

PAMZ Communication Committee Meeting Minutes

Meeting Date	May 24, 2016	Meeting Time	1:30pm- 3:00pm
Meeting Location	Conference call		

Attendee	
Kevin Warren (PAMZ)	√
Ryan Smith (Shell)	√
Sue Arrison (PAMZ)	√
Lauren Maris (City of Red Deer)	√

Absent with Regrets	
Rita Stagman (Alta. Env. & Parks)	√

New Action items - May 24, 2016 meeting	Responsible	Due Date
<u>Blue Skies Awards Actions</u>		
Contact Minister's office	Sue	May 25
Help recruit more attendees if we are still short on numbers by May 31.	CC members	May 31
Contact Lisa to go over details of her MC role	Sue	May 31
Put together the Chair's speech presentation.	Kevin	May 31
Send Kevin the Chair's speech from last year.	Sue	May 24
Bring laptop for any video presentations.	Kevin	June 8
Send Kevin link for Collicutt/ATCO initiative.	Sue	May 24
Bring cash box, receipt book , name tags and arrange reception table	Kevin	June 8
Bring list of attendee names.	Sue	June 8
Prepare award certificates for review by Committee.	Kevin	May 31
Staff the reception table.	Kevin and Lauren	June 8
Welcoming committee	Sue and PAMZ Chair	June 8
Check with David Brand to ensure that he has had contact and assistance from Bannister. RE Idle Free post survey	Sue	May 31
Newsletter articles written and sent to Sue: <ul style="list-style-type: none"> • Government funding to PAMZ and PAMZ plans for the funding- Kevin • Blue Skies Awards- Sue • IRG public meeting- Kevin • PM2.5 Response Plan- Rita • Scholarship ad-Sue 	All names assigned articles	June 20

1. Blue Skies Awards Luncheon

a. Luncheon menu

- 45 sustainable pork loin meals have been ordered, as well as 5 sustainable vegetarian meals.
- Head count for the number of meals must be in by June 5, 3 days before the event.

b. Minister's response

- We have not heard yet from the Minister's office

ACTION: Sue to contact the Minister's office.

c. Attendance

- We have approximately 33 attending to date. Discussion took place about the importance of getting a full room.

ACTION- The Communication Committee to help recruit more attendees if we are still short on numbers by May 31.

d. Agenda

- Agenda approved as presented. However. We may have to take out the keynote speaker, if the Minister or alternate is not available.

e. Master of Ceremonies (MC)

ACTION: Sue to contact Lisa to go over details of her role.

f. PAMZ Chair- Introducing award winners

ACTION: Kevin to put together the Chair's speech presentation.

Sue to send Kevin the Chair's speech from last year.

g. Presentation Preparation

Kevin has arranged screen, microphone on podium

ACTION: Kevin to bring laptop for any video presentations.

Sue to send Kevin link for Collicutt/ATCO initiative.

h. Equipment supplies

ACTION: Kevin to bring cash box, receipt book and name tags.

Sue to bring list of attendee names.

Kevin will arrange for a reception table outside the room.

i. Award certificates

ACTION: Kevin will prepare award certificates for review by Committee.

j. Advertising

- Sue reported that PSAs went out and that ads are in the Red Deer Express. The City of Red Deer will also be putting an ad in the Advocate this Saturday.
- Sue will be sending out a media release today and the City will do one next week. Radio ads have been made up and will be out next week.

k. Volunteers

ACTION: Lauren and Kevin will staff the reception table.

Sue will be part of the welcoming group, along with the PAMZ Chair.

2. Executive Director's Report

a. Issues Response Group (IRG) Public Meeting

- The IRG meeting was held Wednesday, May 18 at Olds College.
- Sixteen people in total attended- 5 PAMZ members and 11 members of the public. Issues were:
 - Fine piled sand across from a residential area in Penhold from an unloading facility.
 - Concerns about the PAMZ data collection from 3 months monitoring near Innisfail.
 - Concerns about what is being release at a fertilizer blending facility in olds

b. AEMERA and Government Funding for PAMZ

- No information as yet of the implications of the dissolution of AEMERA.
- PAMZ is getting \$250,000 for monitoring and modelling. We have received \$100,000 already. PAMZ will need to apply for the other \$150,000.
- The Alberta government has announced \$ 560,000 for central Alberta over a 3 year period. Kevin is not sure how much of this funding will be allotted to PAMZ.

c. Annual General Meeting (AGM)

- The AGM will be held June 22 in Innisfail at the Innisfail Learning Centre.
- The Board meeting will be from 3:00pm to 5:30pm and the AGM will be from 6:00pm to 7:00pm.

d. Monitoring

- The portable station, currently in the Town of Bentley will be moving to the Town of Sylvan Lake starting June, where it will be for the next 3 months.
- The location of the station will be at the old fire hall in Sylvan Lake.

3. Content and Timing of Next Newsletter

Suggestions for content

- Government funding to PAMZ and PAMZ plans for the funding- **Kevin**
- Blue Skies Awards- **Sue**
- IRG public meeting- **Kevin**
- PM2.5 Response Plan- **Rita**
- Scholarship ad-**Sue**

The Committee decided the newsletter should go out by the end of June.

4. Other Business

a. Idle Free Post Survey for Sylvan Lake

- Kevin reported that he connected the Bannister survey company directly with David Brand at the Town of Sylvan Lake.

ACTION: Sue to check with David to ensure that he has had contact and assistance from Bannister.

5. Round table/Upcoming events

- Kevin will be away from May 27 to June 6.
- Sue will be away from August 5 to August 25.

6. Next meeting

- Next meetings will be a conference call to decide the winner of the Martha Kostuch scholarship. This needs to take place either Aug 2 or Aug 3 to ensure Committee members are available

ACTION: Sue to send out Doodle.

Meeting adjourned at 3:00pm