



Consent Document for Steering Committee Meeting

#37 – June 18, 2011



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Tentative Agenda

Tentative AGENDA / ORDRE DU JOUR préliminaire
Steering Committee Meeting / Réunion du comité directeur #36
4 March/Mars 4, 2011 - 10:00am AST
Webex

Documents Required/Documents requis:

- A) *Consent Document*
- B) *Information Document*
- C) *Resolution Document*

Nomination et élection des membres et officiers du comité de gestion	9:35 am	Nomination and election of Management Committee Officers and Members
Table ronde du comité directeur	10:00 am	Steering Committee Meeting roundtable
Révision des projets 2011-2012, du plan de travail, et du plan d'action	11:00 am	Review of 2011-2012 Projects, Work-plan and Action Plan
Diner	12:00am	Lunch
Levée de la séance/Début de la visite guidé	1:00 pm 13h00	Adjournment/beginning of field activity



Previous Meeting's Minutes

Steering Committee Meeting #36 Minutes

Location: Webex

Date: Friday, March 4, 2011

Time: 10:00 am

Attending Members:

Marie-Hélène Thériault, SRHWG-Chair
Danica Le Breton, Coalition staff
Rémi Donelle, Coalition des b.v. de Kent
Ray MacIsaac, DFO
Irene Novaczek, Oceanna Seaplants
Estuary
Randy Angus, MC PEI
Steve Plante, CURA, UQAR

Omer Chouinard, UdeM
Chantal Gagnon, C-SGSL ED
Lisa Arsenault, consultant
Melanie Corqum, EC
Alice Power, Friends of the Pugwash
Yves Martinet, ZIP

Regrets:

David Garbary, St.F.X
Justin Huston, NS Government
Robert Capozzi, NB Government
Mark Sark, GMRC
P.Nagarajan, UPEI
Commission
Debbie Nielsen, Union of NS Munici.

Annie Johnson UINR
Lisa Young
John Legault, Public-at-Large
Doug Deacon, Town of Stratford
Jean Goguen, Kent Planning

.....

1. Log in

Log-in was done a 10: 05 am. Chantal as put a funny not on the white board of the meeting concerning snow and shoveling in recognition of the blowing winter we have. That made people laughs. Chantal as announced that Lisa Arsenault was pregnant of its second child. The family grows! Randy made everyone laugh as well by joining the meeting from his hotel room in Vancouver in pyjamas! Everyone had a good time at the meeting

2. Opening prayer



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Remi ask Ray MacIsaac to say the opening prayer.

3. Call to order

Remi welcomed everyone to the meeting. Remi advised members that the call is recorded for the purpose of improved minutes and explained how the meeting will proceed on Webex work.

4. Approval of the consented document

Rémi reviewed the agenda that was sent to members. Remi asked if there is any question or comment of the previous agenda. He asks for approbation of the document.

Minutes:

In the previous minutes of December 10th 2010, Yves ask to do small modification; Irene had point to change also. Randy asks to have an Action Item related to helping First Nations be aware of the AGM and seek to have some present.

Action Item: Danica and Chantal, make the changes in the minutes in French and in English. Send back the minutes to the steering committee.

Moved as amended by: Yves Martinet

Seconded as amended by: Steve Plante

Approved: All agreed

Action Item List:

Chantal present the action item list the members. Randy asks to add his action item that was in the minutes of December 10th. Remi ask if there is any other modification.

Moved as amended by: Omer Chouinard

Seconded as amended by: Lisa Arsenault

Approved: All agreed

5. Review and discussion of the information document: (Report of volunteer groups, annual plan, internal reports, and the executive director)

Volunteer Group Report

Remi asked Chantal to a roundtable of working groups of the Coalition-SGSL. Chantal explained that the communication and education group is back in working groups as they meet and are in calls to members.



Members recommended that the charter to members of the Coalition-SGSL and a link or a reminder to our vision and mission on this page of our site. It is not attractive enough and does not provide enough information. Chantal informed that when someone becomes a member we send them a bilingual email reply with the Charter and instructions to print and sign it. We would not want people printing the Charter and say they are members, without informing us. So it is unlikely that the Charter is made available to everyone on the website, but it is finally sent to all new members.

Action Item: Communication and Education Working group, added on the website link and more information for new members and About Us pages (Vision, Mission, etc.).

Chantal also asks if there are members in the steering committee who would be interested in getting involved in the communication and education working group to inform Danica or Chantal and they will send you the information needed.

Members also noted the lack of information on the page CCC-CURA considering the project is already in progress and six small projects have been founded. Chantal has advised that we proceed with preparations for the page. That's a good idea to add links to information on the CCC-CURA on projects page. Chantal invited members who want to lend a hand with the website connect with Danica and we can include them in group of communication.

Action Item: Danica, Chantal, add a link for the CCC-CURA project on the website with a description of the punctual project.

A brief discussion followed on the initiative of the ecosystem of the Northumberland Strait and sharing of information. Chantal has mentioned this developed by some people in the member call around. The idea now is to create a page on our site that links to existing information on the Initiative of the ecosystem of the Northumberland Strait and other initiatives. An update could easily be added to inform people if there is any news.

Action Item: The Communication and Education working group, to move forward on a page for the Northumberland Strait work.

Chantal continues with funding applications. For the moment we are awaiting responses to multiple applications. The report of the executive director is presented.

Policy on discussion of financing implies that there is a procedure around the spokesperson to request funding in the organization. This provides a point of approach for people. The committee recognizes that this should be the executive director.

6. Financial Update



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Remi asked Chantal to present the financial report. Chantal explained that a new document was sent a few days before the meeting. It reflects an accurate Profit and Loss and Balance Sheet for the Year to date (unlike the usual by quarter numbers). She briefly draws attention to the project expenses versus the operational expenses, and clarifies that the difference between the amounts in Total income over total expenses, and the amount of funds available to the Coalition-SGSL as indicated in the balance sheet. She also points out that because now most of our meetings are with Webex, the expenses show up in telephone expenses rather than meals, accommodation or travel.

We have a pretty good cushion in the bank however; there are still many project related expenses before the end of fiscal year. We will be okay until end of fiscal year, but cash flow may become very tight in early 2011-2012 if funds do not come in early and quickly enough.

7. Adoption of resolution

Remi asked Chantal to explain the resolutions. She explained that Ray should be the one with the resolutions to vote.

Ray said the resolutions. The document was designed to be not complicated and easy to understand. The document: Policy and operational guidelines for activities related to fundraising for the organization is explained to members.

Chantal asks Remi has a request to all members their impressions and whether they agree with this new resolution because this is a new policy.

Omer: OK

Randy: OK

Ray: OK

Alice: OK

Steve: OK

Yves: OK

Irene: At point ((A)) the role belongs more to the Executive Director instead of the Coalition-SGSL directly.

Marie-Hélène: At point ((D)) *funding applications*; would be more appropriate to say fundraiser.

Lisa: OK

Rémi: OK

Melanie: OK

Action Item: Chantal, discuss with the Management Committee to change the point (a) *The Coalition-SGSL must control all activities carried out fundraising on its behalf.* Indicate that this role belongs to the Executive Director.



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Chantal: Suggests that the point ((A)) to make it change by the Secretariat instead of Coalition-SGSL. This way, there is no matter involving fraud compared to only 1 person in this role. Secretariat indicating that involves the Executive Director and the management committee.

The audio of the participants was not working well. She then sent an email with these recommendations for political fundraising. Chantal arrange to review these points with the Chairperson of the substantive development considering the version approved at the meeting.

Action Item: Chantal, to discuss with the president of the funding development group about the point suggested by the participant.

Moved as amended by: Omer Chouinard

Seconded as amended by: Marie-Helene Theriault

Approved: All agreed

8. Annual General Meeting

Remi asks Alice to make a summary on the progress of planning for the AGM. There have been many changes in planning since the last meeting. The place has been confirmed and completely different from last time. The AGM will be on the islands of Cap-aux-Meules at the Chateau Madelinot. This place is closer to the airport and the ferry.

The ZIP Committee AGM will be Thursday, June 16. Members of the Coalition-SGSL present at that time are welcome to attend.

There is a possibility to organize a tour of the Islands on Saturday afternoon with the spouse (s) and children. We need to know as soon as possible those who want to participate. Members should send an email to Danica as soon as possible with their intentions.

Action Item: To members, send an email to Danica or Chantal to advise if you will take place in the Island Tour.

Chantal advised members that there will be no ferry departure on Monday in the Magdalene Islands due to St. John the Baptist leave.

Alice proposes Dr. Emile Pelletier, a professor at UQAR specialist Ecotoxicology and spill cold water presenter on Friday afternoon. Nobody opposes his candidacy.



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The document presented by Alice at the meeting will be sent to committee members to provide answers for the planning of the AGM.

Action Item: Chantal to send to members of the Steering Committee the issues raised by Alice on the AGM to provide a fast answer to issues left unresolved at the meeting

The AGM will be in Magdalene Island June 16th to 19th 2011.

9. Other Business

Volunteers to choose the winner of the award:

There are 10 applications for the scholarship this year. A committee should be established to take the decision of the scholarship recipient 2011. Chantal asks if there are people who are volunteers.

Lisa Arsenaault, Melanie Corqum, Steve Plante and David Garbary have volunteered to serve on the committee. Rémi Donelle volunteered to be substitute members. The decision must be made before April 15, 2011

Atlas:

Chantal explains the work she and Julie Whalen established. The page on the website of the Atlas has been updated and is now available. Now on Google Earth we can see the regions covered by the Coalition-SGSL and descriptions of their work.

Steve informed members that they have received financing from the *Agence de la santé et des services sociaux* for 2 years for the support project of the CCC-CURA.

10. Adjournment

Remi ask Ray MacIsaac to say the closing prayer.

End of meeting at 11:31

Moved by: Omer Chouinard

Seconded by: Steve Plante

Approved: all agreed



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Matters arising from minutes (Action Items)

List of Action Items still to be fulfilled Steering Committee Meetings

See attached *Task List 02-2011 PDF* document.