

DRAFT MINUTES OF A CDA-ACB BOARD OF DIRECTORS MEETING
January 8, 2024, via Teams

PRESENT:

Éric Péloquin (President)	Julia Hiscock (Vice-President)	Michael Cyr (Past President)
Mohanath Acharya (AB)	Alex Campbell (NS)	Brent Craig (ON)
Brian Earl (MB)	Michel Julien (Director at Large)	Darryl Kenney (Terr.)
Catherine Lajoie Filion (QC)	Sterling Parsons (NLD)	Allison Ruecker (SK)
Marc Smith (Director at Large)		

STAFF:

Don Butcher (Interim Executive Director) Jackie Willmore (recorder)

REGRETS:

Mohammad (Mamun) Al-Mamun	Jeremy Bruce (BC)	Benjamin McGuigan (NB)
(Secretary-Treasurer)		

ITEM	MINUTES	RESPONSIBLE
1.0 CALL TO ORDER	E. Péloquin called the meeting to order at 1:02pm ET.	
2.0 AGENDA	<p><u>2.1 Approval of Agenda</u></p> <p>Motion 01: Moved by M. Acharya and seconded by M. Julien: Be it resolved that the Board approves the meeting agenda of this Special Board meeting as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>	
3.0 MINUTES	<p><u>CanExport 2024-25 Application Overview Briefing</u> M. Smith presented the CanExport Application for 2024-25 and elaborated on the objectives of the program:</p> <ul style="list-style-type: none"> • CanExport would reimburse 50% of the approved expenses related to IBD, and need to be applied for each year • Eligible activities include tradeshow, conferences, research and IBD strategy, and development of marketing tools and materials • The deadline for the application is January 9, 2024, at noon. Once the application is submitted, we would have until January 31, 2024 to make any adjustments • Funding limits are \$100,000 per package and \$250,000 in total. Our application totals \$245,970.20, which is within the limit • Noted change from first draft of the update of expense estimate and total contribution in Package 1 <p>Our application consists of 5 packages:</p> <ul style="list-style-type: none"> • Package 1: ICOLD Meeting, New Delhi, India • Package 2: INCA Meeting, Puerto Rico • Package 3: TAILINGS 2024, Chile • Package 4: Inbound Trade Mission to the 2024 CDA conference. • Package 5: <ul style="list-style-type: none"> ○ Activity 1: NELSAP Training Program ○ Activities 2 and 3: Marketing materials/layout and bulletin translations <p><u>3.1 CDA Application Package 1</u> M. Smith advised that the first package in the application is the ICOLD Meeting:</p> <ul style="list-style-type: none"> • Could include a 1-day Hydro/CDA Workshop in Kathmandu, Nepal after the ICOLD Meeting, and a half-day roundtable in New Delhi during the ICOLD Meeting (ongoing discussion with Global affairs Canada) 	

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	<ul style="list-style-type: none"> The estimated total cost is \$198,110 with the CanExport contribution at \$99,055 and CDA's net cost being \$12,231 leaving the remaining \$86,824 divided amongst the other companies sharing the Canada Pavilion. Ongoing discussion with Global affairs Canada for booth design costs Our next step is to solicit companies. Considering feedback and past experiences, our expectation of 12 companies this year is reasonable. <p>Motion 02: Moved by M. Smith and seconded by S. Parsons: Be it resolved that the Board approves inclusion of Package 1 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>J. Hiscock enquired if the twelve companies participating was usual. M. Smith advised it had been ten companies participating the previous year, and they were optimistic for twelve.</p> <p><u>3.2 CDA Application Package 2</u> M. Smith advised that the second package was for the INCA Meeting in Puerto Rico:</p> <ul style="list-style-type: none"> The expense is budgeted to include 2 people from CDA (airfare, visas, etc.) A total of 4 Canadian companies are expected in the Canada Pavilion Total expenses \$37,280, with the CanExport contribution covering \$18,640. CDA's contribution will be \$6,448 M. Smith confirmed he was in contact with CanExport to confirm requirements, including suggestions for per diem <p>Motion 03: Moved by M. Smith and seconded by D. Kenney: Be it resolved that the Board approves inclusion of Package 2 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p><u>3.3 CDA Application Package 3</u> M. Smith summarized the package:</p> <ul style="list-style-type: none"> TAILINGS 2024 will be taking place in Chile, June 2024 The estimated total cost is \$42,900, with the CanExport contribution at \$21,450 CDA's contribution will be \$5,775 The cost includes 1 person from CDA (flights, accommodation), booth fees and 3 companies contributing the remaining fees for the Canada pavilion <p>Motion 04: Moved by M. Smith and seconded by M. Acharya: Be it resolved that the Board approves inclusion of Package 3 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>M. Julien enquired of the rationale to have 1 CDA representative versus 2, and how they were selected. M. Smith noted Margaret goes and another CDA Board member, and spots are open for Board members.</p> <p><u>3.4 CDA Application Package 4</u> M. Smith reported that:</p> <ul style="list-style-type: none"> This package is for an inbound trade mission to the CDA 2024 Conference to be held in Niagara Falls, Ontario in September 2024 with the total estimated cost being \$147,000, of which CanExport would cover \$73,500, with participants picking up most of the balance CDA's outlay is \$1,000 for room and AV equipment 	

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	<ul style="list-style-type: none"> For the 2023 Conference in Winnipeg, there had been 13-14 Inbound, and had not been able to fulfill more. For the 2024 Conference, they are requesting the maximum of 20 people Any inbound delegates will receive their invitations far in advance, so that there is time for the visas to ensure that all are able to attend <p>Motion 05: Moved by M. Smith and seconded by M. Cyr: Be it resolved that the Board approves inclusion of Package 4 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>Discussion followed:</p> <ul style="list-style-type: none"> CDA follows the guidelines of CanExport, and take their advise, to protect from some of the dangers or potential unethical image <p><u>3.5 CDA Application Package 5</u></p> <p>a) <u>Package 5, Activity #1 NELSAP Training Program</u> M. Smith advised:</p> <ul style="list-style-type: none"> This is for CDA workshops for NELSAP (Upper Nile basin) Total expenses including speakers and CDA representatives will be \$40,150. CanExport's contribution is \$20,075 The remaining 50% covered by CDA will be reimbursed by NELSAP, resulting in no costs for CDA <p>b) <u>Package 5, Activity #2 Marketing Materials translation</u> M. Smith advised:</p> <ul style="list-style-type: none"> The request is for the translation for marketing materials, technical bulletins and workshops Totalling \$17,000 with \$8,500 covered by CanExport CDA's share will come from other committee budgets <p>c) <u>Package 5, Activity #3 Marketing Material Production</u> M. Smith advised that the total to produce the marketing materials will be \$9,500, with \$4,750 covered by CanExport. He noted that \$8,000 (of which \$4,000 is to be covered by CanExport) is already in the 2023-2024 International Committee budget for market research to update CDA's IBD Strategy.</p> <p>Discussion followed:</p> <ul style="list-style-type: none"> M. Smith confirmed that market research did not necessarily need to be led by the International Committee. <p>Motion 06: Moved by M. Smith and seconded by E. Péloquin: Be it resolved that the Board approves inclusion of Package 5 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>	
4.0	<p><u>Regional Directors' Reports</u></p> <p><u>4.1 Nova Scotia</u></p> <p>A. Campbell presented his report, highlighting:</p> <ul style="list-style-type: none"> He is hoping to plan a trivia night event in the Spring Historic flooding from torrential downpours over the summer resulted in 4 people deceased and many road washouts An evacuation was ordered as a cautionary measure for those living along the St. Croix River system, as an emergency measure for a dam overflow 	

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	<u>4.2 Manitoba</u> Deferred to next meeting. <u>4.3 Saskatchewan</u> Deferred to February meeting.	
5.0	<u>New Business</u> <u>5.1 Appreciation Letter from NICOLD</u> Deferred to next meeting.	
ADJOURNMENT	E. Péloquin thanked everyone for participating today. There being no further business, the meeting adjourned at 2:02 pm ET.	