



Minutes Steering Committee Meeting #41

June 16, 2012



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Agenda / Ordre du jour

AGENDA / ORDRE DU JOUR
Steering Committee Meeting / Réunion du Comité directeur #41
16 juin/June 16 2012 - 09:00am AST

Steering Committee/Comité directeur

<i>9:00 am</i>	Welcome and introductions	Bienvenue et introduction
<i>9 :05 am</i>	Approval - Agenda - Previous meeting minutes	Approbation - L'ordre du jour - Procès verbal de la réunion précédente
<i>9:15 am</i>	Nomination and election of Management Committee Officers and Members	Nomination et élection des membres et officiers du comité de gestion
<i>9:45 am</i>	Steering Committee Meeting roundtable	Table ronde du comité directeur
<i>11:00 am</i>	The Plan for the Year Ahead - Next meeting date - Plan for the Volunteer Groups - 2012-13 projects - Plan for replacing the E.D. Financial management plan	Le plan pour l'année à venir - Dates des prochaines réunions - Plan pour les groupes de bénévoles -Projets 2012-13 Plan pour remplacement D.G. - Plan de gestion financière
<i>12:00 pm</i>	Diner	Lunch
<i>1:00 pm</i> <i>13:00</i>	Session 1: Strategic Plan Review	Session 1 : Revue du Plan Stratégique
<i>3:00 pm</i> <i>15:00</i>	Adjournment / beginning of visits to the Aquarium Research Center and the Coastal Zone Research Institute	Levée de la séance / Début de la visite guidée de l'Aquarium et Centre Marin et de l'institut de recherché sur la Zone côtière



Minutes

Minutes of the Steering Committee meeting #41

Location: Room309 – Université de Moncton, Campus de Shippagan

Date: Saturday June 16 2012

Heure: 9:00 am –12:00 pm

Attending members:

Chantal Gagnon, E.D. Coalition-SGSL	Thérèse Chenard, Coalition-SGSL
Omer Chouinard, UdeM	Yves Martinet, ZIP
David Boyce, Three Rivers Heritage Association	John Legault, Public-at-Large
Julie Guillemot, UMCS	Isabelle Thériault (member)
Alice Power, Friends of the Pugwash Estuary	Liette Vasseur, (member)
Rémi Donelle, Coalition des b.v. de Kent	Robert France, NSAC
Rémi Hébert (Ville de Shippagan – guest)	Annie E Johnson, UINR
Onil Comeau, Société des Estuaires et du littoral (member)	
Elie Roussel, Comité de gestion environnemental de la Rivière Pokemouche (member)	

Regrets:

Justin Huston, NS Government	Lisa Arsenault, consultant
Robert Capozzi, NB Government	Normand Haché, Balsatec Ltée
Melanie Corkum, Environnement Canada	Steve Plante, UQAR
Tanya Dykens, Agriculture & Agri-food Canada	Randy Angus, MC PEI
Sébastien Doiron, Commission d'aménagement de Beaubassin	

1. Welcome and introduction

The meeting was call to order by the president Rémi Donelle at 9h10 am.

2. Approval

Rémi presented the agenda and asked if there were other points to add. No members present had any points to add.

- Minutes of the previous meeting :

On page 6 in the first paragraph, line 5, “We have not made the second round for the Donner Canadian Foundation, but we are still running for the prize of \$ 1000.00”. We must correct the sentence so that it becomes “We did not make the second round for the Donner Foundation but we are still ELIGIBLE for \$ 1000.00 PRIZE”.

Motion for approval of the minutes of the 40th Steering Committee Meeting with corrections.



Moved by: Robert France
Seconded by: John Legault
Approved: All.

The minutes were approved as read with the corrections.

3. Nomination and election of officers and members of Management Committee

Rémi went through the list of members that are currently occupying seats and those who are vacating seats. Only Coalition-SGSL members that are part of the Steering Committee can be nominated on the Management Committee.

Position for elections:

Rémi Donelle (President), Alice Power (Vice-President), Secretary (Omer Chouinard)

Remaining positions: David Boyce (Past-President), John Legault (Treasurer), Annie E. Johnson (Director), Tanya Dykens (Director)

- Position of Chairman/President : President in post - Rémi Donelle, nominee

Alice Power, Vice-President (outgoing), asked three times if there were any other nominations on the floor. There were no other nominations.

President re-elected: Rémi Donelle, NGOs

- Position of Vice-President : Outgoing Vice-President Alice Power

Rémi asked three times if there were any nominations for the position of Vice-President. There were no nominations. As there was no nomination on the floor, and Alice had chosen not to run again, John Legault, Member representing the Public at Large, proposes to be Interim Vice-President until a new one is found.

- Position of Secretary : Outgoing Secretary Omer Chouinard

Rémi asked if there were any nominations for the position of Secretary. Rémi has proposed the name of Annie E. Johnson. Annie agreed to be nominated. Rémi asked three times if there were any other nominations on the floor. There were no other nominations.

Elected Secretary: Annie Johnson, First Nations

- Position of Treasurer: John Legault (This post was not due for election, but since John was willing to take the post of Interim Vice-President, he was made available to provide an opportunity for the others).



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Rémi asked three times if there were any other nominations for the position of Treasurer. There were no other nominations.

Remaining Treasurer : John Legault

- Director: A seat becomes open since Annie E Johnson becomes Secretary.

Robert France was nominated for Director. Remi asked three times if there were any other nominations for the vacant post of Director. There were no other nominations.

Director elected: Robert France, Academic N.S

Suggestions:

Annie mentions that Paul Kim is with the Union of Nova Scotia Indians might be interested in serving on the Steering Committee for a seat in First Nations.

4. Steering Committee roundtable

Each member took five minutes to share what they are working on. This included their projects, the changes occurring in their sector and also topics that might interest the Coalition-SGSL.

5. The plan for the year ahead

- a) Next meeting date

After discussion, the Committee decided that the Steering Committee meetings would be the first Friday of every three months beginning September 7, 2012, December 7, 2012 and March 8, 2013.

- b) Plan for the Volunteer Group

This item was deferred to the section on Strategic plan.

- c) 2012-13 Project

For the year 2012-13 we have three confirmed project.

CCC-CURA: we receive \$15,000 for salary costs to help co-lead the organization and ensure consistency in communication. In addition, we have a workshop project on vulnerability and resilience with them this year. If we receive funding from Environment Canada we could make the workshops as planned. Otherwise, we must find another option.



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CAMP-CABIN: With Fisheries and Oceans and Service Canada we have enough to do the sampling for CAMP this summer with four students. We will use a small portion of our funds if we do not receive money from Environment Canada. If we receive the funds we can also do CABIN.

Our other priority project of the Coalition-SGSL is to review and make the new strategic plan. The only source of funding for this is Environment Canada. If we do not receive it, then we should find a way to continue to complete this project.

The Coastal Erosion Volunteer Group has an idea to make a new manual. This could be a potential project that will develop within the group.

The committee discussed the possibility of working again on the SECOA project (on social, cultural and economic values mapping). Robert France may have a coworker who could successfully direct us on a new path for this tool.

Action Item 1: Robert France to contact his colleague and write a proposal if possible.

Action Item 2: Chantal to look in the archives for information about the project in order to transmit it to everyone interested. A project could be to return to communities with information and try this method combined with the aspect of resilience.

Action Item 3: Robert France will send to John and Liette a submission to see if perhaps there is a link to do with climate change, lobsters and communities. This could take several months to do.

Action Item 4: Robert France will join the Science, Research and Habitat Volunteer Group to be able to share the work and be exposed to more opportunity to advance the research efforts of the Coalition-SGSL.

The committee once again discussed a point that was already identified and discussed by the Coastal Erosion Volunteer Group on encouraging members and communities to take pictures of erosion sites. Again it was mentioned that this idea is still present on the long list of ideas that the Coalition-SGSL seeks to implement, but the lack of action on the part of volunteers and lack of resources to hire staff makes that this idea like so many others does not materialize.

Action Item 5: Julie Guillemot will see what Ouranos have developed with regards to cameras for community surveillance to see if there are already tools available. In addition this could inspire a project on a comparison of historic photograph (that is to say, collect historical photographs) and use the Atlas to make them available to the public.

d) Plans for replacing the E. D. and Financial Management Plan

The Management Committee must decide who they will choose. Chantal presented the budget forecast for the year to enable the Committee to understand the challenges ahead. We will have to make decisions about employees, but also the responsibilities to be taken by the Steering Committee.



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CONFIRMED FUNDING			
ACZISC	\$	7,650.00	Confirmed
UQAR	\$	15,000.00	Confirmed
DFO	\$	24,474.00	Confirmed
Member donations	\$	115.32	
Service Canada	\$	11,143.00	Confirmed
Total	\$	58,382.32	

FUNDING PENDING			
Env.Cdn AEI	\$	50,000.00	
EC Science Horizon	\$	12,000.00	
Heritage Canada	\$	4,000.00	
RBC BlueWater	\$	90,000.00	
MEC			\$ 5,445.00
Rural Secreteriat			\$ 74,148.00
Total	\$	156,000.00	

Rémi said he had already worked with organizations that have had hard times and what they did was they had a part-time director. A week of work, for a week off. If we lose our employees, it will be difficult.

Chantal says that many people find there is a big workload for wages paid. Perhaps the Steering Committee should review the tasks of the Executive Director, and see if this or that tasks could be done by volunteers instead.

John believes that the Messenger and the Website should be done by the Communication and Education Volunteer Group. There are some concerns about whether these tasks will actually get done if we delegate to volunteers. We may need to simply accept that if things don't get done, they don't get done. The Messenger could be once a year. Julie Guillemot thinks that the Website is important to keep it active. John said that the Messenger can be integrated into the website.

Yves thinks that there is no quick fix, we need to keep the base and to review the job description.

Conclusion of the discussion:



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1 – We need a paid coordinator if we are to do even the minimum of what we have to do considering the existing obligations of the organization. We cannot count on the Steering or Management Committee to do the basic tasks of the coordinator.

2 – A deeper financial analysis must be made, as well as on the tasks, but a part-time coordinator with no other staff may be the solution.

3 – The Management Committee should include in the interview of the new coordinator the financial needs and scenarios, for example the option to find someone who is director for us and another organization and so it is a shared employee.

4 – Also considered that the position might need to revert to a Coordinator (communication, administration and meetings) role or a fundraiser role. We must therefore prioritize what is most important and review the job description as the most promising candidates and the most interested.

5 – The committee must also find ways to engage more volunteers and see perhaps reassign the groups' priorities.

6 – We might want to renegotiate the terms of our agreement with CCC-CURA link tasks relating to the funds we receive.

7 – We must also take the time to consider the intangible costs and benefits that come with the added role of an Executive Director.

8 – We need to identify the elements / job tasks that are essential to the position.

9 – We must consider the possibility of continuing with only one administrative assistant also.

10 – The Management Committee will meet in early July with a plan for employees.

6. Strategic Plan Review (13h00)

See report of the review of the Strategic Plan dated June 16, 2012.

7. Adjournment (Closing word)

Rémi ended the meeting at 15h00 and thanked everyone for their participation.

– Beginning of the guided visit of the Aquarium and Marine Center and the Coastal Zone Research Institute.