

## WIZARD LAKE WATERSHED AND LAKE STEWARDSHIP ASSOCIATION

Wednesday, September 26, 2007 - 7:00 – 9:30 pm

Canadian Petroleum Discovery Centre

### BOARD OF DIRECTORS MEETING MINUTES

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**Present:** Cathy & Chris Daniel, Carole and LeVerne Ellsworth, Laverne Faulkner, Bert Hadley, Greg Illchuk, Ruth & Walter Kolodychuk, April Larkin, Arja Patrick

**Guest:** Matt Leach

**Absent:** Dave Ingram, Ken Litzenberger, Bart & JoAnn Milner, Kevin Smyth

### AGENDA

1. Introductions
2. Officers of the board
3. Administration
  - Forms, in-kind time, use of e-mail, where to hold meetings, timing
4. Updates
  - Wizard Lake Awareness day
  - Hearings
  - Membership
  - Bulletin boards (how to update, what to put on, instructions)
5. Working groups update – review mandate, accomplishments and membership for each
  - Watershed and Shoreline – Ken
  - Water quality – Bert, LeVerne
  - Pleasure and enjoyment – Carole
  - Education and communication – Arja
  - Fundraising and celebrations – Cathy
  - Do we need a membership group?
6. Priorities for next year
7. Upcoming meetings attendance

### MINUTES

#### 1. INTRODUCTIONS

- new directors were welcomed to the board
- each new director received a hard copy of: draft Wizard Lake Management plan 1998, Wetaskiwin county Wizard Lake management plan, Wizard Lake & Watershed Opportunities for Stewardship presentation (Curtis Horning, April 21/06)
- each director introduced themselves

#### 2. OFFICERS

- officers are appointed by the board for a 2 year term, as all officers were appointed last year they will all continue for one more year
- Chair—Laverne, Vice-chair—Bert, Treasurer—LeVerne, Secretary—Walter

#### 3. ADMINISTRATION

- emphasized the importance of tracking in-kind contributions
- the cash form and expense tracking form were reviewed
- procedure for charitable receipts reviewed, rule of thumb is that a receipt can be requested for something that we might hire someone to do

- will continue to hold meetings at the Petroleum Discovery Center
- the next meeting will be scheduled at each meeting, Wednesdays work

#### 4. UPDATES

##### WIZARD LAKE AWARENESS DAY

- net profit of \$827.82
- extremely successful day, often first-time events run at a loss
- Carole volunteered to coordinate obtaining addresses for silent auction donors so that thank you letters can be sent out. Carole will divide up the company names among board members to obtain the addresses.
- Greg will develop a personalized WLWLSA card that can be used for thank you's. Laverne will supply him with the logo and letterhead.

##### HEARINGS

- LeVerne and Laverne met with John Whaley (Leduc county Reeve) and Rick Thomas (Director, Agriculture) to discuss watershed boundaries, specifically for a property previously redistricted by council
- our present watershed map, and what is apparently being used by Planning dept., are not accurate in the details
- Greg has access to detailed maps and will investigate obtaining these
- advised that all development requests are on hold in Leduc County for 1 year, pending development of an area structure plan
- Laverne will write to Development, Leduc County to request that WLWLSA, as an interested party, is advised of all development requests
- Laverne will talk to Ken regarding the situation in Wetaskiwin, to obtain the same status

##### MEMBERSHIP

- current membership of 59 families

##### BULLETIN BOARDS

- a poster to explain the use of the boards was approved, Laverne will ensure they are posted
- newsletters should be posted, Arja will send an enlarged copy to each monitor to post
- membership information should be posted, Laverne will provide this
- responsibility to monitor each board was assigned:
  - Wizard Heights (2) – Laverne
  - Wizard Ridge (1) – April
  - Curilane A (1) – Greg
  - Curilane B (1) – Daniels
  - Butterfly Cove (1) – (Chris will ask Tim and Donna)
  - Enchantment Valley (1) – LeVerne
  - Wizard Lake Estates (1) – Dave
- the monitoring person will call people who post commercial notices or ads and ensure they make a donation, they will let LeVerne know of any damage to be repaired, and remove old information

#### 5. WORKING GROUPS

##### WATER QUALITY – LeVerne

- 1<sup>st</sup> year of a 3 year spring stream sampling program was completed
- LeVerne will send the results to the new directors
- LeVerne will check if the 2006 ALMS water quality testing results are available
- ALMS data and stream sampling data must be consolidated and interpreted
- LeVerne will talk to Chris Teichreb regarding input to doing this

- suggestion for a future project: voluntary survey of the types of septic systems around the lake

#### **SAFETY AND PLEASURE – Carole**

- 5 speed limit buoys placed
- request to Oceans and Fisheries for permanent buoy anchors
- article for the RCMP to publish for public education re: speed limit, published in the spring 07 newsletter
- purchased 6 rock hazard marker buoys
- RCMP patrolled the lake May long weekend, Aug 25/07
- future projects: posting a directive of direction for ski boats; research reasons for the speed limit and effects to the lake; signboard in Jubilee Park re: speed limits; warning signage of open water for snowmobiles

#### **EDUCATION – Arja**

- quarterly newsletters
- 5 FAN information sessions scheduled at Jubilee Park
- purchased Living on the Edge books

#### **FUNDRAISING – Cathy**

- Wiz ‘Spiel
- Wizard Lake Awareness Day
- will assume responsibility for memberships

#### **WATERSHED AND SHORELINE – Ken absent**

#### **ALL WORKING GROUPS ACTION**

- decision to maintain present working groups and to add membership function to the fundraising group
- all directors were assigned to a working group – see attached sheet
- each group leader should try to involve more membership people with their group, and meet with all their group members to establish their priorities and action plans for the next year (all work to be completed or embarked upon by September 08)
- action plans (see format attached) will be completed and supplied to the Chair by November 7 to be distributed to the board prior to the next board meeting

#### **6. PRIORITIES FOR NEXT YEAR**

- priorities will be discussed at the next board meeting based on the working group action plans

#### **7. ATTENDANCE AT UPCOMING MEETINGS**

Pigeon Lake Stewardship AGM Sept 29 – LeVerne, Carole and Laverne

Leduc County Land bylaws Oct 3 – Arja, Ken, Laverne, Carole, LeVerne

Algal Blooms open house, Lakedale hall, Oct 10, 4 pm – Chris, Cathy, Laverne, Carole, LeVerne

ALMS AGM, Strathcona County Hall (41 Festival Way, Sherwood Park), Oct 20, 10:30 am to 2 pm – check calendars and advise Laverne if you can attend

#### **8. ADDITIONAL ITEMS**

- Bert announced this will be his last meeting, pending his move to BC. Bert’s fundamental role in establishing the WLWLSA was acknowledged and he will be missed
- the board appointed Matt Leach to the board, pending election at the next AGM—welcome Matt!

#### **9. NEXT MEETING**

- scheduled for **Wednesday, November 14/07**, Canadian Petroleum Discovery Center, 7:00 pm (this should give each working group time to meet and complete their action plans)

## SUMMARY OF ACTION FROM MINUTES

WHAT	WHO	BY WHEN
Divide up silent auction donor company names to obtain addresses.	Carole	Oct 20
Develop a personalized WLWLSA card for thank you's	Greg	Nov 14
Send Greg the WLWLSA logo and letterhead	Laverne	Oct 5
Obtain detailed maps to determine exact watershed boundaries	Greg	Nov 14
Request interested party status from Leduc county	Laverne	Oct 20
Request interested party status from Wetaskiwin county	Laverne, Ken	Oct 20
Post posters explaining use of bulletin boards	Laverne	Oct 20
Enlarged newsletter to board monitors for posting	Arja	Oct 5
Post posters regarding memberships on bulletin boards	Laverne	Oct 20
Assume monitoring duties on assigned bulletin boards	Laverne, April, Greg, Daniels, LeVerne, Dave	Immediately
Ask Tim and Donna to monitor Butterfly Cove board	Chris	Oct 5
Send results of stream monitoring to new directors	LeVerne	Oct 5
Check availability of 2006 ALMS water quality testing results	LeVerne	Oct 5
Find someone (Chris?) to interpret stream and ALMS results	LeVerne	Nov 14
Each working group leader recruit members, meet with group members, determine priorities, complete action plans and send to Laverne for distribution prior to next board meeting	LeVerne, Carole, Arja, Cathy, Ken	Nov 7
Distribute completed action plans to the board	Laverne	Nov 9
Attend Pigeon Lake Stewardship AGM	LeVerne, Carole, Laverne	Sept 29
Attend Leduc County Land use bylaws meeting	Arja, Ken, Laverne, Carole, LeVerne	Oct 3
Attend Algal Blooms open house	Chris, Cathy, Laverne, Carole, LeVerne	Oct 10
Check calendars for attendance to ALMS AGM	Everyone	Oct 20
<b>Write next meeting date in your calendars!</b>	<b>Everyone</b>	<b>Nov 14/07</b>

### Copies previously sent by e-mail (Sept 10/07) with agenda:

- Mission, goals
- Contact list
- AGM minutes
- Bylaws
- Outline of working groups
- July 31/07 meeting minutes
- Article for Sheena's newsletter

### Handouts provided at the meeting:

- Director (membership) expenses, (Arja & Carole 2006-09-20)
- Cash form
- Cash form example
- Expense tracking form
- Expense tracking form example

### Attachments:

- Working groups outline Sept 26/07
- Action plan forms (for working groups)
- Directors contact list Sept 26/07