



CCEA Teleconference MINUTES

Dec. 5th 2007

1pm to 2:30pm EST

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

Regrets: Libby McCalden, Dan Paleczny, Joyce Gould.

Agenda	
Review Agenda	Bas
Review & Approve Minutes	Bas
Administration – Financial	John V.
Administration – IUCN Membership	Jacques
Administration – NFLD request for information	Siân
Administration – Winter 2007 Newsletter	Mark
Administration – Print of last Newsletter	Sian
Projects – CARTS	All
New Business – SAMPAA/PCA Partnership Discussions	Siân/Dave
New Business – Letter of thanks to INAC/AB re: NPA Printing	Bas
New Business – EcoGifts Workshop proceedings	Bas
New Business – Bilingual Policy Discussions	Secretariat
New Business – Business & Communications Planning	Bas

Action Items			
#	Details	Responsibility	Deadline
1	<i>Determine fiscal audit cost</i>	John V	Jan. 9
2	<i>Determine audit requirements of IUCN Membership</i>	Jacques	Jan. 9
3	<i>Letter from the Chair re: Winter Newsletter</i>	Bas	Dec. 15
4	<i>Publish Past Newsletter</i>	Sian	Jan. 9
5	<i>Submit Partnership Timelines to Secretariat</i>	Sian	Dec. 15

Motions & Approvals

Approval November 14 th Minutes	1 st Robert, 2 nd Bas, Passed
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Minutes

Approve Minutes

- The board provided a few minor corrections and approved the minutes of the November 14th teleconference. It was noted that the chair has distributed the finalized AGM minutes to all jurisdictions.

Administration – Financial – John Vandall

- There are still 12 outstanding invoices from the AGM.
- GeoConnections has provided the 2nd last payment of \$2.7K for the IUCN Canadian Guidebook contract.

Administration – IUCN Membership – Jacques Perron

- Jacques Perron has provided all members of the board with a wealth of background information to support a motion for the CCEA to formally join the IUCN. Membership with the IUCN would allow the CCEA to have a direct voice to the activities of the convention and access to congress meetings and information.
- The cost to the CCEA would be approximately \$400/annum and requires the submission of an audited financial statement.
- The board enthusiastically responded to this idea, a sentiment shared by Parks Canada.
- The treasurer expressed some concerns regarding the cost of a financial audit.
- Deadline for application is June 2008, the board will investigate the financial requirements and defer a final decision to the next teleconference.

Action Item 1 Determine Audit Cost (John V.)

- John Vandall will determine the cost of a complete financial audit.

Action Item 2 Inquire with IUCN re: Audit Requirements (Jacques.)

- Jacques will inquire with the Montreal IUCN offices on the precise requirements regarding the audit statement.

Administration – NFLD Request for Information – Siân French

- This month the jurisdiction of Newfoundland and Labrador made a request for information with all CCEA jurisdictions. This request was to determine what all jurisdictions policies regarding the establishment of protected areas in oil and gas basins were.
- Sian thanked all jurisdictions for a very prompt and thorough response to her jurisdictions inquiry.

Administration – Winter 2007 Newsletter – Mark Richardson

- All articles have been submitted to Libby for desktop publishing. There is a lack of photographs for this newsletter that will be addressed. The chair is required to write a letter of introduction for this newsletter.

Action Item 3 Letter from the Chair for Newsletter (Bas)

- The chair will write an introductory article and submit it directly to Libby.

Administration – Printing of Past Newsletter – Siân French

- The past newsletter will be printed (200 copies) and shipped to the Secretariat for distribution.

Action Item 4 Publish Past Newsletter (Siân/Libby)

- Insert the CCEA mission statement into the newsletter and publish.

Projects – CARTS – Robert Helie

- No change in the status of this project.
- No reply from senior management on either the letter from the CCEA or the letter from the CPC.

New Business – SAMPAA/PCA Partnerships – Siân/Dave

- Sian, Dave from the CCEA, Mike Wong and Marc Johnson of the PCA and _____ representing SAMPAA met via teleconference on November 22nd, 2007. All parties discussed upcoming events and potential partnership opportunities.

Action Item 5 Submit Event Timeline (Siân)

- Sian will submit a timeline of major partnership opportunities to the Secretariat to be amended into these minutes.

New Business – All other items

- Deferred to correspondence and/or the next teleconference.

End of minutes.

Next Teleconference:

Wednesday January 9th, 1pm EST

Wednesday February 6th, 1pm EST

Wednesday March 5th, 1pm EST