

Minutes



Priority Setting Workshop Project Team meeting #4

Date: June 17, 2009

Time: 10 a.m.-3:00 p.m.

Place: CASA office, small boardroom

In attendance:

Name	Stakeholder group
Laura Blair	Alberta Environment
Natasha Rowden	CNRL
Ruth Yanor	Mewassin Community Council
Linda Jabs	CASA

Ruth Yanor chaired the meeting which convened at 10:20 a.m. Quorum was achieved.

Action Items:

Action items	Who	Due
4.1: Laura will provide the AENV logos in various formats to ensure that they are available for use with respect to this workshop.	Laura Blair	July 15/09
4.2: Linda to check with the Edmonton Journal regarding placing an ad for the workshop in " <i>Country Asides</i> ." Team members are to provide any additional advertising avenues to Linda who will pursue their potential.	Linda Jabs Team	July 22/09
4.3: Linda to find out the names of other catering companies from Alison and report back on providing water throughout the day.	Linda Jabs	July 24/09
4.4: Linda to revise the budget and send it to team members for review.	Linda Jabs	July 10/09
4.5: Linda to check with Kim about using the Alberta Environment template for the proceedings final report. Laura to provide it to Kim if she is willing to use it.	Linda Jabs Laura Blair	August 14/09

1) Administration

- a) Meeting objectives approved by consensus..
Agenda approved by consensus with following additions: (3.c) Prioritization process and in item 5 (d) early promotion e-mail to save November 10 date.
- b) Minutes of the April 17 meeting were approved by consensus.
- c) Review action items from meeting #3:

Action Items:

Action items	Status
2.1 Advise the group of whether Alberta Environment would like us to move forward with a contract or a grant.	No longer required. Action item to be removed.
2.5 Check on the timelines for catering. (i.e. how long before the event a caterer would need to know final number for how many people they would be feeding).	Done. Caterers generally need to know 48 to 72 hours in advance of the event.
2.9 Check what's involved in setting up a registration system.	This event is too small for this type of registration. Item to be removed.
3.1 Check with sectors/stakeholder groups to see if there are any conflicts with the dates of Oct. 27, 28 or 29.	Done. No stated conflicts.
3.2 Check to see if the O'Donoghue is available for that time.	Done. Date set for Nov 10/09
3.3 Check to see what groups would be attending the Synergy Alberta conference which is Oct. 26-28.	Done. Will not affect the PSW workshop.
3.4: Check to see how much it would cost to run ads in the Red Deer Advocate and the Fort McMurray Today newspapers.	Done. Team was advised of the rates for the Red Deer, Fort McMurray and Lethbridge papers.
3.5 Check to see whether CASA has copies (three binders) of the chemical fact sheets that were available at the 2004 workshop.	Done. CASA has one copy, AENV has a copy and Laura will print a third copy.
3.6 Check to see if Kim Sanderson is available for recording the workshop proceedings and writing a report.	Done. Kim has been booked for November 10.

d) CASA Update:

The next CASA Board meeting is June 24 in Calgary. The AMSP will be meeting on June 25 to discuss the information from Alberta Environment to the CASA Board regarding the funding recommendations in the AMSP.

The PM and Ozone team is meeting to discuss the technical aspects of the Ozone Management Framework and determining when a full review of the Framework should be completed.

Martha Kostuch Legacy Workshop will be taking place on December 2 and 3.

2. Draft Budget Update

a) Funding::

CASA has advised that there will be up to \$20,000 available for the budget for this workshop and final confirmation of this amount will be provided in the near future.

b) Advertising:

The Alberta Environment logo and name should be added to the advertising that is going out to newspapers, stakeholders etc. Linda will check to see if CASA has the logos on file and if not, will ask the Government of Alberta for logos in the appropriate formats.

There was a suggestion to put a small ad in the "*Country Asides*", which is a free advertising supplement sent out by the Edmonton Journal. Team members agreed that if they can find additional avenues for advertising they will provide them to Linda who will determine their applicability.

The Alberta Weekly Newspaper Association (AWNA) blanket ad should read "Alberta Environment" and not CASA.

*The team agreed that the target date for the advertising release would be **Thursday, July 30** with the last day for substance nominations being **Wednesday, September 16, 2009**.*

c) Catering:

The names of several catering companies were provided: Acapella, Elizabethan Catering, Upper Crust and Mercers. Linda will check with Alison with respect to other caterers that CASA uses for events. Linda to also check on the various options for providing water throughout the day.

Suggestions were also made to increase the amount of whole wheat selections and to have a continental breakfast for participants.

d) Other costs:

As of this meeting, there are no additional costs to be budgeted. Linda to revise the budget including the advertising costs, additional costs for the consultant to cover reporting requirements and postage for people who request hard copies of the invitation package and proceedings.

Alberta Environment would also like to use their format for the proceedings final report.

Linda to check with Kim about using the AENV format and if she is willing to use it, Laura will provide it for her use.

Action Item 4.1: Laura will provide the AENV logos in various formats to ensure that they are available for use with respect to this workshop.

Action Item 4.2: Linda to check with the Edmonton Journal regarding placing an ad for the workshop in "*Country Asides*." Team members are to provide any additional advertising avenues to Linda who will pursue their potential.

Action Item 4.3: Linda to find out the names of other catering companies from Alison and report back on providing water throughout the day.

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3. Workplan/Timelines

- a) The team would like to see as many First Nations groups notified about the workshop in order to achieve more of a provincial representation. There are 5 target groups that have been identified:
 - Members of the public/airsheds
 - Government
 - Industry
 - Non-government organizations
 - First Nations
- b) Assign tasks:

The team reviewed the task list and requested that Linda be the point person to keep track on the status of the tasks and update the task list as needed, thereafter forwarding it to the team. The team felt that should the need arise, an e-mail be sent to people notifying them that while they were not chosen to be a part of the workshop, their input is still valuable and they be encouraged to provide feedback and comment even though they are not officially participating.
- c) Prioritization process:

Laura gave an overview of the prioritization process from both 2000 and 2004 and advised that for this workshop, she will use the NPRI database as a starting point to determine the priority substances that are produced and used in Alberta. In addition to using the NPRI as a starting point, she will also use the Health Canada list, The Pest Management Regulatory Authority and the Domestic Substance List through the Canadian Environmental Protection Action (CEPA) as references. Laura will sort the substances by the weight released and utilize TRACI (Tool for Reduction of Environmental and Chemical Impacts, which is the computer program from the US EPA) if needed.
- d) CASA Website link and nominations
Linda advised that the e-mail link nominations@casahome.org is still live and all that is required is to have it sent to my e-mail inbox. It will also be a relatively simple process to put a link for nominations onto the CASA webpage.
- e) Linda will revise the timeline and budget and provide them to the team.

4. Advertising for workshop

- a) Discuss and Approve Advertising:

Laura provided the team with an updated draft of the advertising that will be used. The newspaper ads will run in the Edmonton Journal, Calgary Herald, Red Deer Advocate, Lethbridge Herald, Fort McMurray Today and a blanket ad with the Alberta Weekly Newspaper Association (AWNA).

The team agreed that the ads could be run without any graphics and just be a straight print ad.

- b) Determine and approve timelines for advertising to run:

The ads will run on Thursday, July 30 and the closing date for substance nominations will be Wednesday, September 16, 2009.

The e-mail invitations for interest in participation will be sent by Monday, August 17 and the deadline for replies will be Monday, August 31, 2009.

5. Next steps/next meeting

Linda will poll for dates for a teleconference in August and a face-to-face meeting in September. The objective for the teleconference will be to discuss and potentially finalize the Agenda for the November 10 workshop. An objective for the September meeting will be to determine the breakout groups' prioritization exercise. Any additional matters will be discussed by teleconference as needed.

The meeting adjourned at 2:30 p.m.