

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA  
Held on July 15, 2020, 7:00 pm via Zoom

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**Present:** Sarah Wheatley, Clare Martin, George Coade, Dwayne McNeill, Ryan Winters, Jeff Bysterveldt, John Hughes,  
**Absent:** Lowell Vessey, Matt Steeves, Jean-Paul Arsenault, Scott Stevens

Clare called the meeting called to order at 7:05 PM

## 1. Minutes from the June 17, 2020 meeting

Minutes from the June 17, 2020 meeting were circulated by Ryan prior to the meeting. George motioned to accept the minutes. John seconded. All were in favour, none opposed. Minutes were approved.

## 2. Chairperson's Report – Clare Martin

- Clare emailed the City of Charlottetown regarding funding, then followed up with a phone call to Jason Coady. They cannot give us any kind of answer and do not know when they will be able.
- Open seat on the Board: There is a new landowner in the Deroche area who made an enquiry about volunteering and Clare responded.
- JP mentioned the policies and procedures manual. JP and Clare have done a lot of work on it, but it will not be ready to share until mid- to late-Fall.

## 3. Treasurer's Report – Lowell Vessey

Sarah gave a brief update in Lowell's absence. The complete report was submitted by Lowell following the meeting.

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: June 1, 2020	\$54,045.54	\$ 71,049.66
Less o/s cheques clearing	\$3,021.35	-
Plus deposits	\$20,039.84	\$5.84
Less expenses	\$24,857.76	-
Less preauthorized debit	\$470.27	-
Plus o/s cheques	\$3,781.34	-
Closing balance: June 30, 2020	\$49,517.34	\$ 71,055.50

## 4. Committees: Field Committee – Vacant (Committee Chair)

- Additional updates captured in Sarah's coordinator's report.

## 5. Water Committee – Clare Martin (Committee Chair)

- The next meeting date will be determined once the current situation with COVID-19 has been resolved.

## 6. Communications Committee

- Sarah McBride is working on the newsletter. She also created some preliminary sign designs.

## 7. WRTBWA Property Committee

- Sarah and her dad sourced more than 10 loads of additional woodchips. The field crew are going back and applying a thicker layer of woodchips on the trail to prevent vegetation from sprouting up.

## 8. Coordinator's Report – Sarah Wheatley reported (see report)

- Audit: With senior officer at BDO for review.
- Coastal Restoration Fund: DFO agreed to some flexibility, so we decided to carry forward \$66,000 to next year.
- Canada's Summer Jobs is also offering more flexibility.
- Pipe for Tim's Creek culvert project is being ordered.
- Sarah applied to the COVID-19 Workspace Adaption Assistance Fund to cover PPE costs, etc.
- The Board agreed to promote one of the field crew to the position of Assistant Field Supervisor, with a raise of up to \$1.00/hour (going forward).
- We are still trying to work the kinks out of our paperless system.
- The field crew has been doing a lot of brush-matting and stream clearing.
- Staff are also doing crop mapping.

**9. Workplace Harassment Regulations**

- Sarah has added some workplace harassment materials to our orientation package.

**10. Personal devices for WRTBWA work**

- Sarah bought all crew members waterproof protective cases for their phones.
- In previous years, we asked one person per crew to keep a phone on them in case Sarah needed to get in touch with them.
- The crew are given time each day to manage photo uploads.
- The Board will continue to discuss this topic until a clear policy is established.

**11. Next Meeting**

Meeting adjourned at 8:23 PM

Next meeting: Aug 19, 2020

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Signature – Clare Martin, Chair of WRTBWA

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Date

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Signature – Ryan Winters, Secretary of WRTBWA

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Date