

Minutes



Priority Setting Workshop Project Team meeting #1

Date: April 1, 2009

Time: 10 a.m.-11:30 a.m.

Place: Teleconference

In attendance:

Name	Stakeholder group
Laura Blair	Alberta Environment
Ruth Yanor	Mewassin Community Council
Kim McLeod	CASA

With regrets:

Name	Stakeholder group
Natasha Rowden	CNRL

Kim chaired the meeting, which convened at 10:05 a.m. Quorum was not achieved. The team's industry representative provided feedback in an email in advance of the meeting. Decisions beyond the scope of the email will have to be tested for consensus.

Action Items:

Action items	Who	Due
2.1 Advise the group of whether Alberta Environment would like us to move forward with a contract or a grant.	Laura	Next meeting
2.2 Find out the timelines/deadlines that were set out for the 2004 workshop and report back to the group.	Kim	Next meeting
2.3 Check how far in advance the O'Donoghue can be booked and if there are any cancellation requirements.	Kim	Next meeting
2.4 Check to see the maximum number the O'Donoghue boardrooms can hold.	Kim	Next meeting
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).	Ruth	Before end of May
2.6 Check on how much ads in the Herald and Journal would cost.	Kim	Next meeting
2.7 Send the team the 16-page package that went out to workshop participants in 2004.	Laura	Next meeting
2.8 Check if CASA could provide someone to facilitate the conference.	Kim	Next meeting

2.9 Check what's involved in setting up a registration system	Kim	Next meeting
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1) Administration

- a. Approval of the agenda: Agenda approved.
 - o Approval of the minutes from the previous meeting: Minutes of the Feb. 10 meeting 1 were approved.
- b. Action items follow-up:

Action items	Who	Due
1.1 Send budget information from 2004 workshop to Laura	Kim	Done
1.2 Find out how Alberta Environment will fund the workshop	Laura	In progress
1.3 Update draft Terms of Reference and send to group by email	Kim	Done
1.4 Circulate contact information among working group	Kim	Not done

2) Funding of Workshop

a) Funding

Currently, Alberta Environment favours using a contract over a grant to fund the workshop. However, the department cannot yet say if it will have the money to fund the workshop. If the department does not have the funding information by the end of May, there may not be enough time to:

- do the advertising necessary for public input and
- get information out to workshop attendees

If that's the case, the workshop may have to be delayed until next year.

Action Item 2.1: Laura will advise the group of whether Alberta Environment would like us to move forward with a contract or a grant.

Action Item 2.2: Kim will find out the timelines/deadlines that were set out for the 2004 workshop and report back to the group.

b) Budget

The boardrooms in the J.G. O'Donaghue Building are available for no charge. Previous workshop participants know where it is and will have ample parking. **Decision: J. G. O'Donaghue is the team's preferred location for the workshop. (Need to review with NR)**

Action Item 2.3: Kim will check how far in advance the O'Donaghue can be booked and if there are any cancellation requirements.

The team reviewed a draft budget and agreed by consensus that there would be no registration fee charged for the workshop. It was noted the food budget would need to be adjusted. It currently has 80 people and in 2004 there were 45 people who attended.

Action Item 2.4: Kim will check to see the maximum number the O'Donaghue boardrooms can hold.

Action Item 2.5: Ruth will 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)

The team also discussed the \$10,000 estimate for advertising in the Herald, the Journal, weekly papers and provincewide radio ads.

Action Item 2.6 Kim will check on how much ads in the Herald and Journal would cost.

Action Item 2.7 Laura will send the team the 16-page package that went out to workshop participants in 2004.

It was suggested we look at options to cut down on printing to cuts costs and to be friendly to the environment. For example, in our invitation, we could ask workshop participants if they would be willing to have their information sent to them electronically. Printed versions could be sent to those who wanted them.

The group also discussed whether to hire a facilitator for the workshop and wanted to know more information about what's involved in setting up a registration system.

Action Item 2.8 Kim will check if CASA could provide someone to facilitate the conference.

Action Item 2.9 Kim will check what's involved in setting up a registration system.

3) Next meeting date(s)

Date	Time	Place
Friday April 17	10 a.m.- 3:00 p.m.	CASA office, 10 th floor, 10035 108 Street, Edmonton

4) Adjournment – The meeting was adjourned at 11:30 p.m.