

# AGENDA

## Oil Spill Contingency Groups #4 & #5 Executive Committee Meeting.

Oct 31/24  
Time: 11:00 am  
Place: Teams  
Weyburn, Saskatchewan.

Meeting called by: Laurel Mohl      Type of meeting: Discussion/ Decisions /Secretary Position  
Chairperson: Laurel Mohl      Note taker: Laurel Mohl

Attendees:	<u>Oil Spill Contingency Members</u>	<u>Company</u>	<u>Present</u>	<u>Absent</u>
	Trevor Sealy	Harvard Energy	X	
	Jonas Fenn	Whitecap Resources	X	
	Codie Renz	Tundra Oil & Gas	X	
	Kevin Cooke	Whitecap Resources	X	
	Laurel Mohl	Chairperson	X	
	Chuck Hignett	Cardinal Energy		X
	Chris Humphries	Veren Energy	X	
	Sam Bakala	Whitecap Resources		X
	Kris Malowski	Vermilion Energy	X	
	Wade Ashworth	Saturn Oil & Gas	X	
	Tyler Sorenson	Vermilion Energy	X	

## Agenda

Welcome Members/Introductions

Add any other agenda items:

- 1. Motion to except the resignations of Sonja Bush Secretary/Treasurer contract.
- 2. Permission to hire a new Secretary/Treasurer to replace Sonja Bush.
- 3. Request approval to purchase a refurbished computer, printer and download QuickBooks and Microsoft 365.
- 4. Request approval to change the mailing address to Weyburn.
- 5. Request approval to open up a bank account in Weyburn and move account from Estevan.
- 6. Discussed Secretary/Treasurer Contract and her replacement.

## **EXECUTIVE MEETING MINUTES**

### **1. Motion to except the resignation of Sonja Bush Secretary/Treasurer.**

A motion was made by the executive committee to accept Sonja Bush's resignation of Feb 28/25.

### **2. Request permission to hire a new Secretary/Treasurer to replace Sonja Bush**

The executive committee made a motion to hire Melanie McFadden as the Secretary/Treasurer to replace the current Secretary Treasurer Sonja Bush. Melanie will start cross training with Sonja Bush in November and Decembers of 2024 on an hourly wage of \$30.00. Melonie will be paid \$30.00 an hour and paid \$1.10 a kilometer to travel to the annual meeting in Estevan January 23/25. **Action Item:** Laurel Mohl to make contact with Melanie McFadden to let her know she has been offered the contract position. She will train with Sonja for November and December on an hour wage and will sign a one-year contract in January 2025.

### **3. Request approval to purchase a refurbished computer, printer download QuickBooks and Microsoft 365 and have Brian Belovan set up and install the programs**

Motion was made by the executive committee to purchase a refurbished computer, printer, Quickbooks and Microsoft 365 and to have Brian Belovan set up the computer, download Quickbooks, set up Microsoft 365 and set up email accounts for the Chairperson and Secretary Treasurer. The executive committee approved a budget of \$2,500.00. **Action Item:** Laurel Mohl to make contact with Brian Belovan to order the computer and printer and to set up an appointment to set up the computer, printer and download QuickBooks, Microsoft 365 and set up email addresses.

## **EXECUTIVE MEETING MINUTES (CON'T)**

### **4. Request approval to change the mailing address to Weyburn.**

Motion was made to change the mailing address to Weyburn from Estevan in January of 2025. **Action Item**: Sonja Bush to rent a post office box in Weyburn prior to January 1, 2025, and have mail forwarded effective January 1, 2025. Sonja will arrange to have the mail forwarded for 12 months. Melanie McFadden will work on getting the mailing addresses changed over to the new address.

### **5. Request approval to open up a bank account in Weyburn and move account from Estevan**

A motion was made by the Executive committee to move the Oil Spill bank account in January 2025 from Estevan BMO to Weyburn Credit Union. Sonja will be paid mileage of \$1.10 per kilometer to travel to Weyburn to have the bank account and postal box set up. **Action Item**: Sonja Bush will look after getting all the necessary paperwork together and she will set up the bank account at the Credit Union in Weyburn.

### **6. Discussed Secretary/Treasurer's Contract and her replacement**

A motion was made to draw up a two-month contract to have Sonja Bush train the new Secretary/Treasurer. Sonja Bush will have signing authority until the 23rd of January at the BMO and a motion will be made at the January 23rd annual meeting to assign the new signing authority individuals. **Action Item**: Laurel Mohl will write up a two-month contract for Sonja Bush and a one-year contract for the new Secretary/Treasurer with all the Secretary/Treasurer duties listed effective January 1/25.