

SAEWA Executive Committee Meeting: Friday, January 13, 2017
Conference Dial-in Number: [+1 888 299 2873](tel:+18882992873) Participant Access Code: 746-230-205

Executive Committee Members: 3 Absent: 1 Total: 4	Ben Armstrong - absent Chair Wheatland County	Paul Ryan, Vice-Chair (acting Chair) MD of Bighorn
	Kim Craig Town of Coaldale	Val Warnock Town of Trochu
Agenda Item #		
Also Present: Sherry Poole – SAEWA Manager		
<u>Item 1:</u> Call to Order: 11:04 am	Acting Chair Ryan called the meeting to order at 11:04 am.	
<u>Item 2:</u> Adoption Agenda 2017-01-13 MTN E2017 01 01	MOTION BY MEMBER Warnock In adoption of 2017-01-13 agenda. <p align="right">CARRIED ALL</p>	
<u>Item 3:</u> Adoption Minutes 2016-11-09 MTN E2017 01 02	MOTION BY MEMBER Craig In adoption of 2016-11-09 Meeting Minutes. <p align="right">CARRIED ALL</p>	
<u>Item 4:</u> Old Business Items	4.0 Old Business Items: 4.1 Review of the Strategic Plan 2016 – 2017 priorities set by the Board on November 25, 2016 session included: #1 Develop an Internal / External Communication Strategy #2 Develop process to engage regulatory, NGO officials by initiating introductions to begin engagement process #3 Engage with key politicians and select ministries #4 Develop financial strategy to seek financial resources and investment <p align="right">RECEIVED FOR INFORMATION</p>	
Action Item	4.2 Administration informed executive that the Board login to the data vault is completed, Board passwords are connected to preferred individual push emails, and that a test login was issued to Vice Chair Ryan prior to entire Board. <p align="right">ACTION ITEM</p>	
Action Item	4.3 Administration advised that after making an inquiry regarding the FCM – GMF delay in report of the Media Announcement of FCM – GMF Funding that was to be delivered to the media in December 2016 by the FCM Media Manager, Maurice Gingues still has not been completed therefore administration submitted an additional inquiry cc to the funding manager to find out what the delay continues to be as well administration has advised that SAEWA will be required to issue a Change Order Request to FCM to advise of the end project completion date being moved	

<p>Action Item</p>	<p>forward to May 31, 2017 so as to allow additional time to deliver the transportation model due to a lack of expertise in the subject area; noting that University of Alberta, one of the few industry experts who has developed a Transportation Model has informed that they are preparing to submit a tender to SAEWA; additionally administration informed that the first draw requisition submitted to FCM on December 13, 2016 has been put over until the dates of completion on record are revised accordingly permitting SAEWA to compile the progress reporting and invoicing paid on receipt at least to 50 % complete as is set out as a requisition requirement in the terms of the FCM – GMF 15064 funding agreement.</p> <p style="text-align: right;">ACTION ITEM</p> <p>4.4 Administration advised that the 2017 Audit documents have been received and that upon signature of the Chair, the audit process will commence as per usual.</p> <p style="text-align: right;">ACTION ITEM</p>
<p><u>Item 5:</u> New Business Items Action Item</p> <p>Action Item</p> <p>Action Item</p> <p>Action Item</p>	<p>5.0 New Business Items:</p> <p>5.1 Action Log update received for January 13, 2017.</p> <p style="text-align: right;">ACTION ITEM – RECEIVED FOR INFORMATION</p> <p>5.2 Member Ryan reported on the outcomes of the meeting with University of Alberta and Alberta Innovates attended January 4, 2017 informing the executive that the U of A will be submitting a proposal tender to complete the Transportation Study; further to be submitted for consideration by SAEWA middle February 2017.</p> <p style="text-align: right;">ACTION ITEM</p> <p>5.3 It was determined in discussion of the Transportation Study that there is a need to bring a Project Developer on board to move project forward in a more timely manner, which will be brought forward to the Board on January 27, 2017 agenda.</p> <p style="text-align: right;">ACTION ITEM</p> <p>5.4 After review of the Communication Plan submitted by David Klug, Konsul Strategies 2016 12 12 the executive have determined that the key focus areas to address in benefit of SAEWA will be internal and social media communications and in-order to expedite this they propose that Vice Chair Ryan put forward a request to David to assist SAEWA in developing (7) key target messages to push out on Twitter that will actively engage government officials to follow tweets and ideally push out to other audiences; prior to this administration has been directed to setup a Twitter account for SAEWA (task completed 2017 01 13) and to coordinate with Paul and David to be provided access with intention of uploading key messages to tweet as headlines; also important will be enhancing SAEWA communication tools through administration working with Vice Chair Ryan in coordination a 1 page project communication FAQ Sheet to push out to the membership monthly following the Board Meetings; special instruction was also given to embed the FAQ template within the body of the email rather attach as pdf document and to create subject headers that are equally captivating.</p> <p style="text-align: right;">ACTION ITEM</p>

<p>Item #6: For Information Action Item</p>	<p>6.0 Items for Information Items 6.1 – 6.6 received for information to put forward to the Board, as well advising administration to add to the action list to present to the Board on January 27, 2017 the approved 2017 Budget (draft) as the 2017 Budget (actual). ACTION ITEM</p>
<p>Item #7: Member Reports</p>	<p>7.0 Member Reports: 7.1 Member Ryan advised that he is trying to meet with Pembina Group in follow up to the proposal submitted re: the Transportation Study Terms of Reference. RECEIVED FOR INFORMATION</p>
<p>MTN E2017 01 03 Adjournment 1:03 pm</p>	<p>MOTION BY MEMBER Warnock In adjournment of meeting @ 1:03 pm. Next Executive Meeting date: February 10, 2017 @ 10:00 am. CARRIED ALL</p>

Approved MTN E2017 01 03