

Final Minutes



Martha Kostuch Legacy Workshop meeting #2

Date: Friday March 6, 2009

Time: 10 a.m. to 3:30 p.m.

Place: CASA office, small boardroom

In attendance:

Name	Stakeholder group
Carmen Gilmore	Alberta Energy
Ann Baran	Southern Alberta Environmental Group
George Murphy	Alberta Environment
Terry Sly	Alberta Water Council
Kerra Chomlak	CASA
Kim McLeod	CASA

By telephone:

Name	Stakeholder group
Wayne Hillier	Husky Energy

George Murphy chaired the meeting, which convened at 10:10 a.m. Quorum was achieved.

Action Items:

Action items	Who	Due
2.1 Convene a teleconference on March 27 for the team to make a decision on dates for the workshop with recognition that the workshop will probably be held this fall.	Kim	Before next meeting
2.2 Find out if the symposium venue space might be made available for the workshop, if necessary.	Kerra	Before next meeting
2.3: Draft an email - to be discussed at the next team meeting - for potential workshop participants to: <ul style="list-style-type: none">• ask them to provide us with dates of other significant events they may be organizing this fall• market the workshop with details about what they will be able to take away from it• raise the issue of cost to attend, recognizing participants might be on tight budgets	Kim	Before next meeting
2.4: Research some potential key note speakers.	Kim	Before next meeting

1) Administration

- a. Approval of the agenda: Agenda approved by consensus.
- b. Approval of minutes: Minutes approved by consensus.
- c. Group agreed to continue with George Murphy as the only chair.
- d. Kim updated the group about other CASA teams/events:
 - Priority setting workshop for ambient air quality objectives to be held this fall
 - Indoor air quality symposium in Calgary April 27-28 needs to have 100 people registered by March 20, so the team can make decisions by March 23 on whether to go ahead
 - The ambient monitoring strategic plan will go to the Board in March
 - CASA Co-ordination workshop also planned
 - Public consultation for the Electricity Framework Review finished with 95 responses to CASA survey

2) Planning

a)

The team discussed how the decision on the Indoor Air Quality Symposium might affect the Martha Kostuch Legacy Workshop. If the symposium doesn't go ahead, CASA may try to negotiate with the venue to see if CASA could use the space in the future. The group agreed by consensus to wait until after a decision has been made on the symposium before settling on a date for the workshop. The team also agreed by consensus to consider moving the workshop venue to Calgary, if necessary.

Action item 2.1: Kim will convene a teleconference on March 27 for the team to make a decision on dates for the workshop with recognition that the workshop will probably be held this fall.

Action item 2.2: Kerra will find out if the symposium venue space might be made available for the workshop, if necessary.

The team felt it was important to identify key “take-aways” to draw workshop participants since some potential attendees would not be familiar with Martha Kostuch. This discussion led to the process of further identifying target audiences and workshop objectives.

Potential audiences identified for Day One:

- Alberta Water Council stakeholders
- Social services professionals
- Others who use consensus process
- Those involved with NRCB dispute resolution

Objectives identified for Day One:

- Honour Martha's memory
- Raise awareness but not a significant focus on education – more on learnings from experienced consensus practitioners
- What are best opportunities to use consensus (and/or not the best)
- What are the benefits/challenges of consensus for government? Industry? NGOs?
- What are the communication needs of each sector involved in the consensus process?

- Workshop participants will have input into a tool to further the practice of consensus in Alberta
- Barriers to communication and education in consensus process from perspective of NGO/Industry/Government/academic/aboriginal OR what is needed to support communication from a sector perspective
- Understanding of state of play (benefits/barriers) of consensus in Alberta
- How to overcome barriers/challenges

Objectives identified for Day Two:

- Answer questions raised on Day One
- Potentially develop a framework
- Not necessarily develop a finished product on Day Two – develop a product that can be fleshed out

Action item 2.3: Kim will draft an email - to be discussed at the next team meeting - for potential workshop participants to:

- **ask them to provide us with dates of other significant events they may be organizing this fall**
- **market the workshop with details about what they will be able to take away from it**
- **raise the issue of cost to attend, recognizing participants might be on tight budgets**

b)

The team brainstormed an initial work plan that is in attached appendix.

3) Brainstorm potential presentations

CASA project manager Jennifer Allan led the group through an exercise to help identify program topics. The following emerged from the exercise:

Program:

Session One -- Understanding Consensus

- Keynote speaker: The psychology of working together
 - Long-term buy-in
 - How consensus fits in to human nature

- Here's what consensus is, here's how it works
 - Roles/responsibilities
 - Principles/conditions
 - Membership (i.e. people around the table have committed to a collaborative approach)

Session Two -- Stakeholders Views

- Case studies – (perhaps from team chairs, perhaps examples from air and water issues)
 - Success/challenges
 - What worked/what didn't
 - How you get over the obstacles
 - Perspective of sectors

Session Three -- Consensus: How is it Working?

- A panel discussion that includes Industry, Government, NGOs and Project Managers.

Action Item 2.4: Kim will do some research on potential key note speakers.

3) Next Steps

The team will need to ask for the Terms of Reference to be amended by the CASA Board since the document currently states the team will deliver a final report to the board in September 2009.

The agenda for the next team meeting will include budgeting and the make-up of Day Two (components of a tool.)

Some suggestions for discussion on a tool:

- How does a sector in a consensus model create an effective communications system/process?
- How does a sector identify a member to represent them at the table?
- What is needed to make up a good caucus support system?
- How to make a decision at the table (The Seven Hats decision model)

4) Next Meeting Date

Date	Time	Place
Friday March 27, 2009	10 a.m. to 11:30 a.m.	Teleconference

5) Adjournment – The meeting was adjourned at 3:30 p.m.

Appendix Draft Work Plan

Program	Who	Considerations/Components	Timelines
Speakers	NGO/IND/CCME/GOV	<ul style="list-style-type: none"> - Pay? - Alberta-based - MC:Myles/Kevin Warren 	Keynote – April-May
Marketing			May-June
Event		<ul style="list-style-type: none"> - Individual commitments to environmental action (OSA?) { - Lunch to honour Martha <ul style="list-style-type: none"> - Martha EA film - speaker - bursary/AENV} = 90 minutes/2hours 	
Delegate Package		<ul style="list-style-type: none"> - Green-oriented - Smart stick - Tree planting - Presentations - Carbon offsets 	May-June
Honouring Martha		Invite Martha's family to the lunch	As soon as venue/date chosen