



**Board of Directors Meeting**  
**November 29, 2018**  
**Sawridge Hotel, Peace River and Teleconference**  
**10:00 am – 2:00pm**

**In Person:** Sawridge Inn & Conference Centre - 9510 100 St, Peace River  
**Teleconference:** 1 866 850-3419 Code: 366 952 7735 #

Time	Discussion	Discussion Leader	Item #	Desired Endpoint
	1.0 Opening			
10:00	1.1 Roll Call for Quorum	G. Tomlinson		
10:05	1.2 Review Agenda	G. Tomlinson		
10:10	1.3 Minutes Approval <ul style="list-style-type: none"> <li>• September 27, 2018) <ul style="list-style-type: none"> <li>▪ Action Item follow-up</li> </ul> </li> </ul>	G. Tomlinson		
	<b>2.0 Technical Working Group Update</b>			
10:15	2.1 <b>Annual Data Review 2016-17</b> <ul style="list-style-type: none"> <li>▪ Report recommended for approval by the TWG</li> </ul>	M. Bisaga/L. Lin		<b>Decision:</b> Approval of Annual Data Review 2016-17
10:30	2.2 <b>Canister Sampling Program</b> <ul style="list-style-type: none"> <li>▪ Update on implementation of new methane triggers</li> </ul>	M. Bisaga/L. Lin		For information
10:45	2.3 <b>New Station</b> <ul style="list-style-type: none"> <li>▪ “Portable” station locating procedure</li> <li>▪ TWG recommendation on station name</li> <li>▪ Update on station construction and potential sites</li> </ul>	M. Bisaga/L. Lin	A	<b>Decision:</b> Approval of “Portable” Station Locating Procedure and station name
11:00	2.4 <b>986 Station</b> <ul style="list-style-type: none"> <li>• Recommendation from TWG on new location for 986</li> <li>• Budget estimate for relocating station</li> </ul>	M. Bisaga/L. Lin	B	<b>Decision:</b> Approval of location and relocation cost for 986 station
	<b>3.0 Engagement, Outreach and Education</b>			
11:15	3.1 <b>Stakeholder Air Monitoring Engagement</b> <ul style="list-style-type: none"> <li>▪ Status of engagement related to boundary changes and station location</li> </ul>	K. Reesor	C	For information
	<b>4.0 Financial Update</b>			
11:25	4.1 <b>Financial Reports</b> <ul style="list-style-type: none"> <li>▪ September and October (provided to Directors)</li> </ul>	B. Barber		Financial reports approved
11:30	4.2 <b>Allocation of Surplus Funds</b> <ul style="list-style-type: none"> <li>▪ Discussion on estimated surplus funds for 2018-19 and decision on allocation of funds</li> </ul>	K. Reesor	D	<b>Decision:</b> Allocation of surplus funds
	<b>5.0 Business Case for Purchase of Equipment</b>			
11:45	5.1 <b>Monitoring Equipment Purchase vs Rental</b> <ul style="list-style-type: none"> <li>• Discussion on option of purchasing PRAMP air monitoring stations and equipment</li> </ul>	M. Bisaga/L. Lin	E	<b>Decision:</b> Will PRAMP submit the Business Case to AEP and request

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			K. Reesor		corresponding budget adjustments for the next 3 years?
noon		<b>Lunch</b>			
	<b>6.0</b>	<b>PRAMP Data Reports</b>			
12:30	6.1	<b>Monthly, Annual and Dashboard Reports</b> <ul style="list-style-type: none"> <li>▪ Review formats of reports and option to have reports prepared by Technical Program Managers rather than Maxxam</li> </ul>	K. Reesor		<b>Decision:</b> Will PRAMP continue to receive the reports from Maxxam, or contract with the PRAMP Technical Program Managers to produce the reports?
	<b>7.0</b>	<b>Update from Executive Director</b>			
1:00	7.1	<ul style="list-style-type: none"> <li>▪ Status of CNRL and Maxxam contracts</li> <li>▪ Status of Outreach and Education grant request from AEP – Option to send a letter to AEP</li> <li>▪ Grant process with Alberta Health</li> </ul>	K. Reesor	F	<b>Decision:</b> Will PRAMP prepare a request for a grant from Alberta Health, and if so, for what purpose? <b>Decision:</b> Will PRAMP send a letter to AEP requesting information on the status of PRAMP Education and Outreach grant request?
1:30	<b>8.0</b>	<b>Roundtable</b>	<b>All</b>		
	<b>9.0</b>	<b>Next Meeting: TBD</b>			
2:00	<b>10.0</b>	<b>Adjournment</b>	<b>G. Tomlinson</b>		