

RiverWatch Institute of Alberta
Agenda for a 3rd Quarter Meeting of the Board of Directors

- Date:** Saturday Sept 28th 2013
- Time:** 1:00- 3:00 p.m.
- Location:** Heffler Residence, 943 30th Ave NW, phone 284-2961
- Attendees:** Howard Heffler, Terry Antoniuk, Stephanie Neufeld, Stacie Lundberg, Jim Gendron, Joanne Steinmann, Cal Kullman
- Regrets:** Craig Ikeda, Mike Tyler, Joanne Steinmann
- Mission:** RiverWatch seeks to advance education by organizing and delivering programs, projects, science curriculum supplements, field studies and tours that assist teachers, students and others in the study of the environment

Agenda

1. **Appointments**...Chairperson and Secretary
2. **Call to Order** ... Articles of Association (52): For the transaction of business, a majority of the directors personally present, or by teleconference or by any other form of communication which permit active and direct participation, shall constitute a quorum.
3. **Agenda Approval**
4. **Minutes and Action Items**... from the Previous Board Meeting May 4th , 2013
5. **Key Performance Indicators and Dashboard Metrics** ... Revised document provided.
6. **Financial Report**...The mid-Sept payroll depleted cash on-hand but arriving fall school payments should cover the end-of-Sept payroll and if not, a credit card cash-advance – also used last year - will make-up the shortfall. Jim and Terry signed-off on two new trust accounts set-up with TD Canada Trust to received Water Act Creative Sentence Fines. Andrea's sense is that we'll finish the year in a somewhat better financial position than last year.
7. **Business Plan**...Two experiments were conducted this year – a staff and equipment doubling in Calgary; and a summer program in both cities. The Calgary summer program was ended prematurely in early July as a result of post-flood infrastructure and staffing complications. The Edmonton summer program was successful from a financial and participant standpoint with approximately 100 public participants; 50 bags of litter and weeds removed; 650 trees and shrubs planted; and 30 nest boxes built and placed. The doubled Calgary school program was successful in the spring but ran into fall staffing, equipment and management complications generated in-part by the early departure of two crew leaders. The smaller Edmonton fall program is off to a smooth start with four of six staff returning.
8. **Fund Development**...Three grants remain for renewal – City of Calgary and Imperial Oil Foundation are due by the end of September; and Encana's two-year agreement has ended. Encana is undergoing personnel changes and a new Community Investment contact will be sought. Pembina Pipelines and BP Canada significantly increased their funding this year and Pembina participated in an employee trip and school ride-along. BP has put on-hold their expansion into Ft. McMurray; have laid-off our immediate funding contact; and this raises questions about our new 3-year funding agreement. A summer float trip for Al-Pac may translate into future funding support. Two Water Act creative sentencing fines have been received and a new \$7000 raft and equipment are on-order. Cal spent a day assisting a videographer from Access Pipelines to shoot an internal employee update and possibly a promotion for posting on our new website.

9. **Human Resources...** Ten guides, a crew leader and a bus driver were hired in August from across Canada for the fall season with resulting broad-based team balancing sciences and outdoor leadership. An intensive week of training was conducted in two cities at the end of August with Lena, Cal and consultants Mark Taylor/Randy Clement providing expertise on alternating days. Edmonton retained four of six returning staff; Calgary two of twelve staff. The Calgary Crew Leader abruptly quit Sept. 17th and we're attempting to make-do without re-hiring. We're currently operating with one Program Manager stretched between two cities but it would be worthwhile considering a return to the past model of a coordinator in each city.
10. **Program Report...** Limited daily school time continues factoring as support for an efficient morning welcome and launch; an efficient first test site; a restructured invertebrate sampling; a limited wastewater interpretive tour; and the option to cut program segments on shorter days. New water quality test kits (chloride, hardness) were piloted in the spring but replaced by a doubling of the existing kits for the fall (phosphorus, pH). Fall programs have been booked to 90% of available days in Edmonton and 80% in Calgary. We're maintaining a strong science focus at our two shoreline test sites, augmented with interpretive presentations during the float and wastewater tour portions of the day. Participant feedback has been good. We'll know by Oct. 20 the result of our submission for an Interpretation Canada Award of Excellence based on two videos of our guides in-action.
11. **Safety Report...** Several pre-season and staff training scouting trips were conducted on the Bow River with safety consultant Mark Taylor to assess post-flood hazards and mitigations. We've received written Transport Canada approval for the purchase of 25 new Type V guide PFDs – financed through \$5000 BP Canada funding and sporting the BP logo. The Calgary Board of Education has replaced our contact from a Corporate Risk Management Coordinator to a new Off-Site Activities Specialist and our Master Agreement has been renewed for another three years. We've reported one near-miss Sept 18th “overboard student” to the CBE as per our agreement; we inadvertently booked a younger-than-usual group of grade 7 Edmonton students on Sept. 10th that taxed our small-size inventory of rubber boots and PFDs; Calgary raft groups were 5-6 students larger than usual on Sept. 18th when two sick and injured staff did not report for work; and the new Calgary Crew Leader diverted school pick-up buses into our small compound on Sept. 18th on a weather-shortened day.
12. **Corporate Report...** We were shut out of our Calgary launch ramp Sept. 13-16th with no notice during a reconstruction ordered by the Fire Department – we now have new contact with the CFD Tech Team Coordinator. Suncor Refinery graciously contributed a load of road-crush for our Edmonton river take-out repairs. We assisted with a Sept. 20th City of Calgary post-flood float trip for 36 officials. Our legal advisor Chris Brown has moved to Blake, Cassels & Graydon LLP, and in conjunction with this, we've repatriated the Minute Book to Andrea and going forward, will complete the Corporate Registry Annual Return ourselves. The new \$10,000 website is ready for pre-launch viewing at <http://198.57.169.58/~riverwat/> ; please take a look and comment on general themes and/or minutiae.
13. **Other Business...**
14. **Next Meeting...** A fourth quarter Board Retreat during November will address in-part the Business Plan 2014, staffing and 20th Anniversary Celebrations.
15. **Meeting Adjournment**