

# Minutes



## Priority Setting Workshop Project Team meeting #5

**Date: August 18, 2009**

Time: 10 a.m.-12:00 p.m.

Teleconference

### In attendance:

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

Laura Blair chaired the meeting which convened at 10:05 a.m. Quorum was achieved.

### Action Items:

Action items	Who	Due
5.1: Laura will provide the AENV template for the final report to Kim Sanderson.	Laura	Oct 16/09
5.2: Linda will check with J.G. O'Donoghue regarding tax exempt status for the workshop and the actual room capacity.	Linda	Sept. 18/09
5.3: Linda will incorporate the actual costs for advertising into the budget and increase the NGO participation from 5 to 6 people and will provide an updated budget to the team.	Linda	Aug. 21/09
5.4: Laura will provide CASA with a CD to upload the chemical fact sheets to the website. Laura will also print 3 new copies of the chemical fact sheets for use at the workshop.	Laura	Sept. 18/09
5.5: Linda will work with CASA's IT people to determine the best way to upload the fact sheets to the website, bearing in mind that some people who will be accessing them are restricted to a dial-up connection.	Linda	Sept. 18/09
5.6: Jean will draft 10 speaking bullets and provide them to Linda for distribution to the team.	Jean/Linda	Aug. 31/09
5.7: Linda will contact AENV Aboriginal Relations for assistance with inviting First Nations to participate in the November 10 workshop.	Linda	Aug. 28/09

## 1. Administration

- a) Meeting objectives approved by consensus.  
Agenda approved by consensus with following substitution: 4 (c) Board Status Report.
- b) Minutes of the June 17 meeting were approved by consensus, with the following changes:  
Item 2 (b) Linda to check to see if CASA has the logos and if not, ask the Government of Alberta for the logo in the appropriate formats.  
Item 3(c) Laura is using the Health Canada list, the Pest Management Regulatory Authority and the Domestic Substance list as references.
- c) Review action items from meeting #4:

### Action Items:

Action items	Status
4.1: Laura will provide the AENV logos in various formats to ensure that they are available for use with respect to this workshop.	Done.
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.	Done. Jean Moses checked on the Country Asides publication and the ads were inserted July 30.
4.3: Linda to find out the names of other catering companies from Alison and report back on providing water throughout the day.	Done. The caterer at J.G. O'Donoghue has been selected.
4.4: Linda to revise the budget and send it to team members for review.	Done.
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.	Done. Laura will send the template.

#### Action Item 5.1: Laura will provide the AENV template for the final report to Kim Sanderson.

- d) CASA Update:  
Linda provided a brief overview on the status of CASA projects.

## 2. Draft Budget Update

- a) Funding::  
CASA has received verbal confirmation that funds can be re-allocated to the budget for this workshop and the transfer will be completed in the near future.
- b) Advertising:  
The ads were inserted into the daily newspapers on July 30/09 and through the Alberta Weekly Newspaper Association (AWNA) for the week of July 27 to 31. The actual advertising cost was slightly less than what was budgeted and the budget will be updated.

c) Catering:

Eurest Dining Services, which is on site at the J.G. O'Donoghue building will be used as the caterer for the workshop. The final numbers for the event are due by November 4, 2009.

The menu will be changed as of September 1, 2009 so further detail in the food budget will be completed after that date. Team members suggested a few changes to the food selections and Linda will check on availability. Linda will also check on the tax exempt status for this event and on the room capacity.

**Action Item 5.2: Linda will check with J.G. O'Donoghue regarding tax exempt status for the workshop and the actual room capacity.**

d) Other costs:

The team agreed that with the budget being in good stead for this workshop, they would like to increase the remuneration for NGO participation from 5 to 6 people. Linda will reflect this in the budget and provide an updated budget to the team.

**Action Item 5.3: Linda will incorporate the actual costs for advertising into the budget and increase the NGO participation from 5 to 6 people and will provide an updated budget to the team.**

### **3. Workplan/Timelines**

a) The team discussed the timing for various tasks and agreed that the information for the public website could be posted after the October 1 face-to-face meeting to coincide with the meeting package distribution.

b) At this time there are no additional tasks to be added to the timeline, so Linda will update the timeline and provide it to the team.

c) Other - Prioritization process:

Laura advised that she has updated all but 10 of the latest NPRI chemical fact sheets, and these will be completed shortly. She has also updated the guidelines and objectives where noticed and made the medical terms more user friendly within each fact sheet. For the ranking, Laura took the 2007 NPRI data and reviewed the TRACI (Tool for Reduction of Environmental and Chemical Impacts), which is a high level screening tool) factors that were available. She converted the 2007 tonnes to pounds and multiplied by the TRACI factors, to establish a risk factor. The 2004 list will be captured and sent out to the team as there were no TRACI factors available. Nominated substances will be discussed and captured in the workshop materials.

**Action Item 5.4: Laura will provide CASA with a CD to upload the chemical fact sheets to the website. Laura will also print 3 new copies of the chemical fact sheets for use at the workshop.**

**Action Item 5.5: Linda will work with CASA's IT people to determine the best way to upload the fact sheets to the website, bearing in mind that some people who will be accessing them are restricted to a dial-up connection.**

## 4. Advertising for workshop

a) Final Advertising Budget:

Linda advised that the final costs for advertising in the 5 daily newspapers and the Alberta Weekly Newspaper Association (AWNA) came in at slightly less than the budgeted amount. Ad Proofs/tear sheets have been provided to the team and actual newspaper copy has been filed.

b) Media Hits and Messaging:

Laura has done 3 media interviews and she will be the contact person for the team as set out in the CASA Communications manual. Linda provided the team with 3 key messages and Jean Moses, CASA Communications Advisor said she would make 10 speaking bullets out of these 3 main messages.

**Action Item 5.6: Jean will draft 10 speaking bullets and provide them to Linda for distribution to the team.**

c) Board Status Report:

The team reviewed the draft Status Report and agreed that it is ready for the September 23 CASA Board meeting.

## 5. Invitation to Participate

The team discussed the invitation to participate and agreed that it should be distributed to various stakeholder groups on Monday, August 24, 2009. The appropriate contact people will be inserted into the invitation and Linda will be provided with names of interested participants.

Linda will contact AENV Aboriginal Relations for assistance on sending the invitation to participate to First Nations groups.

**Action Item 5.7: Linda will contact AENV Aboriginal Relations for assistance with inviting First Nations to participate in the November 10 workshop.**

## 6. Next steps/next meeting

The team agreed that the next meeting will be a face-to-face meeting on October 1, 2009 at the CASA Office. The objectives for the next meeting will be to finalize the meeting package, facilitation exercise, facilitators, determine workshop participants and any outstanding tasks.

The teleconference adjourned at 11:50 a.m.