

Communications and Outreach Team Meeting

Monday, September 5, 2006

1:30 pm – 3:00 pm

Lethbridge Research Station

Attendance: Andrea Hohne, Cheryl Dash, Janna Casson, Leda Kozak, Stephanie Palechek

Minutes:

1. Greetings (All)

2. Stakeholders Meeting Update (Stephanie, Leda)

- There are currently 38 people registered for the meeting, and 31 registered for the tour
- A map has been created to for those who will be driving to Heritage Acres
- Not sure if there is a PA system for music, but a PA system has been booked for the bus tour
- Changes to agenda:
 - Switch the time slots for the Water Quality Irrigation District Study and the Pincher Creek Wetland
 - If AWC can present, have Water Quality Irrigation District Study present from 11:40 am – 11:50 am and AWC present from 11:50 am – 12:00 pm.
 - Change Municipality of Crowsnest Pass Rep to Ray Mahieux, Superintendent and Duane Filipuzzi, Assistant Superintendent – Crowsnest Pass Public Works
- **Action: Stephanie to contact Dave with AWC to see if he would be interested in presenting**
- Bruce Mowat from the Livingston Landowners Group may be attending the meeting and possibly the tour
- Afternoon Snack:
 - pop, granola bars, fruit
 - Hostess often provides chips free of charge
 - **Action: Stephanie will look into having chips provided by Hostess**

- **Action: See if Brent (Alberta Agriculture) would be interested in sponsoring the morning and afternoon breaks**
- Morning Snack: An assortment of pastries and muffins, and no fruit or bagels. Have coffee, tea, and juice for snacks
- AV equipment: We will need to rent a screen, and have a podium microphone provided. We can bring a projector, and flip charts/white boards
- Tour Bags:
 - Uldis will email information/maps for the tour to Cheryl next week
 - Pens, Bracelets, Postcards
 - Notepads/paper (Vic may have some) Cheryl to check
 - Need 45 bags
 - **Action: Cheryl will stuff**
- A draft Action Plan and Agenda will be provided for all those attending the morning portion of the meeting

3. Wetland Sign Update (Andrea)

- Stephanie and Andrea went out to the Wetland to meet about sign locations, path locations, etc. City Rep was not present at the meeting
- Found out where paths are going to be placed
- There is now a little more vegetation, the bridge is in, and the water levels are a little higher
- In the future, there may be a need for a duplicate signs that describe the wetland
- There is no guarantee that the planned parking lot will be created, therefore there may not be room for an interpretive centre
- On the boardwalk, there is a possibility that the signs can be mounted on the rails; therefore there will be no need for the posts. (This accounts for 3 of the signs)

4. Waterwise Garden Book (Cheryl)

- Wendy Devent is currently working on it, a draft Table of Contents has been completed
- The Board has approved the Garden Book (up to \$3000)
- Wendy has signed the contract
- Cheryl D. is looking into having ANPC (Cheryl Bradley/June Flanagan) apply for additional funds through the WSG grant program for printing.

- Shane Petry has offered to donate some funding from the fees for the Bioengineering workshop
- The deadline is March 2007

5. OWC Booklet (Janna)

- Janna and Stephanie met with Wendy, a contract will be provided to Wendy at their next meeting
- A draft Table of Contents has been created – some of the heading names will be changed
- Table of Contents will be done next week
- Bookmark – Milk River has created an activity book with a bookmark that can be cut out

6. Annual Report

- Bonnie has been working on it, however has also been on holidays and has other projects she has had to work on
- If Wendell's map is bumped from the Annual Report and only included every 2 – 3 years, the annual report can be completed for March

7. Team Charter

- The Team Charter was brought to the Board for approval and was approved
- **Action: Janna to send Team Charter to Leda, and Leda will have Vic post it on the Website**
- Janna will let the Team Chairs know at the next meeting, that the Team Charter is complete and that they are welcome to view it
- **Action: Have web pages set up for all teams**
- Name Changes: the DC&I team may be better suited if named Knowledge and Research team
- It was suggested that the Teams re-examine their names to represent what they actually do. This will make a good tie in to the development of Team Charters.

8. Next Meeting...Stephanie's Birthday!

November 6, 2006, 11:30 am – 1:30 pm. Lunch Meeting, location TBA

Action: Janna will make reservations