



MUSKWA-KECHIKA  
MANAGEMENT AREA

EXECUTIVE COMMITTEE MINUTES OF MEETING

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**Date:** December 18, 2014  
**Time:** 10:00 AM – 10:45 AM  
**Location:** Teleconference

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**Present:** Stephanie Killam (chair)  
Juergen Puetter  
Wayne Sawchuk

**Regrets:** David Luff  
Corrine Porter

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**Meeting Materials:**

No meeting materials provided.

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**1. Review and Approve Agenda**

Approved as drafted.

- 2. Budget Update: Don advised that he projects the Board as having approximately \$19,000 until fiscal year end (including the last quarter transfer of \$15,000 from Government). He also advised that the current funding level may fall short to cover planned activities by the activities and the services of the new professional support person (Phil Zacharatos).**

***ACTION: Phil to update 2<sup>nd</sup> and 3<sup>rd</sup> quarters of the budget and finalize forecasts to fiscal year end. Phil to prepare a proposal for additional funding to support his new role and responsibilities for Madeline and Kevin's review. Target Date: January 15, 2015.***

- 3. Discuss designated routes signage and enforcement (email from Nick Baccante)**

Executive is supportive of the initiative and will request Nick to keep it current as events unfold

***ACTION: Phil to send email to Nick advising support of the initiative and request that he is kept current of events as they unfold. Target Date: Friday 19, 2014.***

- 4. Discuss Lana Lowe's request for a proxy for MK discussions and meetings**

Executive is supportive of Lana's request to appoint a proxy. Stephanie and Don have attempted to contact Lana without success.

***ACTION: Stephanie to continue attempting contacting Lana to advise that appointing a proxy is acceptable. Target Date: On-going.***



**5. Discuss transfer of responsibilities to Phil**

- a) **Strategic Direction Operational Business Plan Update:** Although David Luff agreed to draft an update Phil offered to undertake this task because of David's busy schedule. David has agreed. Discussion ensued regarding monies to support this, and other business of the Board that Phil can fulfil. Phil advised that additional funding supporting his work to fiscal year end may be available by submitting a proposal to Madeline/Kevin for their review, consideration and approval.

***ACTION: Phil to draft updated Strategic Direction and Operational Business Plan for review and approval by Executive. Target Date: January 27, 2015***

- b) **Wilderness Definition Working Group:** Approval granted for the group to meet in January. Recommended they try to meet with Kevin Kreise when he is in Prince George attending the Premier's Natural Resources Forum (January 20<sup>th</sup> – 22<sup>nd</sup>). Purpose of the meeting is to update him on progress to date and to clarify feedback received.

***ACTION: Phil to contact Kevin's administrative assistant to explore if the working group can meet with Kevin when he is in Prince George. Ideally, try to append this meeting to the planned meeting with Kevin and the UNBC Partnership Working Group. Target Date: January 9, 2015***

- c) **Premier's Report:** This report must be completed and submitted prior to fiscal year end.

***ACTION: Phil to follow up with David Luff to determine the status of this report. Discuss with Stephanie and Don to determine finalization of the report depending on feedback from David. Target Date: January 15, 2015.***

- d) **Board meeting on February 24<sup>th</sup> and 25<sup>th</sup> in Sidney:** Executive confirmed proceeding with this meeting. Aeolis Wind has graciously offered use of its board room for the meeting. Wayne suggested this may be a good opportunity to invite senior managers or Government officials (Minister Thompson for example) to attend this meeting.

***ACTION: Phil to canvas BOD members for agenda items and their attendance. Draft agenda to the Executive in time for its next meeting (see below). Phil to follow up regarding inviting senior managers and/or Government officials to this meeting. Target Date: January 22, 2015 for draft agenda to Executive. Determining which senior managers and/or Government officials to invite to this meeting by January 15, 2015.***



- e) **Guide Outfitters representation on the Board:** Discussion regarding attendance and engagement on the Board by the Guide Outfitters. Their membership appointment will expire March 31, 2015. Discussion also broadened to participation by Treaty 8.  
**Action:** *Phil to discuss appointment/engagement of membership vacancies with Stephanie.*  
**Target Date:** *January 6, 2015.*
- f) **Domain name for the MKMA:** The domain name is expiring January 2016. It is currently in Don Robert's name. It appears that it cannot be registered in the BOD's name because it is not a legal entity. The Executive must ensure the name not expire as there is a risk of it being taken over by another entity. The subscription rate for maintaining registration of the domain name is \$40/year.  
**ACTION:** *Executive approved Phil to pay the annual registration fee and bill it back to the organization. Phil to follow up with Don regarding process and then to investigate if there is an approach to registering the domain name with the MKMA organization.*  
**Target Date:** *Monday, December 22, 2014.*
- g) **Teleconference Costs:** Don gave a brief history of where the BOD is at with respect to the current teleconferencing arrangements. Currently, we pay \$150/month for a maximum of 2,000 minutes by Don paying the fee and billing it back to the organization. The current arrangement expires on January 8, 2015.  
**ACTION:** *Phil to follow up with Don regarding transferring the teleconference billing to him. Phil to investigate whether there is a more inexpensive service.*  
**Target Date:** *January 6, 2015.*
- h) **MKMA File Management (Storage):** Don advised the Executive of the current practice where he is storing all of the MKMA's files on his personal memory storage device (jump drive). The question is shouldn't these files reside with Government?  
**ACTION:** *Phil to follow up with Stephanie and Madeline to determine whether or not storage of these files resides within Government.*  
**Target Date:** *March 31, 2015.*
- i) **Web Site Maintenance:** Don advised the Executive that this responsibility will transfer to Phil through training with Sticky Wickets Design.  
**ACTION:** *Phil to commence training on access into the web site and posting documents.*  
**Target Date:** *December 19, 2014.*
- j) **MKMA Video:** Don reported out about how difficult it is to locate the video on Vimeo. Don is the holder of the Vimeo account that allows the linkage to the MKMA DVD on our website.



Although it doesn't cost us anything to have the video on Vimeo is there anything that we can do to improve its profile and access to it?

***ACTION: Phil to follow up with Greg Prosser and Pam Wright regarding options. For now, leave the Vimeo account in Don's name.***

***Target Date: January 29, 2015.***

**6. NEXT MEETING:** January 29, 2015, 10:00 AM – 11:00 AM (length of call subject to number and complexity of agenda items).