

# Final Minutes



## Martha Kostuch Legacy Workshop (MKLW) Organizing Committee Meeting #9

Date: September 22, 2009  
Time: 10.00 – 2.00  
Place: CAPP

### In attendance:

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

### Regrets:

Kerra Chomlak	CASA
Carmen Gilmore	Alberta Energy
Krista Phillips	CAPP

George Murphy chaired the meeting, which convened at 10:05 a.m. Quorum was not achieved, but decisions will be vetted through the industry representative.

Action Items	Who	Date
7.5: Jennifer will work with CASA to choose an appropriate case study once the template is developed.	Jennifer	Carry Forward
8.2: Krista to contact Pierre Alvarez to give the industry perspective at the Martha Tribute luncheon.	Krista	Carry Forward
9.1: George will confirm the proper title for Diana McQueen.	George	Sept 30
9.2: Jennifer will contact International Institute for Sustainable Development (IISD) about their new multi-stakeholder partnership training program for background information of use to the team.	Jennifer	Next meeting
9.3: Jennifer to estimate editing costs for the training video.	Jennifer	Next meeting
9.4: Jennifer to develop a picture slideshow for the lunchtime tribute	Jennifer	December 1
9.5: Carmen to ask Peter Watson if he would be willing to 'backup' David Spink as moderator of the afternoon stakeholder panel.	Carmen	Next meeting
9.6: Jennifer will develop a detailed program for the team's use.	Jennifer	Next meeting
9.7: All team members to take the idea of inviting the media back to their stakeholders for input.	All	Next meeting
9.8: Jennifer and Jean will take registration forms to the Airsheds Conference for the CASA booth.	Jennifer & Jean	Oct 19 & 20
9.9: All team members to brainstorm a useful, environmentally-themed gift for speakers and delegates.	All	Next meeting

# 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
7.2: Jennifer and Terry will develop a template for the case study presentations.	Jennifer, Terry	Done
7.3: Jennifer and George will contact Municipal Affairs about speaking in the case study session.	Jennifer	Done
7.4: Terry will work with AWC to choose an appropriate case study once the template is developed.	Terry	Done
7.5: Jennifer will work with CASA to choose an appropriate case study once the template is developed.	Jennifer	Carry Forward
7.11: The CASA Secretariat will contact Martha's family to see if they would like to speak during the tribute.	Kerra	Done
7.13: Jennifer, Terry and Krista will talk about the best way to facilitate the AWC's and CASA sectors, in particular the industry sector.	Jennifer, Terry, Krista	Done
7.14: George will provide a contact for CEMA to identify any groups who may want to be part of the self-selection process. (Jennifer to confirm.)	Jennifer	Done
7.15: Jennifer will work with Jean Moses to develop key messages for marketing	Jean	Done
8.1: George to invite Minster Renner and David Spink, and talk to Bev about moving from the moderator to panel position.	George	Done
8.2: Krista to contact Pierre Alverez to give the industry perspective at the Martha Tribute luncheon.	Krista	Carry Forward
8.3: CASA to circulate Myles' YouTube feedback on the tools.	Jennifer	Done
8.4: Jean will prepare a subtitle to address the linkage to Martha. One suggestion was: "CASA workshop on consensus building with a tribute to Martha Kostuch."	Jean	Done
8.5: Jennifer to check capacity of meeting room.	Jennifer	Done
8.6: Kerra will work out a process for providing support to stakeholders as per the CASA support policy.	Kerra	Done
8.7: Members will send Jennifer additional invitees from their sector who may not already be on the three big lists: CASA, Water Council and CCME.	All Committee Members	Ongoing
8.8: George will present to the CASA board Sept. 23 in Calgary and encourage them all to attend. This will be similar to Terry's presentation to the Water Council.	George	Done (Thanks Ann!)

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

The CASA Board of Directors are meeting this week and are expected to approve the Ambient Monitoring Strategic Plan, including the transmittal of two non-consensus items. CASA is also hosting the Priority Setting Workshop, which helps Alberta Environment identify which

#### **e. AAMS Update**

The advisory committee for the AAMS Consensus Certification Course is meeting this week. The materials for the first course are nearly final. Materials for the second course are being compiled and the third course is still in development. The launch date has been postponed, but the first run of the first course is expected this fall.

## **2) Secretariat Update**

The secretariat has been busy since the registration launch in August. So far registration is at 45 people, not including speakers, committee members, CASA or AWC staff. Accounting for all those groups, we have around 85 people expected thus far. The capacity of our room is 125.

The marketing list created to supplement AWC and CASA stakeholders includes dispute resolution professionals, mediators, lawyers, academics, municipalities, facilitators and consultants.

**Action item 9.1: Jennifer will contact International Institute for Sustainable Development (IISD) about their new multi-stakeholder partnership training program.**

Bullfrog Power has agreed to sponsor the event, in the form of offsets. The event is officially wind powered. The secretariat is exploring ideas to make the event as 'green' as possible and will be meeting with the Matrix to discuss actions the hotel can take.

## **3) Program – Day 1 Details**

The team discussed the case study template. In older versions of PowerPoint, the background is too dark. The secretariat will have to transfer the content of the presentations into the newer version. Otherwise, there were no concerns with the template. Each presentation should be 20 minutes, with 10 minutes allotted for questions per case study.

The Minister of Environment is unable to attend, so the program should list Diana McQueen instead.

**Action item 9.2: George will confirm the proper title for Diana McQueen.**

The team discussed the lunchtime tribute to Martha. We should serve lunch first, then begin the tribute. There are two videos we have access to: the Emerald Awards video and the video of a training workshop Martha put on for ENGOs. The second video requires editing.

**Action item 9.3: Jennifer to estimate editing costs for the training video.**

**Action item 9.4: Jennifer to develop a picture slideshow.**

For the stakeholder panel, the team would like each speaker to address a similar set of issues or questions. Each speaker would have 15 minutes, then a break and question period. The team discussed possible topics and three themes emerged:

- Value of consensus: Why does your sector participate in consensus decision making processes? Has CDM helped you achieve your objectives?

- Challenges of consensus: What are challenges your sector faces in CDM process? How do you engage with your sector?
- What is needed: What supports does your sector need to overcome or mitigate the challenges you face? What's lacking in CDM processes for your sector?

The moderator may not be available, so a backup person is required.

**Action item 9.5: Carmen to ask Peter Watson if he would be willing to 'backup' David Spink as moderator.**

**Action item 9.6: Jennifer will develop a detailed program for the team's use.**

For Day 2 of the workshop, the team would like Paul to take the first pass at a program as facilitator. The team would also be curious what, if any, supports they should provide on the second day.

## 4) Media and communications

There is an opportunity for media to be present. Key messages and ground rules would be established. The team can only decide if we want the media present; if the media is interested is beyond our control. The team discussed possible risks to inviting the media:

- Some presenters and participants may be less frank and forthcoming. We want to encourage open discussion.
- We would need to clear this with the political figures at the workshop
- The media may focus on the substantive content rather than the process. While we're focusing on a team's process, the media may be more interested in the policy presented.
- There may be questions how effective CASA & AWC are, if we highlight our challenges.

The committee did express an interesting increasing awareness of the approach and Martha's legacy.

**Action item 9.7: All team members to take the idea of inviting the media back to their stakeholders for input.**

In terms of marketing, the team thought we should continue efforts to attract the groups already invited, but not extend to any additional audiences. We're in good shape!

**Action item 9.8: Jennifer and Jean will take registration forms to the Airsheds Conference for the CASA booth.**

## 5) Details

The secretariat requested team advice on several details:

1. Delegate Packages – what to include?
  - a. Team members would rather have documents available on a website, rather than flashdrives. For those on dial-up, flashdrives can be created upon request.
  - b. For the web: NRTEE Documents, CASA & AWC process-related documents, program
2. Speaker and delegate gifts:
  - a. People receive a lot of swag at events. The team expressed a preference for providing and environmental service instead. This would be an appropriate announcement to start the day.

**Action item 9.9: All team members to brainstorm a useful, environmentally-themed gift for speakers and delegates.**

3. Dinner

- a. The team would rather have a nicer lunch and greater budget flexibility than a dinner.  
Not everyone from Day 1 would stay for a dinner if they are not attending Day 2.

## **6) Next meeting**

Topics include:

- Day 2 program and participants
- Registration Update
- Media

Meeting adjourned at 1.45.