

## **Rimbey Regional Synergy Group Meeting**

**June 5, 2014 5 p.m.**

**Location: Peter Lougheed Community Centre**

Trina Wakelin, Penn West  
Eleanor Vokes, Bonavista Energy  
Teri Ormberg, landowner  
Grant Burchnall, landowner  
Glen Kuzio, TAQA  
Ryan Neish, Plains Midstream  
Jill Silas, ConocoPhillips  
Ken Meston, Keyera

Amber Casey, Bonavista Energy  
Murray Ormberg, landowner  
Vanessa Cartwright, Keyera Corp  
Behn Morris, AER  
Betty Reimer, landowner  
Leon Heck, ConocoPhillips  
Val Hilliker, community  
Rick Anderson, facilitator

Meeting chaired by Trina Wakelin. Call to order at 5 p.m.

Minutes recorded by Teri Ormberg

MEMBERS AND GUESTS INTRODUCTIONS – Welcome extended by Trina Wakelin.  
Attendance list passed to check your attendance or add name and contact information.

AGENDA – approved.

PREVIOUS MEETING NOTES – May 15/2014 – Minutes sent prior to the meeting via email.  
A few copies circulated to new members and those without email. No corrections.

FACILITATOR INTRODUCTION – Rick Anderson reviewed his training and experience and explained the challenges, goals and plan. See attached.

NEW MAILING ADDRESS – A post office mail box has been assigned to receive correspondence. It will not have to be changed when members leave. It is Box 144, Rimbey, AB T0C 2J0. Mail will be picked up regularly. It is also suggested that we should look into an email address under an account like gmail. Tabled to next meeting.

STEERING COMMITTEE – Dennis Oelhaupl has not attended and group unsure if he is still involved. Discussion whether effectiveness of steering committee. Amber Casey has compiled a document with changes to the terms of reference recommended by group members.

- Moved by Glen Kuzio to dissolve the steering committee. Seconded by Eleanor Vokes.

**CARRIED.**

- Recommendation to go with consensus instead of motions for general decisions.

- Rick Anderson will work with an adhoc committee to review the terms of reference prior to next regular meeting.

BANK SIGNATURES – It is noted that the bank account is still under the name of Rimbey Multi Stakeholders. This needs to be changed to the Rimbey Regional Synergy Group.

Moved by Trina Wakelin to remove Frank Kurta and Amber Casey from the signing authority and to have Glen Kuzio (Treasurer), Teresa (Teri) Ormberg (Secretary) and Rick Anderson (facilitator) as new signing authority. Two of the three signatures required on all cheques. Seconded by Eleanor Vokes. CARRIED.

FINANCIAL REPORT – Eleanor Vokes has sent invoices to companies in the amount of \$1500 and has asked that the money to be paid as soon as possible.

- A financial statement was presented showing a balance of \$3325.23 as of May 26/14 with one unknown cheque amount (cheque # 41).

NEXT MEETING – Thursday Sept. 11/2014 at noon at the Bluffton Hall. Teri Ormberg will give the contact names of the hall and caterer to Rick Anderson who will do the booking.

ADJOURNMENT – Meeting adjourned at 5:55 p.m. by Trina Wakelin.

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## Facilitator Introduction – Rick Anderson

### What I do and Who I Am

- Trained as a facilitator, a mediator, a negotiator, an ombudsman and a conflict resolution specialist.
- Extensive experience with synergy groups and group development in particular, both in highly conflicted groups as well as non-contentious groups.

### Challenges and Goals

My understanding is that there have been a number of challenges and issues that your group has been struggling with.

### My goals as your facilitator will be:

- To help you create an environment where you can build positive relationships.
- To help your group to achieve your vision and mission.
- To help you create a functional, productive group that is able to operate in a collaborative, trustworthy, respectful manner.
- To promote and support the necessary circumstances for a positive reputation for the group in the community at large, so that stakeholders can see the group as a viable option for addressing issues.
- To support the expansion and growth of Rimbey Regional Synergy Group
- To provide my services in an unbiased and ethical manner to all stakeholders.

### In order to accomplish these goals my plan is to:

- Manage your meetings in a manner that allows for effectiveness and productivity and that supports a collaborative environment.
- Coordinate and manage the operations and logistics of the group for maximum efficiency and effectiveness while ensuring ongoing alignment with the vision, mission, and goals of the group at large. This will include:
  - Facilitation of meetings and developing agendas
  - Encouraging volunteer participation from the group where possible
  - Conveying issues & information to the group at large
  - Identifying growth and development opportunities for the group and bringing them forward for consideration
  - Special projects and public events
  - Ensuring tasks allocated to volunteers have been completed (eg. open house items)
  - Promotions (event flyers, newsletters, media, etc.)
  - Documentation (meeting notes, feedback summaries, contact lists, etc.)
  - Communications (notices, correspondence, email, website, media, etc.)
  - Maintaining internal and external contacts (Synergy Alberta, AER, membership, etc.)
  - Responding to stakeholder inquiries (e.g. information, re-direct)
  - Assisting in budget development, tracking and implementation