.

8) MOUs

There is currently one active MOU between the CCEA, CWS and GeoAccess Division. This MOU describes the partnership of these organizations for CCAD. It will remain as is for the time being, until the roles and responsibilities change regarding CCAD or CARTS.

9) Project updates - CARTS, NPA

The IUCN guide book is currently under review. The database schema is also under review (led by Alexis Morgan of WWF on behalf of CCEA).

CARTS remains the official ongoing name for the project as it relates to Geoconnections. This will give time for the ongoing discussion on the PARTS vs CARTS issue to run its course. The Board will address this question in due time.

An issue has arisen regarding the NFIS infrastructure capacity to support CARTS. **Action: Tony** will follow up with NFIS to get the facts and CARTS will be modified accordingly. CARTS may have to adapt to a new distributed model for the implementation phase.

Newfoundland is investigating this issue as well.

CARTS will require written documentation to describe implementation policy. This could be officialized by updating the MOU.

Action: CARTS/CCAD Working Group.

10) Next Call

Scheduled for January 12 at 1:30, Gatineau time.

End of minutes

Compiled by:

Robert Hélie