



MUSKWA-KECHIKA  
MANAGEMENT AREA

EXECUTIVE COMMITTEE MINUTES OF MEETING

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**Date:** June 26th, 2015  
**Time:** 10:00 AM – 11:00 AM  
**Location:** Teleconference

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**Present:** Stephanie Killam (chair)  
Corrine Porter  
David Luff  
**Regrets:** Juergen Puetter, Wayne Sawchuk

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**Meeting Materials:**

Three attachments supported the agenda and were posted on the secured members section.

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**1. Review and Approve May 22<sup>nd</sup> telecon minutes**

**Approved as drafted.** Moved by David Luff, seconded by Corrine Porter.

**Action:** Phil to post on website.

**2. Review and Approve Agenda**

Approved as drafted. All actions items completed other than communications protocol.

**Approved as drafted.** Moved by Corrine Porter, seconded by David Luff.

**3. Operating Budget Update: 1<sup>st</sup> Q draft review for fiscal 2015/16: Phil Zacharatos**

A brief overview of the 1<sup>st</sup> quarter for fiscal 2015/16 was presented. Forecast versus actuals is very close but final numbers will not be completed until mid-June when data from RNA is forwarded. Continue to show a fiscal shortfall of approximately \$24,000. Executive to monitor closely and if trend continues to show a shortfall Executive will raise with Ministry representatives in second quarter of fiscal 2015/16. For Executive information only at this time.

**ACTION:** Phil to update the 1<sup>st</sup> quarter review upon receipt of finalized data from RNA and present at September 14<sup>th</sup> Executive telecon.

**4. Phil's Professional Services Contract for 2015/16**

Executive reviewed the updated contract and approved the recommended changes. Corrine Porter moved to approve the professional services contract, seconded by David Luff.

**ACTION:** Phil to post in secured members section of website and advise Advisory Board of the posting of this document.



## 5. Tour of Updated Secured Members Section on MKMA Website

Phil walked Executive through the changes to this section of the website. Broken links have been fixed, the site has been reorganized to flow better, all working groups and their status are now present and a summary of pending meetings and calls has been created. For Executive information only.

**ACTION:** Phil to schedule a telecon with the Diversified Funding Working Group in early September to discuss future direction and actions.

## 6. New Business

### a) Call for Volunteers to Undertake a Review of Board Membership Makeup and Balance

Executive discussed this item and agreed to put out a call for volunteers in early September. Executive believes this is a good business practice and could be an appendix to its Operational Guidelines “Conducting Our Business” document that would guide future appointments and reappointments

**ACTION:** Phil to send out a call for volunteers in early September.

### b) UNBC/MKMA Partnership Working Group

Discussed and confirmed that this working group plans on meeting on the afternoon of October 13<sup>th</sup> in Prince George prior to the Advisory Board meeting and October 14/15.

**ACTION:** Phil to send reminder of this meeting to the members of the working group.

### c) Public Information Event

Executive discussed and confirmed that an information session on the evening of October 13<sup>th</sup>, potentially at UNBC, would be valuable to improve the profile and public awareness of the MKMA and its Advisory Board. People attending the session would be invited to attend the Board meeting the following day.

**ACTION:** Phil to send note to Pamela Wright at UNBC to explore the option of holding this event at UNBC, attending costs, potential agenda, etc.

## 7. Next Exec call

Monday, September 14th at 10:00 AM. If anything of urgency arises in the interim Executive is prepared to schedule an extraordinary telecon

## 8. Meeting Adjourned: 10:53 AM.