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Steering Committee Meeting #2 (2007-08)

Location: Room 222 (Chapelle), Université de Moncton, Moncton, NB
Date: Friday, September 21, 2007
Time: 10:00am

The Attending Members:

Kathreen Parlee, Environment Canada
Allister Marshall, Chapel Island First Nation
Jocelyne Gauvin, GDDPC
Chantal Gagnon, Consultant
Christian Fraser, UQAR
Jenny Guignard, Coalition Admin Assist

Harry Collins, MREAC
David Boyce, Canadian Agro-Sustain. Partnership
John Legault, DFO
Marianne Janowicz, NB Dept. of Environment
Marc-André Plourde, Les Ami(e)s de la Kouchibouguacis
Nadine Gauvin, Coalition Coordinator

Guests:

Marie-Hélène Thériault DFO
Conrad Cormier, Southeast Anglers Assoc.

Ray MacIsaac, DFO
Marie-Hélène Rondeau, Gaspésie



1. Call to order

The meeting was called to order at 10:15am. Allister Marshall delivered the opening prayer. Introductions of meeting participants were made around the table. In Omer and Claudette’s absence, Harry chaired the meeting.

2. Approval of agenda

Chantal and Kathryn added each an item under other business: “Two Country One Forest” workshop and Coastal Erosion WG report. Another item was added – an update on CAMP. Nadine advised that the Coastal Erosion WG should go under agenda item no.6 rather than other business. Approval of the agenda, with the additions above, was moved by David Boyce and seconded by John Legault.

3. Approval of previous minutes (June 22, 2007)

The minutes of the last meeting were reviewed. Approval of the minutes was moved by Chantal Gagnon and seconded by Jocelyne Gauvin.

4. Matters arising from minutes

Nadine covered the twelve action items from the June 22 minutes. A more detailed report on Action Item 09 – ‘The Committee to set up a workplan with milestones and a Terms of Reference after mid-August’ will be provided under agenda item no.10.

5. Financial Report

As treasurer, David Boyce presented the Coalition financial report. He suggested that the \$30,000 revenue from GeoConnections should also balance in the expenses, since it only shows \$25,000. It should indicate \$5,000 for administrative fees so it balances. Jocelyne added that the financial report should have a column that identifies the revenue sources for the projects, ie. GeoConnections under revenue is for the Regional Atlas under expenses. Also, David suggested that the total amounts received and spent should be in the minutes. As such, the Coalition financial report as of August 31st, 2007 for the 2007-08 fiscal year states a total amount received as \$135,797 and a total amount spent as \$97,572 with a positive balance of \$38,225. David moved that the financial report be accepted with the suggestions presented; Jocelyne seconded the motion.

Action Item 01: To include detailed financial information on expenses and revenue in the future steering committee minutes.



6. Working Group updates

AGM 2008 WG – Nadine announced that Lisa Arsenault and Willi Nolan are the two new co-chairs. Because the month of May is loaded with workshops and conferences, Nadine asked for input from others to detect possible scheduling conflicts. Harry and David reported that they won't be available the second week of June. Christian Fraser and Marie-Hélène Rondeau joined the Working Group.

Communications & Education WG – On behalf of Audrey Lapenna, chair of the working group, Nadine reported that the group met on September 11th and are working at enhancing the website to contain interactive ecological information on the Southern Gulf and that also an editorial board has been struck – to review draft newsletters, etc.

Funding/Development WG – Ray MacIsaac, chair, reported that the working group has been busy this past summer with the help of a summer student. Several proposals were submitted for funding and an appeal for donations was issued along with the summer newsletter. Nadine added that Aveda has selected the Coalition as its partner for their 2008 Earth Month fundraising campaign. All monies raised by Aveda in the maritime region during April 2008 will go to the Coalition. Ray also reported on the research conducted to create an endowment fund. He suggested that a motion would need to be passed at our next AGM to create an endowment fund. Due to French language training, Ray announced that he will be unavailable for the next 10 months and asked for an interim chair. John Legault accepted to be the interim chair for the WG. It was suggested that we review the Bradshaw report for ideas on how to advance the coalition in the current political climate and challenges faced by the non-profit sector. Chantal urged we link into the values added movement (www.valuesadded.ca) which serves to raise the profile of NGOs.

Action Item 02: Add links to the Bradshaw report and the Values Added website onto the Coalition website.

Science, Research & Habitat WG – Nadine announced that Marianne Janowicz had resigned as chair and Marie-Hélène Thériault has accepted to replace her, but would like someone to co-chair with her. Marie-Hélène also provided an update on CAMP. The summer sampling season went well and the data will be analyzed in the coming months. It was suggested that any CAMP annual reports be made available via linkages on the coalition website. Jocelyne suggested that a fish ecology type guide would be very useful with understanding the roles of each fish species in the ecosystem.

Action item 03 – to reference the CAMP annual reports via linkages on the Coalition website.

Action item 04 - to look into the possibilities of developing the guide described above.

Technical Advisory WG – John reported that the CAMP data is being inserted in the newly created 'Smart Watersheds and Coastal Communities' on-line portal and that training will be provided to community groups on how to use the portal. It was suggested that a demonstration of the capacities of the portal be provided at the next coalition meeting.

Action Item 05: John to demonstrate the portal at the next DFO-based Coalition meeting.

Traditional Ecological Knowledge WG – Allister suggested that in order to protect traditional knowledge, the final report of the medicine gatherers research project should be copyrighted and the fees associated to implement a copyright be included in the project. Chantal provided an update of the research project – everything is going well so far and the first exchange meeting between the elders of both Elsipogtog and Eel River bar is being held this week-end (Sept.21-23) in Elsipogtog.

Action Item 06: To look into the copyright process as indicated above.

Coastal Erosion WG – Nadine announced there were two new co-chairs: Martine Giangioppi and Kathryn Parlee. The co-chairs developed the first draft of a workplan and a terms of reference which will be discussed at the next WG meeting – scheduled for mid-October.

Proposed new WG – John proposed that we consider establishing an Investigative Working Group, which would serve to investigate and bring to light important matters that affect sustainability. This could be included under a 'Did you Know' section of the newsletter or website. The group discussed the idea and agreed that each working group, whenever a situation presents itself, provide investigative information to coalition members via the Communications and Education WG.



7. Coordinator's Report

Nadine provided the Coordinator's report which detailed the activities of the Coalition administration over the past summer months.

8. Northumberland Strait Ecosystem Working Group Update

It was reported that there has been no movement with this working group since last spring.

9. Strategic Planning Session

Nadine reported that during a recent meeting, the Management Committee agreed to propose having a strategic planning session. This idea stems as a result of federal cutbacks and other financial challenges. It was suggested we plan for a two-day retreat on Dec.6 & 7 – as Dec.7 is scheduled for our next Steering Committee meeting anyway. It would be a 1.5 day retreat with the latter part of the second day dedicated to a Steering Committee meeting. It was also recommended that the Working Groups meet in advance to determine what ideas they'd like to bring forward to the session.

Action Item 07: Nadine to send a notice ASAP to Steering Committee members and other key partners on the proposed dates.

Action Item 08: The Working Groups to each meet prior to the Strategic planning session to identify future activities to propose at the retreat.

10. Coalition Governance Structure update and discussion

Nadine reported that due to the upcoming strategic planning session, it would be more suitable to discuss the coalition governance structure at the retreat – how the coalition can improve reporting to its members and how best to improve linkages with other member initiatives; streamline the flow of communication, etc.

Action Item 09: Ensure the governance structure is incorporated into the strategic planning.

11. Other Business:

CAMP – discussions on CAMP took place under the Working Group reports (Science, Research and Habitat).

2 Countries 1 Forest Workshop – Chantal described the upcoming workshop to be held on Nov.14-16 in Montreal. She suggested it important for the Coalition to be present at this workshop. Subsidies for the Coalition's participation are presently being reviewed by the organizers.

12. Adjournment

The meeting was adjourned at 2:15pm.