

Final Minutes



Communications Committee meeting #49

Date: April 29, 2010

Time: 1:00 – 2:00 p.m.

Place: Teleconference

In attendance:

Name	Stakeholder group
Ann Baran	Southern Alberta Environmental Group
Ogho Ikhalo	Alberta Environment
Karen Karbaszewski	Alberta Energy
Rachel Turner	Canadian Association of Petroleum Producers (CAPP)
Brian Waddell	Alberta Environment
Jean Moses	CASA Secretariat
Kerra Chomlak	CASA Secretariat

Regrets:

Name	Stakeholder group
Tony Hudson	The Lung Association – Alberta & NWT
Bob Curran	Energy Resources Conservation Board
Ruth Yanor	Mewassin Community Action Group
Tom Neufeld	Energy Resources Conservation Board

In Tony Hudson's absence, Brian Waddell chaired the meeting, which convened at 1:05 p.m. Quorum was achieved.

Action Items:

Action items	Who	Due
49.1: Invite the Alberta Airsheds Council's partnership in the workshop	Jean	Next meeting
49.2: Develop a new agenda for consideration	Sub-committee	Next meeting
49.3: Check on Peter Watson's availability for the workshop	Karen	Next meeting
49.4: Draft questions and thoughts about direction for presenters	Kerra	Next meeting
49.5: Distribute agreed-upon objectives to the committee	Jean	May 7
48.1: Ensure survey wording is consistent with other terms within CASA's Procedural Guidelines	Jennifer	Next meeting
48.2: Develop a new question to speak more directly to the wording in the business plan.	Jennifer	Next meeting
48.3: Check with the air section at AENV about survey	Brian	Next meeting

48.4: Check with industry about survey question concerns and agreement with decisions	Jean	April 9
48.5: Revise survey questions for committee approval	Jennifer	Next meeting
48.6: Include item in <i>Clean Air Bulletin</i> requesting ideas about the forum, and soliciting volunteers for organizing sub-committee	Jean	Next CAB issue
48.7: Survey key stakeholders and presenters about Coordination Workshop date	All committee members	Next meeting
48.7: Send Doodle-poll link	Jean	April 20
40.1: Ask for a committee member from the Oilsands Developers Group	Gord	On hold until Gord's replacement up to speed
42.5: Present costs and options for new visual identity	Jean	On hold until fall pending budget considerations

1) Administration

- a. Agenda approved

2) Coordination Workshop objectives

After confirmation that the Coordination Workshop will now be held on Wednesday, September 29 in MacDonald Hall on the SAIT campus in Calgary, the discussion points were raised. The first discussion point of whether to continue as a CASA-only workshop, or consider partnering with the Alberta Water Council was raised.

Jean clarified that the Alberta Water Council don't feel a direct connection, but would be willing to offer input to the planning. However, the Alberta Airsheds Council does see a direct benefit, and is very willing to partner with us in planning and marketing. Kerra outlined the growing relationship between CASA and the Airshed Zones, based on the business plan and the standing committee created at the last board meeting. The team agreed to invite the Alberta Airsheds Council to partner with CASA on the workshop. However, the Alberta Water Council will simply be asked to distribute the invitation to its board and members.

Action item 49.1: Jean will formally invite the Alberta Airsheds Council's partnership in the workshop.

In further discussion, the question came up about the importance of coordination between CASA teams. It was felt that the board will still be looking for that component in the workshop, and that there's value in both team coordination and the presentations as planned. With IMERF and CEMS likely to be a single presentation, there is now some time on the agenda.

After more consideration, it was suggested that the agenda include one presentation as well as detailed written fact sheets. To be called "CASA at a glance", the presentation will include an overview of all active teams and kick off the workshop. In addition, each team will be asked to have at least one member present to answer questions about the team if necessary. The person giving that

presentation must still be determined, but the team felt that Peter Watson should welcome registrants if he is available.

The team agreed that the sub-committee should not be increased in size, but that the revised objective and agenda be circulated by committee members for feedback.

Action item 49.2: The sub-committee will develop a new agenda for consideration.

Action item 49.3: Karen will check on Peter Watson's availability.

One team member wondered if the final bullet in the primary objectives was an objective, or would be a consequence of the agenda. The team agreed that it likely was a consequence, but it was high-level enough to be left as an objective.

It was considered important that we provide specific direction to presenters to help them focus on the workshop objectives.

Action item 49.4: Kerra will draft questions and thoughts about direction for presenters, and flag anything that will need board clarification.

Action item 49.5: Jean will distribute agreed-upon objectives to the committee for circulation.

3) Next steps/Next meeting

The next meeting will be Thursday, June 3 by teleconference from 1:00 to 3:00 p.m.

4) Adjournment

The meeting adjourned early at 1:22 p.m.