Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA
Held at the WRTBWA office on January 21, 2026, at 6:00 pm

Present: Jean-Paul Arsenault, Kelly Watson, Clare Martin, Jeff Bysterveldt, Brian Gillis, Abby Cameron, Raena Parent, Alexa MacPhail, Roger Roy, Shauna Barry, Dwayne McNeill, Philip Murphy and Lowell Vessey
Absent: Matt Steeves and Jack Rossiter

1. **Minutes of the November 19 meeting**
   Draft minutes of the November 19 meeting were reviewed.
   Moved by Jeff, seconded by Philip, that the minutes of the meeting be adopted. Motion carried.

2. **Report from the Chair**
   - The survey of our Suffolk property was received from Sandstone Surveying and Engineering and a plan was developed showing where the office, septic field and parking lot would be located. The survey plan has been sent to the province to accompany our application for a development permit. Raena and Alexa were asked to prepare specifications for an office building.
   - Members agreed that the next step will be to prepare a budget for the project and decide on phases, e.g., build the parking lot first. Raena was asked to check with Island Coastal Services regarding the possibility of using our $9,000 credit on the parking lot this year.
   - The Belfast Area Watershed Group provided us with a draft copy of their new watershed management plan. Several members shared their assessment of the draft plan, saying that they found it somewhat confusing and suggested that we might be able to do a lot of the writing ourselves and contract out the public engagement component.
   - Clare, Jean-Paul, Roger and Dwayne agreed to form a committee and come up with a plan.

3. **Report from the Treasurer**

	Chequing account	*Savings Account*	
Opening Balance: November 1, 2025	$73,003.76	$90,060.26	
Less o/s cheques	$3,985.14		
Plus deposits	$967.12	$426.29	(Interest)
Plus o/s cheques	$161.70		
Less expenses	<u>$34,014.75</u>		
Closing balance: December 31, 2025	$36,132.69	$90,486.55	

   Moved by Lowell, seconded by Clare, that the Treasurer's report be adopted. Motion carried.
   - Raena presented the FY 2025-2026 expenditure update showing a projected surplus of approximately $45,000. She was asked to update the projection at the February Board meeting and prepare a list of possible purchases and expenditures before year-end.
   - Raena will present a draft budget for FY 2026-2027 to the February Board meeting.

4. **Field Committee Report**
   - The Committee met on December 8. Raena and Alexa were asked to prepare field work checklists, field safety guidelines and how-to guides for field staff.
   - Raena and Alexa will update the scorecard goals for the 2026 field season and submit to the Field Committee for approval.
   - Members highlighted the need to review and update the culvert replacement plan and contact the Department of Transportation and Infrastructure regarding possible projects for 2026.

5. **HR Committee Report**
   - Members reviewed the draft Policies and Procedures Manual; several agreed to provide written comments.
   - Raena was asked to develop a policy for transporting dangerous goods, including gasoline, and a vehicle checklist, both of which should be added to the P&P Manual.

6. **Communications and Outreach**
   - The Committee met on January 12.

- The Winter Snowshoe event will be held on February 7 at 10:00 AM and registration is looking good.
- An Invasive Species talk will be held at Glenaladale on February 12 at 7:00 PM.
- Raena presented proposed content creation for mobile banners, pamphlets and thank-you cards. Members provided feedback and asked Raena and Alexa to come back to the Board with revised content at the February meeting.
- It was agreed that we will hold off on the Grade 6 watershed curriculum content for the time being as we are not getting timely feedback from the Department of Education's curriculum consultant.

7. Coordinator's Report (sent in advance)

- Raena reported that our funding application for the "Connecting Seniors to Nature through Technology and Training" was approved. We are eligible to receive $240,000 over 4 years ($60,000 per year) for community garden and trail enhancement at Glenaladale. This is new funding that can be used to fund one of our long-term positions.
- Raena reported that staff are testing out a four-day work week; Monday to Thursday.
- Raena will contact Mayor Brown's executive assistant to set up a meeting with Board representatives to discuss our relationship with the City.
- Members agreed to add another Board member to CRA's "My Business Account", and agreed that the Coordinator will be given access at Level 3 so that she can make monthly payments online rather than paying at the bank each month as is now the case.

8. Review of Scorecard

- Alexa reported that there are no significant changes since the last meeting.

9. Other Business

- Raena wants to update Board member profiles on the WRTBWA website and asked members to provide content.
- Abby reported that she has accepted a teaching position in Uzbekistan and will participate in meetings remotely until her expected return in August. Members congratulated her and wished her well.
- Raena announced that she has been accepted in UBC's Master of Sustainable Forest Management program and will be leaving the WRTBWA at a date to be determined, probably in August. Members congratulated her and expressed their regrets at her loss to the organization.

10. Next Meeting

- The next regular Board meeting will be held on Wednesday, February 18, 2026, at 6:00 pm at the WRTBWA office.

Meeting adjourned at 8:10

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Signature – Dwayne McNeill, Chair of WRTBWA Date

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Signature – Jean-Paul Arsenault, Secretary of WRTBWA Date