



Teleconference Minutes

Date: December 7, 2005

Present: Tony Turner, Tom Beechey, Bas Oosenbrug, Sian French, Robert H lie, Mark Richardson

Regrets: John Meikle, Ed Wiken, Libby McCalden, Claire Gosson, John Vandal

Teleconference started at 1:00 pm EST

Teleconference ended at: 2:00 pm EST

December 2005 Agenda

1. Website update - Libby
2. Approval and review of September minutes - all
3. Annual General Meeting 2005
 - a) Logistics Review
 - b) Program Review
 - c) Invitations Review
 - d) Awards Status
4. Business Plan update - Tony
5. Other Business

December 2005 Action Items

- Action Item 1 Website Notifications – (Libby)*
Action Item 2 Verify Booth Space – (Tony & Robert)
Action Item 3 Coffee Break Sponsorships – (Secretariat)
Action Item 4 AGM Speaker Confirmations – (Chair)
Action Item 5 Draft Agenda to Board – (Secretariat)
Action Item 6 Follow-up Registration – (Chair)
Action Item 7 Nunavut Invitation & Board nomination – (Chair)
Action Item 8 PFRA Jurisdiction Status – (Chair)
Action Item 9 Business Plan Update – (Chair)
Action Item 10 Standard Nomination Letters – (Secretariat & Chair)

1. Website Update (Libby McCalden via email)

- An issue with the domain name registrations was resolved and we are now trying to have our web hosts take over the registration of the name. The website has received several postings to the bulletin board system and Libby has made several additions to the intranet section of the site as per discussions during November teleconference.

- We need to expand our protected areas mailing list for website updates. This should be a topic of conversation at AGM.

Action Item 1 Website Notifications – Circulate current list to the Board as a guide for additions. (Libby)

- Reminder notice on December 10th re: website

2. Approval of November Teleconference Minutes (Board)

- Approval deferred to an email process, due to lack of quorum.

3. Annual General Meeting 2005 (Board)

a) Logistics Review (Robert & Tony)

- Venue and conference suite have been contracted, room reservations for 30 have been made.

Action Item 2 Verify Booth Space – (Tony & Robert)

- Verify space needs for posters and possible access to an open foyer to display them.

Action Item 3 Coffee Break Sponsorships – (Secretariat)

- Verify costs of coffee breaks to enable sponsorships of breaks by Jurisdictions. Request non-disposable cups etc.

b) Program Review

Wednesday Evening

- Private CCEA Board meeting

Thursday Morning

- CPC Involvement in CCEA board meetings

Thursday Afternoon

- Jurisdictional Roundtables
- Open Workshops

Thursday evening

- Reception

Friday – Open Workshops

- Confirmed speakers include MarcJohnson (National Status Report), Robin Quinet (NFIS), Peter Paul (National Atlas Frameworks), Tony Turner (CARTS). NPA report (Tom and Yolanda), CPC activities (John Good/Eric Val)

Action Item 4 AGM Speaker Confirmations – (Chair)

Action Item 5 Draft agenda and circulate to Board – (Secretariat)

- Include National Ecological Framework update
- Website Update (30 minutes)
- Mailing List discussion
- Speakers mentioned above

c) Invitation Review

- CCEA board members and jurisdiction representatives have been sent invitations to attend via e-mail.

Action Item 6 Follow-up Registration – (Chair)

- To send a follow up email regarding registration for AGM and specifically highlighting the request for posters outlining protected area activities.

Action Item 7 Nunavut Invitation – (Chair)

- Invite Richard Wyma (through his supervisor) to come and present Nunavut protected area activities at the AGM.

Action Item 8 PFRA Jurisdiction Status – (Chair)

- Invite the Prairie Farm Rehabilitation Administration (PFRA) to join CCEA as a jurisdiction.

d) Awards Status

- Awards to be deferred to next AGM

4. CCEA Business Plan Update (Tony Turner)

Action Item 9 Business Plan Update – (Chair)

- Circulate an update of the CCEA 2006 business plan to the board for approval.

5. Other CCEA Business

The CCEA requires nominations for additional board members, the organization needs fresh ideas and more active membership.

Action Item 10 Standard Jurisdictional messaging – (Secretariat & Chair)

- The secretariat is to prepare standard messages that the board members will use to contact their jurisdictional partners (see pairing November Teleconference). These messages will focus on CCEA's need for AGM posters, AGM attendance and Board member nominations.

End of minutes

Next teleconference is **Wednesday January 4th and 1 pm EST**