



Steering Committee Meeting #1

Location: 220 Pierre A. Landry, Université de Moncton, Moncton, NB
Date: Saturday, June 12, 2004
Time: 10:00 – 3:00pm

11 Attending members:

Allister Marshall (Po'tlo'tek Fish and
Wildlife)
Jocelyne Gauvin, GDDPC
Claudette LeBlanc, ACZISC
Cindy Crane, DFAEPEI
David Boyce, SEA

Liette Vasseur, UdeM
Audrey Lapenna, Staff
Mathieu David Vautour, Public
John Legault, DFO
Nadine Gauvin, Coordinator
Éric Giguère, ZIP Baie-des-Chaleurs



1. **Call to order**
The meeting was called to order at 10:05am

2. **Approval of agenda**
Approval of agenda was moved by D. Boyce with addition of May 1st minutes in the Approval of Minutes section and seconded by M.D.Vautour.
Introductions of meeting participants were made around the table.

3. **Approval of previous meeting minutes (March 12 & May 1st, 2004)**
 - **March 12, 2004**
Approval moved by J.Legault and seconded by D. Boyce
 - **May 1st, 2004**
Approval moved by J.Legault and seconded by J.GauvinThe Coordinator apologized for not having translated the minutes in French in time for the meeting. It was suggested that the Coordinator have minutes translated by an outside service. M.Janowicz had previously offered her department's translation services as an in-kind service to the Coalition.
***Action Item 01: The Coordinator to contact Marianne Janowicz to have material translated.**

4. **Matters arising from minutes**
Action item 01 from the March 12 minutes did not take place (to make sure Coalition poster can be set up at Coastal Zone Canada 2004). Claudette suggested to contact Grant Gardner, conference organizer.
***Action Item 02: The coordinator will contact Grant Gardner to reserve a table top booth for the Coalition at Coastal Zone Canada 2004.**

5. **Role of Steering Committee vs role of Management Committee**
J.Legault presented a one-pager 'Role of Steering Committee vs role of Management Committee' document for the purpose of clarifying each committee's role so that new and existing members will have a better understanding of each committee's purpose.
***Action Item 03: Coordinator to send out the document to all Steering Committee members asap and to make it available at future Annual General Meetings.**

6. **Executive and Management Committee Election results**

Liette explained to the group the normal conditions of elections (they are for two-year terms) and that the Management Committee consists of 1 federal rep, 1 provincial rep, 1 municipal rep, 1 First Nations rep, 1 industry rep, 1 academic rep, 1 NGO rep, and 1 public-at-large. Due to the commotion at the post AGM Steering Committee meeting, more than the required number of reps was nominated to the Management Committee, which is a breach of the Coalition's constitution.

***Action Item 05: The coordinator will contact the duplicate nominees to reconcile the limited number of seats on the Management Committee.**

Cindy suggested the following:

- that the Management Committee meeting minutes be circulated to the Steering Committee members in the future;
- we should develop a strategy to recruit new Steering Committee members and
- that sub-category guidelines are needed to better identify the kinds of people that are needed on the Steering Committee, ie. Provincial rep – how do they fit in with the Coalition? and what does the Coalition expect from them?

***Action Item 06: Coordinator to forward future Management Committee meeting minutes to Steering Committee members.**

Motion: Because the past Chair has the corporate memory and knows who to contact to move forward the Coalition's mandate, Liette motioned that the Past-president be included as an officer under article 10: Officers and their Responsibilities – as an amendment in the constitution at the next Annual General Meeting. D.Boyce seconded the motion which was approved unanimously.

***Action Item 07: the Constitution and Policy Working Group will need to produce the amendment and advertise it in time for the next Annual General Meeting.**

Motion: Liette motioned that to respect the bylaws for the constitution of the Management Committee following the nomination at the 2004 Annual General Meeting of May 1st, the new Management Committee will be composed as follows:

Name	Representing	Length of term
John Legault	Federal government	First year as MC rep
Marianne Janowicz or Justin Huston	Provincial government	MJ – second year as MC rep JH – second year as MC rep
Allister Marshall	First Nations	Second year as secretary
David Boyce	NGO	Second year as treasurer
Éric Giguère	Industry	Second year as officer, first as chair
Kyle McKenzie	Academic	First year as MC rep
Harry Collins	Public-at-large	First year as MC rep and vice-chair

Cindy seconded the motion which was approved unanimously.

7. **Financial Update**

D.Boyce presented the financial report and motioned that the report be accepted as presented, seconded by L.Vasseur.

***Action Item 08 – Coordinator will ensure future reports are prepared to represent budgeted vs actual items.**

***Action Item 09 – Liette to contact Blair Parody of Parks Canada for financial support of the Coalition.**

8. **Revised workplan 2004-2005 & Working Groups updates**

John presented the revised workplan. A.Marshall motioned that workplan be accepted as presented; seconded by L.Vasseur.

The working groups were reviewed and their components and immediate goals are as follows:

Science, Research & Habitat – M.Janowicz and C.Crane are co-chairs

- Report of Indicators Framework ready for July 1st by Liette, Marianne, Cindy
- Workshop on Assimilative Capacity and one on energy in partnership with BoFEP.

Education and Communication – no chair (members: Claudette, David, Mathieu, Sophie)

- Items of workplan were revised

Technical – J.Legault, chair (members: Justin, David, Claudette, Léopold, Mathieu)

- Data-sharing
- GIS mentoring report
- Write a report to NRCAN, why it is important to continue; community groups need continued support
- Open Geomatics consortium – defining protocols
- Website design

Interagency & Harmonization – chair?

Sophie acted a liaison between NPA and the Coalition. Can Marianne take over this role?

Constitution & Policy – M.D.Vautour, chair

- To work on amendment for AGM

AGM – D.Boyce, chair

- The topic is nutrients and D.Boyce to propose dates.

***Action Item 10: Coordinator to send letter out to chairs of Working Groups to encourage them to begin working again.**

9. A 30 minutes lunch break took place at noon.

10. **Coastal Erosion Sub-committee Report**

N.Gauvin presented the committee report on behalf of M.Chiasson.

***Action Item 11: Coordinator to post the Coastal Erosion Committee minutes on the website and to contact Dennis Simon to see if he'd be interested in participating on the committee.**

11. **Group Discussion**

It was decided to divide the discussion time into two themes: Coastal Erosion and defining Sustainability. A lively and interesting discussion took place on the two topics. A draft sustainability definition will be presented at the next Steering Committee meeting.

12. **Other business**

Next meeting - The next meeting is scheduled for Friday, September 10, 2004.

Spokespersons - The official spokesperson with the Coalition should be the Coordinator, President, Vice-president or a chair of the working group when the topic is relevant.

13. **Adjournment**

Adjournment of the meeting was motioned by D.Boyce and seconded by J.Gauvin. The meeting was adjourned before 3:00pm.