



Peace River Area Monitoring Program (PRAMP) Committee
Board of Directors' Meeting
March 4, 2019
Tele-Conference

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Shelly Shannon, <i>Treasurer</i>	Public	Community	Director
Reid Glenn, <i>Co-Chair</i>	Public	Community	Director
Doug Dallyn	Public	Community	Director
Art Laurin	Industry	Obsidian Energy	Director
Blair Fortin	Industry	Tervita	Member
Garrett Tomlinson, <i>Co-Chair</i>	Gov	Metis Nation, Region 6	Director
Andy Trudeau	Gov	MD of Smoky River	Director
Corinna Williams	Gov	Northern Sunrise County	Director
Krista Park	Gov	AHS	Director
Vaugh Molen	GOV	AER	Guest
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Lily Lin		Technical Program Manager	
Brenda Barber		Office Manager	

Regrets:

Name	Sector Group	Organization	Participation
Anthony Traverse, <i>Co-Chair</i>	Industry	Baytex Energy	Director
Kevin Kembell	Public	NAIT Boreal Research Centre	Director
Adele Parker	Gov	Town of Falher	Member
Shane Hussey	Gov	AHS	Co-Member
Kenda Friesen	Industry	Obsidian Energy	Co-Director
Elvis Thomas	Gov	Woodland Cree	Director

These notes are provided as a summary of discussions of the PRAMP Committee. The views and ideas noted do not necessarily reflect the perspective of each Committee member. Decisions are taken by consensus.

1.1 Roll Call for Quorum

Meeting called to order at 9:00am. Review of quorum and introductions. We do not have quorum for decisions. Motions will be sent to the Board to be finalized by email.

1.2 Approve Agenda

The Agenda was posted to the PRAMP Members' Portal prior to the meeting.

No changes to the agenda were noted.

1.3 Approval of Minutes

The January 25, 2019 Minutes were posted to the Members' Portal prior to the meeting.

No changes to the Minutes were noted. A motion to approve will be provided by email.

Action Items

Mike and Lily will let Kevin Kembell know when they are doing the siting for the AQHI Station, so he can join them for information purposes. - ongoing

Karla will write a newsletter including the process surrounding the decision to locate the AQHI Station at Woodland Cree. – newsletter has been sent out

Mike will add the station audit report to the portal. – in process; Lily will add

Krista will provide the presentations from the CPANS Odour Conference to Brenda to add to the Members' Portal – presentations are on website

Brenda will confirm the earliest we can get our audited financial statements to present at our AGM – our auditor has confirmed the statements will be ready for presentation to the membership for the September meeting. We will now doodle for September date for AGM

Brenda will send doodle polls for other meeting dates from August to January 2020 – holding off until confirmation for AGM date.

Technical Working Group Update

2.1 AQHI Station

- Some of the used pieces of equipment we have purchased require additional work to make them compatible.
- Looking for company to make wrap for the AQHI station.
- Mike Bisaga will be in Peace River next week and planning to meet with Elvis to look at potential sites.

2.2 Station 986

- Met with landowner in early January.
- Site meets AMD criteria.
- Will meet with landowner again this week to stakeout exact location and will be meeting with contractors to upgrade site.

Engagement, Outreach and Education

3.1 Grant from AEP

- Grant was approved. Received \$49,000 for outreach and education.
- Requested an extension to the end of November 2019 to use the time to do more education on AQHI to schools and community.
- Have a plan in place in the event we do not get the extension as requested.
- Want to reconvene the Communications Working Group again to discuss how to spend the money.
- Krista, Shelly and Corrina indicated their interest in continuing with the Communications Working Group.
- Have ordered some items for the upcoming tradeshow including mini hockey sticks and a banner.

3.2 Planned Outreach

- Will be attending the SARDA trade show in Falher on March 14th; we will be sharing a booth with PAZA.
- We will also be attending the Peace River Trade Show on April 5 and 6th.
- Any committee members who are interested in assisting at either trade show should let Karla know.
- Inside Education is hoping to deliver the CARS program in early April.

Financial Update

4.1 Financial Reports

Cheque Register and Financial Report were provided to the Directors prior to the meeting

- Cheque register for February was reviewed for comment.

No comments were noted for the cheque register. A motion to approve will be provided by email.

- The Financial Report for January were reviewed.
- No comments were noted for the January Financial Report.

Motion to approve the financial reports for information purposes by Shelly Shannon. The motion will be provided for approval by email.

4.2 2019/20 Budget and Workplan

- Workplan and budget provided to AEP in early January 2019.
- We also provided a budget for the first quarter of 2019/20 without capital expenditures for an interim contract extension.
- We are optimistic we will receive a contract extension before the end of March.

4.3 Projected Surplus for 2018/19

- We are looking at a large surplus for 2018/19 due to 3 factors – the CNRL PRC monitoring, passive monitoring, and the network assessment that PRAMP did not have to do as a result of the AEP initiatives.
- The Board approved the expenditure of \$90,000 in the fall of surplus funds.
- We still anticipate a surplus of approximately \$150,000.
- A spreadsheet with options was provided on the members' portal.

Motion to purchase equipment up to \$120,000 including a new analyzer by Corinna Williams. The motion will be provided for approval by email.

Update from Executive Director

5.1 Contracts and Grants

- We have sent a draft of the contract to CNRL and are waiting their response. Karla will follow up this week. If this contract is not executed soon, we risk losing the funding.
- We have a good draft of the Maxxam contract. The draft has not yet been provided it to Maxxam for review.
- Airsheds Council – meeting today to discuss working together collaboratively. The AEP director responsible for grants will be attending the meeting to discuss grants.

Roundtable

Reid – will volunteer at the tradeshow.

Corinna – will be at the Peace River.

Shelly – looking forward to the Communications Working Group; will try to volunteer at both trade fairs.

Garrett – OSM meeting– discussions are continuing about workplans, contracts and grants.

Next Meeting

April 25 in Peace River; location TBD.

Adjournment

Meeting adjourned at 9:53 am

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
Ongoing Action Items		
2019-01-01	Mike and Lily will let Kevin Kembell know when they are doing the siting for the AQHI Station, so he can join them for information purposes.	
2019-01-03	Mike will add the station audit report to the portal.	
2019-01-06	Brenda will send doodle polls for other meeting dates from August to January 2020	
2018-11-01	Mike and Lily will have initial conversations with AER to move the Directive 84 boundaries.	
2018-11-02	Mike and Lily will develop a policy on QA/QC for data management and reporting.	
2018-11-03	Karla will provide a revised list of duties to the PRAMP Executive prior to executing a new contract with the Technical Program Managers.	
2016-10-01	Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract. Waiting for PRC transfer to PRAMP.	
2018-09-02	Bob Myrick will talk to Finance about contract extensions after the end of March for each year.	
Parked Action Items		
2018-11-05	Karla will seek approval from the Board of the funding requested by the AAC for development of communication tools.	
2016-01-05	The AQWG will work with AEMERA to implement the sampling program and to address the question of whether the background is different at the three monitoring stations. <i>(To be addressed in 2017 following the completion of the background sampling program)</i>	
2016-10-09	Bob will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	
2016-11-02	Allison and Kayedon will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.	
Completed Action Items		
2019-01-02	Karla will write a newsletter including the process surrounding the decision to locate the AQHI Station at Woodland Cree.	
2019-01-04	Krista will provide the presentations from the CPANS Odour Conference to Brenda to add to the Members' Portal	
2019-01-05	Brenda will confirm the earliest we can get our audited financial statements to present at our AGM	