



AWES

Agroforestry & Woodlot Extension Society

Agroforestry and Woodlot Extension Society

Annual Report for 2015– 2016

www.awes-ab.ca

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2015–2016 Project Manager Report

If I were to think about what word best describes the skill set required to survive last year, it would be flexibility. As we continue to transition from grant based to fee-for-service based funding, being flexible is greatly important. As our clients, deliverables, available capacity, and partners become more diverse, we have been forced to adapt and deliver quality service that is fairly compensated. The more flexible we are, the better we are able to do this.

As highlighted in this document, there are many challenges that we have faced in the past year, from staff turnover to a substantial decline in previously consistent funding sources. In some cases, even new funding comes with challenges, such as how to complete new deliverables without sufficient funding for increasing capacity. This all brings us back to the key word, flexibility.

In the new context we are working in with our clients, it is no longer sufficient to simply provide a generic proposal with a dollar amount attached to it. Clients now increasingly require customized programming developed through consultation, often with a detailed cost structure. This concept has been working for us with our planting projects, and now we are starting to apply it to our extension programming.

With the arrival of requests for new deliverables, often taxing our existing capacity, we have been adapting. One recent, great example of how we have been flexible is our newest project, the Battle River Watershed Restoration Project. The funders required a more holistic approach to restoration, much more than simply planting trees, and for us to work in areas where we did not frequently operate. We would not have been able to do this project alone, and have partnered with the Battle River Watershed, Iron Creek Restoration Society, and Cows and Fish to provide technical expertise and a solid on the ground presence where we are unable.

I believe that with our capable staff, board, and partners we will rise to new challenges with capacity, new clients, and new deliverables. Indeed, I am actually quite excited about this opportunity. Lastly, I would like to thank everyone – professionals, volunteers, members and partners – for their support and contribution to the goals we work towards. All of you are invaluable to the development of our Society.

Jeff Renton
Project Manager

2015–2016 President Report

Over the past decade, I have seen many changes in the Agroforestry and Woodlot Extension Society and its predecessor, the Woodlot Extension Program. While much of the change has been for the better, some has provided significant challenges. This past year has been extremely challenging and the next looks to follow suit. Many of the funding mainstays that we have enjoyed in the past have been reduced or discontinued. The funding that we have been getting is much more project focused, thus we are doing more tree planting and riparian restoration work than workshops and education. I find this somewhat frustrating as it would seem wiser to spend money on educating landowners to make better choices rather than cleaning up after poor choices, but as a wise lady reminded me, "...at least we are doing something and not just throwing our hands in the air and giving up." (Jill Henry 2016). I am no longer frustrated, but proud to say, "It has not been easy, but we are still doing something!"

I would like to thank our members, partners and staff (past and present) for your **Passion** in agroforestry and your belief that **Planned**, well thought out treed areas in the agricultural landscape are not only good for wildlife, but can also benefit agricultural producers, woodlot owners and all Albertans through their ecological services. Thank-you for your **Perseverance**. Influencing positive change through education is not a simple task. Thank-you for recognizing the **Potential** positive benefits this organization provides to Albertans and forming strong lasting **Partnerships** to deliver our programs and mend some damaged ecosystems. While we may never fully realize the dream of having all private landowners in Alberta recognize the full value (ecological and economic) of trees on their farms, if we maintain the 5 "P's" as highlighted above, we can still make a significant positive change.

Mikel Jackman, RPFT
President

AWES Members

(As of June 2016)

1. Alberta Pacific Forest Industries Inc.
2. Alberta Agriculture and Forestry
3. Alberta Conservation Association
4. Capital Power Corporation
5. County of Grande Prairie
6. Daishowa–Marubeni International Ltd.
7. Vanderwell Contractors Ltd.
8. Woodlot Association of Alberta
9. Norboard
10. Red Deer County
11. College of Alberta Professional Forest Technologists

AGM 2016 Agenda

Annual General Meeting 2016
June 10th, 2016
Moose Hill Hall, Brazeau County
Chair: Mike Jackman, President

Business Meeting Agenda

1. Introduction
2. Quorum
3. Agenda acceptance
4. Minutes 2015 AGM
5. President report
6. Brief staff report
7. Financial report
8. Auditor appointment
9. Members of the Board election
10. Special resolutions
11. Board meetings 2016–2017
12. Questions
13. Adjourn

Day Schedule

- 9:00am – 11:00am – 2016 AGM business meeting
10:30am – 11:30pm – Updates of AWES extension and planting projects
11:30am – 12:00pm – AWES staff presentation on beneficial insects in forests and agriculture
12:00pm – 1:30pm – Lunch catered by Maureen's Desserts
1:30pm – 3:30pm – Tour of managed woodlot owned by Pieter van der Schoot

2015 AWES Annual General Meeting Minutes

June 12, 2015 – Red Deer County

Attendance:

Members

- Byron Grundberg – Woodlot Association of Alberta
- Tim Patenaude – Alberta Pacific Industries
- Ken Lewis – County of Red Deer
- Mikel Jackman – Daishowa Marubeni International – DMI
- Con Dermott – Vanderwell Contractors
- Roy Schmelzeisen – Alberta Conservation Association
- Jill Henry – County of Grand Prairie (by teleconference)

Directors, Staff and Guests

- Gwen Flipsen – AWES
- Gary Bank – AWES
- Jeff Renton – AWES
- Curtis Vieville – AWES
- Svetlana Zeran – AWES
- John Doornbos – NRCan, Canadian Forest Service

Call to Order – Mikel Jackman – President

Meeting called to order at 9:34 a.m.

Introduction

All present introduced themselves, with a brief description of affiliation and involvement with agroforestry/woodlots and AWES.

Determination of Quorum

11 members in good standing. Quorum requires 25% of members or 3 members (whichever is greater). 7 in attendance. Quorum was declared.

Acceptance of Agenda

Moved Con, seconded Jill and carried that the agenda be approved as circulated.

Minutes 2014 AGM

Moved Byron, seconded Ken and carried that the minutes of the 2014 AGM be approved as circulated.

President's Report

Mikel discussed brief highlights of 2014–15 President Report (page 4 of Annual Report). Tim expressed appreciation to AWES staff for good job on the fee for service work with AIPac.

Staff Report

Jeff presented 2014–2015 Project Manager Report (page 3 of Annual Report) and overview of AWES Staff Report Highlights 2014–2015 (page 14 of Annual Report).

Financial Report

Ken provided brief overview of financial review (page 11 of 2014–15 Annual Report).

Unaudited financial statements to March 31, 2015 were circulated to members last week (attachment 1). No questions raised.

Auditor Report

See Review Engagement Report, dated May 21, 2015 signed by Gil Dubrulle, CMA.

Byron noted that 2014 AGM had appointed a new auditor. Mikel explained that she was unable to complete the engagement, so Gil (our previous auditor) agreed to take it on. Member acceptance of his review report will ratify Executive's decision to find an alternate auditor.

2015–16 Budget and Project Report

Jeff presented highlights of AWES organizational Budget 2015–2016 Overview (page 13 of 2014–2015 Annual Report).

–Tim asked whether AIPac payment for fee for service should be recognized as 2015 revenue.

- Jeff – No, it was recognized as accounts receivable in 2014/15.

–Gary asked whether there was a known sunset date known on GF grants or funding.

- Jeff – GF extension March 2016; riparian planting (don't receive money directly from GF – landowners are still eligible); GF extension December 2017, AIP annual grant – no guarantee from year to year (probably wouldn't succeed again unless pitch different service or project).

–Ken – so we need to continue to look for new programs/ projects and funding sources?

- Jeff – Yes, we need to continue to diversify funding as mentioned in President's Report.

–Ken – are there any new funding sources that support base administration costs?

- Jeff – not so much, always looking for new funding sources but for foreseeable future seems we'll need to rely on project surpluses for unrestricted funding to cover administrative expenses that cannot be allocated directly to a project expense.

Acceptance of Reports in Annual Report

Two errors were noted for correction: 1) members list page 5 to exclude Weberville Community Forest Association and include ACA instead; and (2) correct footer June 12, 2015 in all cases.

Jill moved, Byron seconded and carried that the Annual Report (and each report therein) be accepted with revisions as noted above.

Appoint Auditor

Ken moved, Con seconded and carried that Gil Dubrule be appointed as our auditor for 2015–16.

Election – Members of the Board

Ken, Pieter and Roy are working on 2nd year of their Director term. Terms of all other Directors have expired.

Byron moved, Con seconded – Mikel Jackman for position of President – Mikel accepted. There being no other nominations Mikel was acclaimed.

Bylaws say other Directors are appointed at large and other executive positions are determined at the next Board meeting; however, Mikel noted that some Directors only agree to nomination on the basis that they not be appointed an executive position, so it was agreed to continue nominations of Directors and executive positions, concurrently.

Ken moved, Con seconded – Jill Henry for position of Vice-president – Jill accepted.

Jeff noted that Shonelle Wilkinson had been nominated and had indicated that she was willing to stand for Secretary.

Jill moved, Byron seconded – Gary for Director at large – Gary accepted.

Byron moved, Roy seconded – Con for Director at large – Con accepted.

Ken moved, Roy seconded– Tim for Director at large – Tim accepted.

There being no further nominations, these 5 Directors were acclaimed, with two accepting executive positions as noted.

Special Resolutions

None

Board meetings 2015–2016

Tabled for first Board meeting.

Questions

None

Adjourn

Con moved. Adjourned at 10:46

Financial Review

Agroforestry and Woodlot Extension Society

Annual General Meeting

June 10, 2016

FINANCIAL REPORT

As the Treasurer for AWES, I am pleased to submit the following Financial Report. I've reviewed the financial material as provided by staff, and all seems to be in order. Some highlights include:

- 1. AWES Unaudited Financial Statements for April 1, 2015 to March 31, 2016**
 - a) Our review engagement report shows that our financial statements are sound, according to Gil Dubrulle, CMA.
 - b) We had a small deficit for Fiscal Year 2014–2015 of \$528.45, down from a revenue of \$9,753 for Fiscal Year 2014–2015.
- 2. Comparative Income Statement for Fiscal Year 2015–2016 vs. Fiscal Year 2014–2015**
 - a) Total revenue is up by \$31,323.71 year–over–year
 - b) Total expenses are down by \$41,605.56 year–over–year
- 3. Budget for Fiscal Year 2016–2017**
 - a) Our projections are for a net deficit of \$4,941.22

As has been noted before by the AWES Board, it is important for AWES to continue searching out new sources of funding for the future. I am aware that staff have been actively involved in this, both on the grant–writing front and on opportunities that are not grant–based.

Respectfully submitted,

Ken Lewis, Conservation Coordinator, Red Deer County

AWES Treasurer

Unaudited Financial Statement 2015-2016

Document Attached

AWES Organizational Budget 2016–2017 Overview

AWES 2016-2017 Budget Overview	Budget				2015
		Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar
		Forecast	Forecast	Forecast	Forecast
REVENUES					
Project					
Administration	\$ 20,500.00	\$ 5,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Riparian - Planting	\$ 90,566.06	\$ 25,000.00	\$ 4,700.00	\$ 60,866.06	\$ -
Riparian - Extension	\$ 52,000.00	\$ 52,000.00	\$ -	\$ -	\$ -
County Tree Planting	\$ 70,845.36	\$ 924.75	\$ 69,920.61	\$ -	\$ -
AIP	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -
AlPac	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ -
Contract Extension Services	\$ 30,000.00	\$ 1,250.00	\$ 23,250.00	\$ 1,250.00	\$ 1,250.00
Revenues	\$305,911.42	\$ 86,674.75	\$102,870.61	\$107,116.06	\$ 6,250.00
EXPENSES					
Project					
Administration	\$ 57,302.26	\$ 17,661.15	\$ 13,603.35	\$ 13,303.35	\$12,734.42
Riparian - Planting	\$ 84,190.80	\$ 53,044.57	\$ 21,646.50	\$ 8,173.00	\$ 1,326.73
Riparian - Extension	\$ 51,992.74	\$ 13,125.00	\$ 17,323.22	\$ 16,412.49	\$ 5,132.03
County Tree Planting	\$ 62,341.73	\$ 50,164.48	\$ 4,769.19	\$ 3,874.56	\$ 3,533.51
AIP	\$ 5,115.99	\$ 3,150.64	\$ 1,965.35	\$ -	\$ -
AlPac	\$ 37,051.55	\$ -	\$ 37,051.55	\$ -	\$ -
Contract Extension Services	\$ 12,857.57	\$ 3,290.29	\$ 3,555.63	\$ 3,100.64	\$ 2,911.00
Expense	\$310,852.64	\$140,436.13	\$ 99,914.79	\$ 44,864.04	\$25,637.70
Balance	-\$ 4,941.22	-\$ 53,761.38	\$ 2,955.83	\$ 62,252.03	-\$19,387.70

AWES Staff Report Highlights 2015–2016

AWES Organization

- The current organization is currently comprised of the following staff:
 - *Jeff Renton*, Project Manager (June 2013), responsibilities include:
 - General administration
 - Staff/ contractor supervision
 - Financial management
 - Extension and consultation services
 - *Luke Wonneck*, Agroforestry Technician (March 2016), responsibilities include:
 - Extension and consultation
 - Procurement and coordination of planting projects
 - Tree and shrub planting
 - General communication (i.e. website and newsletters)
 - *Gwen Flipsen*, Contract Bookkeeper (Making Cents, June 2014)
 - Account Reporting
 - Expense Tracking
 - Payroll
 - Year-End Reporting

Planning and Policy Updates

- AWES staff and board members have reviewed existing policies and updated them to reflect current operations within the existing bi-laws.

Project Activities

- a. *Growing Forward 2 Extension (September 2013 – April 2016)*:
 - AWES staff organized, participated in, and presented at 64 events on topics including wood waste diversion, woodlot management, biomass fuel, fruit production, marketing ecosystem services, chainsaw safety, sawmilling, kiln usage, non-timber forest products, tree health, and shelterbelt design.
 - Spoke with over **5,843** people at workshops and tradeshow including landowners, university faculty, forest product suppliers, industry, county ag-fieldman, extension service providers from various research organizations, and NGO's.
- b. *Riparian Planting Research Project (January 2014 – December 2016)*: Project is funded through GF2, Counties, Industry and Federal Government to provide extension on riparian planting techniques and restore riparian areas.
 - Provided 21 workshops since the beginning of the project, 7 more to be completed by the end of the June 2016.

- Planted 20 demonstration sites across six counties with a total of approx. 51,677 seedlings and stem cuttings.
- Riparian planting manual first draft will be completed by July 2016.

c. *Agricultural Initiatives Program (2015–2016):*

Project is funded through lottery monies collected by the Provincial Government. This project aims to provide landowners and managers with information on importance of native pollinators and how to develop/improve their habitat as well as management of forest grazing systems.

- Provided 7 workshops on native pollinator habitat importance and improvement, and forest grazing to individuals including: county staff, NGO's, acreage owners, and farmers.
- AWES staff and contractors developed extension materials (i.e. reports, articles, and factsheets) on related subjects.
- Planting 1 demonstration site showcasing pollinator focused eco-buffers at CDC North office.

d. *Tree Planting Projects:*

AWES staff is currently involved in 10 planting projects where AWES is serving as a contractor, ranging from 500 seedlings to over 12,000. Client include the following:

- Edmonton Corn Maze
- Nature Conservancy of Canada
- Alberta Conservation Association
- Parkland County
- Forest Ontario/Forest Recovery Canada
- Battle River Watershed Alliance

e. Environmental Damages Fund – Restoration Project (June 2016 – July 2018)

- The goal of this project is provide landowners with information on improved pasture management (e.g. rotational grazing, fencing options, off-site watering systems) and restoration options (i.e. tree planting or allowing for natural restoration).
- Partnering with Cows and Fish, Iron Creek Watershed Restoration Society, and the Battle River Watershed Alliance.

f. Contract Extension Services

- AWES is having to charge for extension services more often with the loss of the GF2 funding. There have been both counties and other NGO's supporting our extension activities through direct funding. We have proposed the following 3 systems of direct cost recovery:

- i. Event or product related billing (e.g. charging per workshop)
- ii. Charging an annual retainer for a variety of services (e.g. workshops, consultations, article development).
- iii. Submission of extension program proposals upon development (e.g. native pollinator series or woodlot management planning courses)

Projects under Development

- ACA – Development/Improvement of Wildlife Habitat; Application proposed providing 8 workshops in the Province. **Application was unsuccessful.**
- Fort McMurray Urban Reforestation – AWES is currently working with the Arbor Day Foundation and Forest Ontario/Forest Recovery Canada to provide seedlings and larger stock to landowners in Fort McMurray and to the City. Both organizations have a strong history of providing disaster recovery reforestation assistance, and are looking to provide AWES with funding in order to facilitate a multi-year extension and planting/tree distribution program. **Program development is on-going.**
- Shelterbelts and Crop Productivity Research – AWES worked with GoA staff on a proposal to use geo-referenced producer collected crop yield data on field where a functional shelterbelt was located Crop yields would then be compared based on their distance from the shelterbelt to determine if any effect was created by the shelterbelt. **Application was unsuccessful.**

Project Development and Partnership Building

Throughout the year, and as of today, efforts for fundraising, project acquisition and partnership building have been undertaken. The following companies and organizations and its staff have been actively engaged with AWES in projects through either funding and/or in-kind contributions during the past year:

- AWES members
- Over 15 Municipalities and Counties
- Canadian Institute of Forestry
- Alberta Agriculture and Forestry
- Nature Conservancy of Canada
- ARECA and members (WCFA, PCFA, and SARDA)
- Trees Ontario/Forest Recovery Canada
- Several watershed societies and watershed planning committees
- Organic Alberta
- University of Alberta

Appendix

Table 1: Event participated by AWES Staff in 2015–2016.

Date	Event	Location	Attendance
11-Apr-15	Clear Hills County Tradeshow	Heinz Creek	100
21-Apr-15	Explore More	Killam Community Centre	80
21-May-15	Envirothon	Hinton	80
28-May-15	Grande Prairie High School Riparian Tour	Grande Prairie	80
28-May-15	MRWS Youth Plant	Lacombe	20
30-May-15	NCC Pine Lake Planting Workshop	Pine Lake	15
08-Jun-15	Parkland County Afforestation Workshop	Genessee	25
16-Jun-15	Pond Days	Barrhead	65
24-Jun-15	SARDA Field School	Donnelly	65
24-Jun-15	Green Acreages Program	Parkland County	20
07-Jul-15	Pollinator Workshop	Water Valley	40
20-Aug-15	West Country Ag Tour	Leslieville	150
03-Sep-15	Plant the Pond	Edmonton	50
29-Sep-15	Shelterbelt Renovation	Leduc	790
25-28 Sept 15	Logging Days	Blue Ridge	29
30-Sep-15	CIF E-Lecture - Shelterbelt Renovation	E-Lecture	12
1-3 Oct 15	RAIL Commons	Camrose	125
7-Oct-15	RDRWA Ambassador's Breakfast	Rocky Mountain House	8
13-Oct-15	ERWP Wetlands Seminar	Bragg Creek	20
26-28th Oct 15	ACA Willow Harvesting and Planting Demonstration	Vegreville	21
30-Oct-15	CAPF/CAPFT AGM - Shelterbelt Renovation	Edmonton	350
05-Nov	Explore More	Hardisty	60
24-Nov	Bees and Trees Workshop	Lac Ste Anne	18
25-Nov	Bees and Trees Workshop	Woodlands	18
26-Nov-15	Bees and Trees Workshop	Grande Prairie	20
30 Nov - 4 Dec 15	AAAF Training	Edmonton	25
18-21 Jan 16	Agriculture Services Board - AGM	Edmonton	30
01-Feb-16	Biomass Heating Workshop	Red Deer County	8
25-Feb-16	Bees and Trees Workshop	Rocky View County	25
24-Feb-16	Woodlot Management	Pine Lake Christian Camp	12
25-Feb-16	Organic Alberta AGM	Olds	19
25-Feb-16	H2C - Shelterbelt and Pruning Workshop	Athabasca	15
01-Mar-16	Urban Wood Salvage Workshop	Red Deer	15
01-Mar-16	Iron Creek Watershed Improvement Society AGM	Killam	15
02-Mar-16	H2C Shelterbelt Workshop	Sturgeon County	80
16-Mar-16	Shelterbelt Renovation Workshop	Fairview	18
17-Mar-16	Shelterbelt Renovation Workshop	Savanna	15
25-26 Mar 16	Land Stewardship: Promoting Possibilities	Camrose	35

Table 2: AWES Staff Work Allocation 2016-2017

Code AWES Project Staff Time Allocation	Project Manager	Technician
842001 Administration		
Budget Management	10	1
Board Meetings and Preparation	8	2
Monthly Reporting	2	
Year End Reporting	10	1
General Communications	15	10
Professional Development	5	5
Grant and Partnership Development	35	15
842018-1 Riparian Planting Project - Planting		
Secure Planting Sites	5	0
Secure Tree Seedlings (Ordering, Pickup, Storage)	5	2
Site Preparation/Maintenance		3
Plant Sites	5	5
842018-2 Riparian Planting Project - Extension		
Develop Literature Review	40	65
Submit Growing Forward Report	5	3
Workshops (Planting, outdoor/in-door presentations)	12	25
Develop extension material	14	25
Evaluate Planting Success	3	18
842019 AIP		
Factsheets	2	
Demonstrations Sites	5	4
842020 Planting Projects		
Consultation and planning	15	20
Planting/Contractor Supervising	5	10
Business Development (Advertising, site visits/consultation)	5	5
842022 AIPac Forest Surveying (Potential)	20	15
842023 Contract Extension Services		
Development of woodlot management plans	5	2
Workshops (Planting, outdoor/in-door presentations)	20	15
Total	251	251