



**Consent Document for Steering Committee Meeting
September 10 2010**



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Tentative Agenda

AGENDA / ORDRE DU JOUR

Steering Committee Meeting / Réunion du comité directeur #34

10 September/Septembre 2010 - 10:00am AST

Webex

Documents Required:

A) Consent document

B) Information report

C) Resolutions document

D) Round Table Summary

1.	9:50	Login	Entré sur le site
2.	10:00	Call to order 'Opening prayer'	Ouverture de la séance 'prière d'ouverture'
3.	10:05	Meeting instructions	Instruction pour la réunion
4.	10:10	Approval of Consent documents: Approval of minutes; June 12, 2010 minutes; and Matters arising from Minutes (Action items).	Adoption du document de consentement : Approbation de l'ordre du jour; procès-verbal du 12 juin, 2010; et Points découlant du procès-verbal (Mesure à prendre)
5.	10:20	Review, Discussion and Approval of Information document (Volunteer Groups, Work-plan Internal Reports, and Executive Director Report).	Revue, discussion et approbation du document d'information (Rapport des groupes bénévoles, plan annuel, rapports internes, et de la directrice générale).
6.	10:30	Approval of Financial update	Approbation de la mise à jour des finances
7.	10:40	Resolutions Debate	Débat sur les résolutions
8.	11:40	Approval of resolutions	Approbation des résolutions
9.	11:50	Any Other Business Round Table Summary Next Meeting	Autres Sommaire de la table ronde Prochaine Réunion
10.	12:00	Adjournment 'closing prayer'	Levée de la séance 'prière de fermeture'



Previous Meeting's Minutes

Steering Committee Meeting #33 Minutes

Location: Club des retraités, Chéticamp, Cap Breton, NS

Date: Saturday, June 12, 2010

Time: 4:30pm

The Attending Members:

Alice Power, Friends of the Pugwash Estuary

Lisa Arsenault, consultant

Danica Le Breton, SGSLCS staff

Kathryn Parlee, EC

David Boyce, Three Rivers Heritage Association

Julie Whalen, DFO (standing in for Ray MacIsaac, DFO)

Omer Chouinard, UdeM

Steve Plante, UQAR

Chantal Gagnon, SGSLCS ED

Annie Johnson, UINR

Rémi Donelle, Coalition des b.v. de
Kent

Regrets:

Irene Novaczek, Oceana Seaplants

Randy Angus, MC PEI

Commission Robert Capozzi, NB Government

Justin Huston, NS Government

Marie-Hélène Thériault, SRHWG-Chair

Debbie Nielsen, Union of NS Munici.

David Garbary, St.F.X

Jean Goguen, Kent Planning

John Legault, Public-at-Large

P.Nagarajan, UPEI

Doug Deacon, Town of Stratford

Mark Sark, GMRC

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1. Call to order

The meeting was called to order by Coalition-SGSL Chairperson, David Boyce at 4:30pm. Meeting participants introduced themselves.

2. Approval of minutes

Minutes from March meeting were distributed only in English, as translation had not yet been done.

Action item: Chantal to ensure translation of minutes. Kathryn to send typo errors for correction to Chantal

Approval of the minutes moved by Omer Chouinard and seconded by Lisa Arsenault.

3. Approval of agenda

Approval of the agenda moved by Omer Chouinard and seconded by Alice Power.

4. Management Committee officers and members

Discussion took place with respect to nomination and election of Management committee officers. Chantal and David explained exactly what it entails to be an Officer in the Management



Committee and described the responsibilities for the open seats – President, Vice-President and Secretary. For each seat, David followed the Code Morin process by asking the room at large for other nominations three times, then asking for approval of those nominated, those against and those abstaining.

- Rémi Donnelle – elected as President (Chair)
- David Boyce - moved to Past-President (past-chair)
- Alice Power – re-elected as Vice-President (vice-chair)
- Omer Chouinard – elected as Secretary

All elected by acclamation. Their terms end in 2012, unless they vacate their Steering Committee seat prior to this (except for the past-president).

5. Steering Committee Meeting roundtable

Everyone was given a chance to discuss anything that may be of interest to the others. *Notes from round table are not taken unless submitted by writing.

6. Executive Director's Report

Chantal took a few minutes to explain the budget (the new approach she is using for cash flow), the work-plan main projects (CAMP, CEMAP, Communications) and her priority actions.

Executive Director Priorities for 2010-11

- Communications

- Increase overall media attention to the southern gulf region
- Adding quantity and quality of communication
- Adding more educational informative resources on the website
- Increase two way communications

- Projects

- CAMP
- CEMAP – make it continue even if monitoring diminished
- Involve volunteer groups more in these projects

- Operations

- Increase structure to increase effectiveness of operations & sustainability
- Increase Steering Committee members
- Reduce travel (SC, and ED)
- Build good practices to maintain and grow the volunteer group's activities
- Find a system for increasing donations for core

7. Other Business

Atlantic Ecosystem Initiative Coop

David Boyce discussed the Coop idea being analyzed by the ACAP groups since Environment Canada funding became uncertain for this program. The Coalition-SGSL is involved through David and our review of some of the documents. There is a draft business plan currently in the works and a marketing plan as well.

AGM planning



David presented to the members earlier in the day the idea to pre-plan the date and location of the AGM for the next 3 years. The goal by doing this is to improve fund raising for the AGM, increase efficacy in planning the events, increase attendance by members and increase productive contribution of the AGM to the Coalition-SGSL's mandate. The Steering Committee unanimously approved this approach.

The committee agreed to plan AGM meetings to coincide with the Friday and Saturday (when best option) of Rivers to Ocean week (sometimes environment week as well) which centers on Oceans Day (June 8). Here is the breakdown to 2014.

2011

- ❖ Location: Iles-de-la-Madeleine, QC
- ❖ Dates: Rivers to Ocean week, (end of week) (June 8-12)
- ❖ Visits:
- ❖ Guest speaker :
- ❖ Theme: Coalition-SGSL achievements and direction,
(Done Bonaventure and Carleton)

2012

- ❖ Location: Charlottetown – Lennox Island, PEI
- ❖ Dates: Rivers to Ocean week (end of week) (June 8-10)
- ❖ Visits:
- ❖ Guest speaker :
- ❖ Theme: Coalition-SGSL achievements and direction, Canadian Rivers Conference
(Done Summerside, Emerald, Montague)

2013

- ❖ Location: Shippagan, NB
- ❖ Dates: Rivers to Ocean week, (end of week) (June 7-9 or 13-15)
- ❖ Visits:
- ❖ Guest speaker :
- ❖ Theme: Coalition-SGSL achievements and direction,
(Done Moncton)

2014

- ❖ Location: Pictou Landing, or Tatamagouche, NS
- ❖ Dates: Rivers to Ocean week , (end of week) (June 6-8, or 13-15)
- ❖ Visits:
- ❖ Guest speaker :
- ❖ Theme: Coalition-SGSL achievements and direction,
(Done Antigonish, Stellarton, Cheticamp)

Steering Committee Meetings

The group discussed if we should reconsider including Saturdays, but decided that sticking to Friday meetings was best. It was also discussed that the management committee would need to come up with a new format for the meetings as these will be done virtually, and therefore can't



follow the same process. It was agreed that the consent document was a nice touch and seemed to work fine with the members. Training will need to be done for members before the next meeting on how to use the system. Chantal explained we have the Webex system already in place at the Management Committee and so far it is going well. Chantal and Steve also discussed VIA, another provider, which is being used by the CCC-CURA.

Action item: Chantal and Steve to learn from their experience with VIA to see what system may work best. The Management Committee to work out the new framework for the Steering Committee meetings as these will require being productive but over the phone. Chantal is to send technical information for Webex to Steering Committee members for meeting.

The tentative dates for the next meetings are:

Friday, September 10 2010

Friday, December 10 (or 3) 2010

Friday, March 4 (or 10) 2011

Friday & Saturday, June 10 -11, 2011 (AGM)

8. Adjournment

David Boyce moved for the meeting to be adjourned at 5:50 pm.

Matters arising from minutes (Action Items)

List of Action Items still to be fulfilled Steering Committee Meetings

Please note format will be changing in the coming months.

Meeting Date	Action Item	Responsibility	Timeline	Status
#33 – June 12 2010	Action item #01: Chantal to ensure translation of minutes. Kathryn to send typo errors for correction to Chantal	Chantal	Sept.10	
	Action item #02: Chantal and Steve to learn from their experience with VIA to see what system may work best. The Management Committee to work out the new framework for the Steering Committee meetings as these will require being productive but over the phone. Chantal is to send technical information for Webex to Steering Committee members for meeting.	Chantal and Steve	Sept.10	
#4 – March 5	Action item #01: Management Committee to come up with a means to	MC	June 2010	DONE



2010	stagger the elections and prepare the nominations of the AGM.			
	Action item #02: Melanie Corkum proposed contacting Richard Bridge regarding possible core funding sources.	Melanie	None	
#3 - December 4 2009	Action item #5: Omer to follow-up SC-Rep: Academics – QC, Suggestion: Michel Chouinard à Baies des Chaleurs ZIP	Omer	March 5	Chantal to continue in coming year
	Action item #7: Chantal to continue building a relationship with this community and other contacts in other communities in NB. First Nations – NB, Suggestion: Dennis Simon is interested, but not available. –	Chantal	Ongoing	Ongoing
#3 - December 4 2009	Action item #11: Chantal to contact Nadine Gauvin to see if she has any ideas (Tourism alliances) from her new role with Parks.	Chantal	March 5	Postponed to next year
	Action item #12: Omer to contact folks in Lamèque involved in this subject (Tourism alliances).	Omer	March 5	Postponed to next year
	Action item#16: Kathryn Parlee will try to look into her communication group for resources, contacts and advice.	Kathryn	March 5	Waiting for K.Parlee to return to active duty with the Coalition
	Action item#17: Omer to talk to the communication group at UdeMoncton to look further into the possibilities of credit exchange or getting a professor engaged in the working group.	Omer	March 5	Office moved to new Campus. Will need to look there.
#2 - September 11 2009	Action item #01: The Coalition is to look into the possibility of being a member of ACIC	Secretariat	End of fiscal year	Postponed until more members express an active interest in international



				component of Coalition-SGSL
	Action item #02: The ED is to follow-up with the idea from the previous ED of involving the provincial federation of municipalities.	ED	2010 AGM	In process
	Action item #15: The ED is to set up a template or format for monitoring the progress and activities of our working groups. Use template to assess every 2 years this progress and the links with achieving our goals, and be a members of WG based feedback form.	ED	End of fiscal year	Not started
#1 - June 12 2009	Action item#08: Coalition staff to compare provincial environmental networks to the national one as per the above suggestions.	Coalition Staff	End of fiscal year	In process