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## EXECUTIVE COMMITTEE MINUTES OF VIDEOCALL

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**Date:** March 16, 2020  
**Time:** 10:30 AM – Noon  
**Location:** Video Conference

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**Present:** Stephanie Killam (chair), Wayne Sawchuk, David Luff  
**Regrets:** Juergen Puetter  
**Guests:** N/A

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### Meeting Materials:

Five attachments supported the agenda.

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#### 1) Draft February 3, 2020 minutes Review and Approval

Wayne moved to approve, and David seconded. Minutes were passed.

**ACTION:** Phil to post on-line and advise the Board.

#### 2) Letter to James Cuell (part 2) for Review and Approval

The Executive reviewed and approved the document. It recommended that it be watermarked with “Draft” to allow for potential modifications following the upcoming Board Meeting in Prince George.

**ACTION:** Phil to watermark the document as directed by Executive and send to James Cuell (advising it is a draft and we’ll finalize it after the Board meeting) and Board members by February 3<sup>rd</sup>.

#### 3) Review and decision of Doodle Poll for initial Board GoToMeeting update (action item from February Board Meeting)

In light of COVID 19 measures Executive concluded a video call update with the Board, as originally discussed in February, as early as April would likely have few if any update topics for the Board.

Executive decided the update calls would be deferred.

**ACTION:** Phil to send email to the Board advise of deferral of update calls with Executive.

#### 4) Review and approval of Q4 revised forecast

Executive approved the Q4 revised forecast. Executive instructed Phil to modify the report to show the “carry forward” totals by quarter be shown in the REVENUE section. Stephanie advised the Ministry would be making its operational monies for the M-KMA in two separate installments because of recent ministry procedural changes.

**ACTION:** Phil to revise the report.

#### 5) Review request from Anna McIndoe regarding internal Project Plan documents



Executive reviewed the documents and recommended they be referred to the Parks working group for review and comment by March 31<sup>st</sup> deadline requested by Anna. If comments are not possible by March 31<sup>st</sup> the working group to advise Anna of a different response date.

**ACTION:** Phil to forward documents to Parks working group requesting review and comment by March 31<sup>st</sup>. Phil to convene a videocall with the working group to discuss the documents and the requested response date from Anna.

**6) Next Meeting:** April 21<sup>st</sup>.

**ACTION:** Phil to send GoToMeeting calendar invitation to Executive to secure this meeting date and time in their calendars as well as inviting James Cuell to the call.

**7) Meeting Adjourned:** 11:22 AM