

PAMZ - Communications Committee



Meeting Date	March 23, 2009	Meeting Time	1:00 –3:30 pm
Meeting Location	ERCB office – Fish Bowl		

Attendee	
Jennifer Lutz (ERCB)	√
Kevin Warren (PAMZ)	√
Phil Boehme (Ab Env)	√
Monica Rosevear (Shell)	√

Absent with Regrets	
Sarah Hunder	
Marcie Nieman	
Pam Vust	

Regional Participants and Guests

• AGENDA

- Review Minutes January 7, 2009
- Accept minutes
- Committee Membership
- Communications Plan
- Monica Rosevear Contract
- Martha Kostuch Environmental Education Fund
- Website RFP
- Ozone Management Plan
- Upcoming Events
 - PAMZ Board Meeting April 7th
 - May 20 Issues Identification Meeting- Delburne
 - June AGM
- Other Business
 - AB Env Funding Grant
- Adjourn

• Action Items

Action Items	Lead	Date	Progress
Update 2008-2010 Communication Plan	Jen	March 4/09	Done
Term of Reference update – Change minimum to “desired” membership representation (re – NGO)	Kevin	Next board meeting	Done- Feb 3/09
Review PAMZ and other airshed websites to create a wish list, *Westcentral/Wood Buffalo have newer website	All	March 4, 2009	Done
Determine scope, create and hire communication liaison position. Post RFP if determined necessary by executive committee	Jennifer/ Kevin	Early to mid Mar, 2009	Done
Select successful candidate	Kevin/ Jennifer	April 15, 2008-	Done
Create Draft education fund criteria	Monica	March 4, 2009	Done
Send Monica scholarship examples	All	ASAP	Done

Action Items	Lead	Date	Progress
Create RFP for website/PAMZ re-branding (logo)	Kevin	-1 st draft March 4 2009 -Send out April 17 th -Decision on April 30 th	
Kevin to send committee link for Red Deer Advocate media coverage on Feb 19/09	Kevin	By next meeting	
Start drafting PAMZ Annual Report	Kevin & Monica	Draft by next meeting	
Go through content and provide input on annual report... go to PAMZ website for PDF	Phil & Jennifer & Marcie	April 6 th	
Find out how to get on the High school Scholarship list for Martha Scholarship.	Monica	By next meeting.	
Review Martha Kostuch Environmental Education Fund DRAFT and provide input.	ALL	By next meeting- at the next will make recommendation to the board.	
Kevin to send Website RFP to committee. Committee to provide input on rebranding portion	Kevin-ALL	BEFORE April 3 rd .	
Respond to Greg Nelson's memo regarding reallocation of funds	Kevin	ASAP	

- **Approved Minutes/ Accepted Agenda – Kevin to Chair meeting**

- Approved

- **Committee membership**

- Phil Boehme is new AB Env Representative. Committee of 5 or 6 members for communication committee. (Industry-Shell, ERCB, Ab Env, City of Red Deer.)
- Desire to have a public person on the committee but will bring them on in on as needed basis. Suggested representation would County Councilors. Jim Radcliff – TAQA's Community representative.

- **Monica Rosevear Contract**

- Reviewed expectations and action items for contract. Established priorities and deadlines.

- **Martha Kostuch Environmental Education Fund**

- Everyone on the committee to review and provide input. Want to advertise in the next PAMZ newsletter and have a draft ready for the PAMZ AGM.

- **Website RFP**

- Kevin looking for input on writing RFP- particularly the working on branding.

- **Ozone Management Plan**

- Ozone Committee meeting March 27th and going to Ab Env meeting April 6th and will have a better idea of the scope for information gathering. Monies may be available from AB Env for implementation of ozone management plans.

- **Upcoming events**

- PAMZ broad meeting on April 7th. Maria Sharpe from SRD. Need to advertise.

- May 20 Issues Identification Meeting- Delburne
- June AGM (3rd week)

- **Other Business**

- Ab Env- has initiated and internal reallocation \$40k for Communication Committee.
- Board needs to approve in principle that Communication Committee will get the 40K that was allocated to the Human Health study from AB Env.

- **NEXT MEETING**

May 13 2:00 until 4:30, ERCB office Red Deer