

Final Minutes



Martha Kostuch Legacy Workshop (MKLW) Organizing Committee Meeting #11

Date: November 12, 2009
Place: Teleconference

In attendance:

Name	Stakeholder group
Ann Baran	Southern Alberta Environmental Group
Kerra Chomlak	CASA
George Murphy	Alberta Environment
Terry Sly	Alberta Water Council
Jennifer Allan	CASA
Jean Moses	CASA

Regrets:

Krista Phillips	CAPP
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George Murphy chaired the meeting. Quorum was achieved.

1) Administration

a. Agenda/Objectives

The agenda and meeting objectives were approved by consensus

b. Minutes

The minutes of Meeting 8 were approved by consensus.

c. Action Items Follow-up

Action Items	Who	Date
8.2: Krista to contact Pierre Alverez to give the industry perspective at the Martha Tribute luncheon.	Krista	Done
10.1: Jean will prepare key messages and a media release for the keynote address and lunchtime tribute.	Jean	Done
10.2: Jennifer will contact those on the waitlist from the same organization and ask for them to choose their representative	Jennifer	Done
10.3: Terry will contact Jennifer when an AWC provincial government employee is confirmed for Day 2.	Jennifer	Done
10.4: Jennifer will ask those chosen on the waitlist to confirm their attendance and inform those not chosen for Day 2.	Jennifer	Done
10.5: George to provide a contact for Arbor Day.	Jennifer	Done

2) Day 1 and 2 registration

Registration is at 119 for day one. If there are specific people, we'll target them individually, but no need for more promotion.

Day 2 is also looking full. So far only one cancellation and an alternate has already been chosen.

4) Day 2 program

Paul Emond joined for this portion of the agenda. The principle characteristics of Day 2 is that its design will be participant driven. We want to demonstrate how participants are empowered by the process and how that increases buy-in for the result. The team supported the idea of a flexible, participant-driven process.

The room's logistics are:

Room logistics:

- One large plenary plus 3 breakout rooms (on different floor)
 - Plenary: 50 people will be tight; movable tables; can make squares of 2 tables so 8 at each.
- Extra facilitators available
- Flipcharts in the big room (markers & tape)
- Smartboard available

Ahead of the workshop, we'll send an email to the participants from Paul. The team will have a chance to vet the message beforehand.

5) Day 1 run-through

The team reviewed the step-by-step logistics and timing of the day.

The team approved a budget of \$1500 for the secretariat to purchase speakers gifts and if possible delegate gifts. The speakers gifts should be roughly \$50.

The team also agreed to have dinner the evening of Day 1 to debrief and discuss Day 2. This will be paid for by the team as part of their wrap-up budget.

Meeting adjourned.