

# Final Minutes



## Martha Kostuch Legacy Workshop (MKLW) Organizing Committee Meeting #6

Date: May 27, 2009  
Time: 9.00 – 11.00  
Place: Teleconference.

### In attendance:

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

George Murphy chaired the meeting, which convened at 9:10 a.m. Quorum was achieved.

### Action Items:

Action items	Who	Due
6.1 Provide a copy of the presentation to team members.	Kerra	ASAP
6.2 Negotiate a contract with the Matrix based on the direction of the project team and include catering, A/V and room rental costs.	Jennifer / Kerra	June 12
6.3 Provide team members with a biography for the second speaker.	Jennifer	ASAP

## 1) Administration

### a. Agenda/Objectives

The agenda and meeting objectives were approved by consensus.

### b. Minutes

The minutes of Meeting 5 were approved by consensus.

### c. Action Items Follow-up

Action items	Who	Due
5.1: In addition to reserving the large Oxbridge boardroom, reserve three breakout rooms in the building for Dec. 3.	George	Done

5.2: Arrange for the Matrix to provide a proposal for renting the Quartz room and a proposal for renting half of the Quartz room, along with two breakout rooms. This information will be forwarded to the team to make a decision on the next teleconference meeting.	Kim	Done
5.3: Find out information about Grant MacEwan as a venue. This information will be forwarded to the team to make a decision on the next teleconference meeting.	Kim/Alison	Done
5.4: Make the update on the Alberta Arbitration and Mediation Society consensus course a regular agenda item for all face-to-face meetings.	Project manager	Ongoing
5.5.Update the draft budget.	Kim / Jennifer	Carry forward

#### **d. CASA update**

The Clean Air Strategy project team and the Electricity Review project team are both seeking approval of their final reports at the June Board meeting. Minister Renner is expected to attend that meeting as well. The CASA executive has been conducting outreach to various government ministries to inform them of our work and our process. There has been a lot of good feedback from the executive councils of these departments.

**Action item 6.1: Provide a copy of the presentation to team members.**

## **2) Venue**

Kim previously circulated information about the venue choices: Grant MacEwan College and the Matrix. The team agreed that the workshop's needs would be best served by the Matrix.

Rooms at the Matrix would be \$155 per night, but participants would be responsible for booking on their own.

**The team agreed by consensus** to hold Day 1 of the workshop on December 2<sup>nd</sup> at the Matrix. The contract would be for the entire Quartz ballroom and would not include any breakout rooms.

The team directed the secretariat to enter into a contract with the Matrix that specifies a room block of 20 rooms per night (total of 40 rooms). If the contract exceeds \$10,000 the secretariat will have to check back with the team.

**Action item 6.2: Negotiate a contract with the Matrix based on the direction of the project team and include catering, A/V and room rental costs.**

## **3) Keynote Speaker**

Three team members interviewed both of the potential key note speakers. Their comments are summarized below:

Speaker 1: She did an excellent job preparing for the interview by researching the CASA website and she has some experience in Alberta. She also seemed more than willing to work with the group and tailor her presentation to our needs. Her answers were practical and concise.

Speaker 2: His credentials are impressive and would help sell the event. Particularly, his work with the National Roundtable on Environment and Economy authored documents on consensus that were used when founding CASA. Team members were impressed with his answers regarding the future of consensus. He also seemed willing to work with the team. There was a sense that he would provide more of a leadership role when working with the team and bring a lot of ideas to the table.

Both speakers' costs to give the keynote address and facilitate that second day were similar.

**The team agreed by consensus** to hire the second speaker to deliver a keynote address on Day 1 of the workshop and facilitate Day 2 of the workshop.

**Action item 6.3: Provide team members with a biography for the second speaker.**

## **4) Next Meeting Date**

The secretariat will poll for dates for the end of June. It would be a face-to-face meeting.

Topics to discuss:

- Program and objectives for Day 1
- Purpose of "the tool"
- Marketing strategy

The team directed the secretariat to contact the keynote speaker to call into a portion of the meeting to provide input.

The CASA executive is interested in promoting the value of consensus and may wish to have time on the agenda.

Meeting adjourned at 10.13.