



Minutes Steering Committee Meeting #40

March 1, 2012



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Agenda

AGENDA / ORDRE DU JOUR

Steering Committee Meeting / Réunion du comité directeur #40

1 March/Mars 1 2012 - 10:00am AST

Webex

Documents Required/Documents requis:

A) Consent Document

B) Information Document

1.	9:50	Login	Entrée sur le site
2.	10:00	Call to order 'Opening words'	Ouverture de la séance 'parole d'ouverture'
3.	10:05	Meeting instructions	Instruction pour la réunion
4.	10:10	Approval of Consent document: Approval of minutes; December 1st, 2011 minutes; and Matters arising from Minutes (Action items).	Adoption du document de consentement : Approbation de l'ordre du jour; procès-verbal du 1 ^{er} décembre 2011; et Points découlant du procès-verbal (Mesure à prendre)
5.	10:20	Review and Discussion of Information document: (Volunteer Groups, Work-plan Internal Reports, and Executive Director Report).	Revue et discussion du document d'information : (Rapport des groupes bénévoles, plan annuel, rapports internes, et de la directrice générale).
6.	10:30	Financial update	Mise à jour des finances
7.	10:40	Coalition-SGSL 2011-12 Priorities	Priorité pour la Coalition-SGSL 2011-2012
8.	11:30	Other Business AGM	Autres AGA
9.	12:00	Adjournment 'closing words'	Levée de la séance 'parole de fermeture'



Meeting Minutes

Steering Committee Meeting #40 Minutes

Location: Webex

Date: Thursday, March 1st, 2012

Time: 10:00 am (AT)

Attending Members:

Chantal Gagnon, E.D. Coalition-SGSL,

Thérèse Chenard, Staff Coalition-SGSL

Marie-Hélène Thériault, Public-at-Large

Randy Angus, MCPEI

Rémi Donelle, Coalition des b.v. de Kent

Alice Power, Friends of the Pugwash Estuary

Irene Novaczek, Oceanna Seaplants

Robert France, NSAC

John Legault, Public-at-Large

Annie Johnson, UINR

Melanie Corkum, Env.Cnd

Yves Martinet, Comité ZIP IdM

Lisa Arsenault, Consultant

Regrets:

Steve Plante, UQAR

David Boyce, Three Rivers Heritage Association

Doug Deacon, Town of Stratford

Debbie Nielsen, UNSM

Jean Goguen, Kent Planning Commission

Jeff Basque (Acting CEO), GMRC

Justin Huston, NS Agr.Fish Dept

Robert Capozzi, NB Env. Dept.

P.Nagarajan, UPEI

Tanya Dykens, Agr.Cdn.

Normand Haché, Basaltec Inc

Omer Chouinard, UdeM

1. Call to order and Opening words

The meeting was called to order at 10:05 by the Coalition Chairperson, Rémi Donelle. Rémi ask everyone to present themselves since we had a guest at the meeting. Mr. Sebastien Doiron is with the Beau Bassin Commission in Shediac.

2. Meeting instructions

Rémi has presented the agenda and asked if anyone had time to read the document and if there was other points to be added to the agenda. Nobody had point to add. Agenda was approved by all.

3. Approval of Consent document (Approval of December 1st, 2011 minutes; and Matters arising from Minutes (Action items).



Rémi passed on to the third item of the agenda, the adoption of the consent document. He asked if everybody had time to read the document. He asked if there is question about the last meeting document and reviewed the action items.

Last meeting Action Item:

For action Item 1: Robert Frances will contact Chantal to see how we can contribute to the Water Stewardship Council.

- Robert said that he had attended only a few meetings, and that supposedly there will be a bigger meeting in Halifax in June or July 2012 and that until then he has no further information to give us.

For action Item 2: Staff looks into virtual processes through Webex or Outlook for voting by Steering Committee members in between (for timely or urgent affairs)

- Still in progress

Rémi went on to request a motion for the approval of the minutes of 1 December 2011.

Moved by: John Legault

Seconded by: Randy Angus

Approved by: All

4. Review and discussions of Information document: (Volunteer Groups, Work-plan Internal Reports, and Executive Director Report).

Chantal rapidly read through the Information Document starting with the Executive Director Report:

Funding Proposals

Since she was not at the last meeting, Chantal wanted to give us a detailed report of her funding proposal report.

We applied for the Yves Rocher Fondation, we asked for a \$5000.00 project but it was denied. For the Status of Women Canada it was submitted on November 2, 2011 and we have still not heard from them. On October 4th 2011, we applied for the New Horizon – When I was young, we have not yet heard from them and they have until the end of February to provide a response. For the Aviva community funds – Small town, Big Dreams we have submitted for \$50000.00 - \$100 000.00 for video documentary of sustainability. We did not succeed but it was a good learning experience of what does not work for us. As for the Rural Secretariat – Community Development Fund, we submitted for \$86 356.00 and the answer will not arrive until after end of fiscal year. We did not make the second round for the Donner Foundation but we are still running for \$1000.00



price. Finally, for the North American Partnership for Environmental Community Action, we applied but did not get approached to submit a final proposal

We also have funding sources currently in the process of application like:

We have applied for the RBC Blue Water Fund, we received a confirmation of the application but the response won't be until July 2012. We also applied for the Mountain Equipment Coop for the research cost around taxonomy as part of CAMP/CABIN and the deadline is March 10th 2012. We applied for 5 camps students funding with Service Canada the deadline was February 28th, 2012 – answer won't be received until May. For the Science Horizons we will apply for CAMP/CABIN and the deadline to apply is March 2, 2012. Finally, we are looking how we can develop a relationship with the Gordon and Packard Foundation.

Further we have been approached by DFO Species At Risk to do a special workshop in March to gather feedback on proposed consultation tools. This offer has been accepted as it falls directly in our mandate and we have the capacity to do it. We also received an offer from AZCISC to organise, plan and execute Geomatics Training session between March 1st and July 1st. Two will be held in the Maritimes, 1 in Newfoundland, 1 in Rimouski and 1 in Shippagan. The contract is split in two – a portion falls under this fiscal year, and the second portion which will involve more direct work from the ED will be carried out in fiscal year 2012-13. It was mentioned it would be good to have a session in PEI, and this would be looked into by the ED with the partners of the project.

Volunteer Group

Chantal talked about the volunteer group activities details:

Fund Development

For the fund development group, the chair has been working on a funding strategy and the group recommends that the Coalition-SGSL sets specific fundraising goals for the Annual general meetings. They also recommend trying to get more coop-students to work for us, and that the steering committee seriously considers closing the Sustainability Scholarship if we have no funding for it, and if no one is taking the lead on advertising and funding for the Sustainability Scholarship Fund.

Technical advisor

Attendance at the meeting was minimal. The focus remains on adding the aquatic monitoring information for the Northumberland Strait to the atlas.

Traditional Ecological Knowledge

For some unexplained reason, no one attended the meeting or advised of their presence or lack there. There is still no direction set for this group.



Science, Research and Habitat

There is a lot of information shared during these meetings about ongoing science that members are participating in. The group proposed minutes from all volunteer group meetings be shared with Steering Committee members, and maybe even on the Internet.

Coastal Erosion

The group is moving forward. The website is receiving some attention with more information and resources available.

Communication & Education

The group recommend new items to the Messenger bulletin, and is discussing how best to use our Facebook page. They also discussed that the feeling on the ground is that the federal government is moving away from encouraging direct interaction between government department and programs. As well, the group feels we can use the Messenger and other communication tools to involve members in the Coalition-SGSL Strategic Plan review in the coming year.

Discussions around the volunteer groups involved the Scholarship and the group minutes.

Regarding the Scholarship, members stayed hopeful that we would get an answer by May as to whether or not they will provide the funding. The committee does not necessarily want to abandon the scholarship, but suggest before making the final decision we should that time to consider alternatives and options. There is no inclination to abolish the scholarship. The more activities we have the better we look. We could do a call to membership for donations into the Scholarship Fund. We would need to develop more specific donations requests. We should also approach municipalities and businesses to give them an opportunity to donate. We would best reach them through snail mail or network specific communication lines. We could maybe do this outreach in April.

Action Item 1: Secretariat to look into options suggested by the SC concerning the scholarship: a call to membership for donations into the Scholarship Fund; develop more specific donations requests; approach municipalities and businesses; reach them through snail mail or network specific communication lines and do this outreach in April if possible.

Regarding sharing volunteer group minutes, the committee agreed minutes should be copied to SC members to keep them informed. If these are to be put on the Internet, then only the key points coming from the minutes should be translated and the rest of the minutes can be in its original language. It was suggested to add a link on each group's webpage with the contact name and email of a person who could help with explaining the unilingual minutes to any member interested. This was approved by all members present.



Action Item 2 Administrative Assistant to put minutes on line for each volunteer group, with only the key points available in both languages, and also include the note and link for assistance to understand unilingual minutes.

Action Item 3: Administrative Assistant to copy Steering Committee members with minutes from each group (or send the internet link to the minutes).

Annual Work Plan

Chantal reminded everyone that we are focusing on communicating and funding this year, we are also focusing on linking more of our project together and bring together agents from these various efforts towards common objectives. Chantal drew the members attention to the three first rows of the work-plan which include the new projects from DFO and ACZISC and the AGM.

Internal Reports

Chantal went to an event on January 26th in Tracadie-Sheila on the climate change adaptation. It was a day loaded with information on various projects that took place in New Brunswick to advance community adaptation to climate change. There were many people present, including the Association of Francophone Municipalities of New Brunswick, also planners, agencies, non profit, etc. The information was very interesting especially in terms of our involvement in the proposed CCC-CURA and the coastal erosion. Chantal said that she was actually able to network with partners and members present. Yves Martinet was also present though he had nothing more to add.

Action Item 4: Chantal to forward Yves report on the event to SC members.

5. Financial update

Chantal explained the financial report and she said that it is showing the worst case scenario. If we do receive the possible funding sources we will be good for the year and more, we will be able to carry-out CAMP, and maybe even able to hire a project manager. The Management Committee decided that we should consider a buffer of two to four weeks of operations as our bank buffer; otherwise the Committee just agreed that we need to take it a day at a time.

Questions or comment:

Some members ask if the situation of having run-out of cash (empty bank account) and laying off staff) happened in the past. Rémi said it happened before with Nadine Gauvin, the last Executive Director and she temporarily when on unemployed benefit for a short



period of time. The SC members requested the Management Committee spend more time discussing options, and look into an extensive review of expenses.

Action item 5: The Management Committee is to spend more time budget discussing options, and look into an extensive review of our expenses.

Rémi asked for a motion to approve the financial statements as provided.

Moved by: Randy Angus

Seconded by: John Legault

Approved by: All

6. Coalition-SGSL 2011-2012 Priorities

Strategic Plan:

The Management Committee agreed that we must move forward on the strategic plan and that the proposed approach was roughly explained. The suggestion is to prepare two in-person sessions, one at the AGM in June and one in January 2013.

Key Points:

The Steering Committee will need to consider some key points while reviewing the plan:

- The place of influencing policy in our goals, mandate, and strategic plan
- The role of volunteer groups
- Long term financial sustainability of the organization and feasibility of implementing plan in the strategic plan
- The perception that the Coalition-SGSL needs to step in and take the role of making voices heard on policy, resource and stewardship
- Use the communication tools to bounce off the Coalition-SGSL proposed strategic changes to the membership in the coming year

The SC members expressed that in-person meetings should not prevent us from using virtual interactive tools to carry-out the review in between the in-person meetings. Chantal mentioned that under Environment Canada's Atlantic Ecosystem Initiative there may be an opportunity for funding for doing the review. The SC members mentioned that we may want to touch base with Clean Annapolis River Project (CARP) and the Bay of Fundy Ecosystem Partnership (BoFEP) to gather some intelligence and guidance on how they've gone about doing their reviews.

Action Item 6: Secretariat to reach-out to CARP and BoFEP to gather some intelligence and guidance on how they've gone about doing their strategic reviews.



All the members present approved the suggested approach and the review including the key points.

Annual General Meeting

Chantal talked about the Annual General Meeting that will take place in Shippagan, N.B. in June 15-16, 2012.

Point 1: Registration fees: \$30 per person, \$15 for students

- All members approved

Point 2: Field visits

- Chantal mentioned all the activities that we could do during the AGM and asked all members which one they prefer. The Steering committee checked the list and expressed in priorities their choices. Miscou Lighthouse was added by member.

Summary of results of field visits:

	1st	2nd	3rd	Total
Aquarium	6	3		9
Wind Mill farm in Lamèque		2	2	4
Institute de Recherche sur la Zone Côtière	1			1
Peatmoss farm and processing plant		2		2
Le Goulet or Val Comeau or other erosion and storm vulnerable areas	2	1	1	4
First oyster and scallop hatching industry in Shippagan (André Mallet)	3	4	1	8
Miscou Lighthouse			2	2

The field activities will therefore be organised to visit the aquarium marine research center and the oyster, lobster and scallop hatcheries.

Point 3: Who here present has it in their calendar to attend the AGM in June 2012?

- Randy, Annie, Irene, Alice, John, Melanie, Robert, Rémi, Lisa are planning to attend.

Point 4: Agenda

- There are currently three different possible scenarios for the AGM. Chantal presented to 3 scenarios to the group and asked each of them which one they prefer. The entire group prefer the scenario number one. It is therefore the agenda with the AGM on Friday morning, the workshop in the afternoon followed by the cocktail and supper, and on Saturday the Steering Committee meeting with the strategic review session followed by the field visits.



7. **Other Business**

Climate change:

Members asked for more information concerning the ACAS climate change meeting is Halifax next Tuesday. It is Nova Scotia specific.

Action item 7: Chantal to forward the ACAS meeting information to SC members, Annie specifically.

Chantal is registered to attend and present at the Second W.A.T.E.R. symposium that will take place in Truro, March 22-24.

8. **Adjournment (closing word)**

John Legault moved for the meeting to be adjourned at 11:58 am seconded by Lisa Arsenault.

Next meeting:

The next meeting is scheduled for Saturday June 16th, 2012 at the AGM.