

# 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 July 18, 2023, at 7:03 pm

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**Present:** Dwayne McNeill, Jean-Paul Arsenault, Raena Parent, Clare Martin, Lowell Vessey, and Shauna Barry

**Absent:** Matt Steeves, Jeff Bysterveldt, and Philip Murphy

## 1. Minutes of the June 21 meeting

Draft minutes were reviewed.

**Moved by Clare, seconded by Shana that the minutes of the meeting be adopted. Motion carried.**

## 2. Report from the Chair

- Nothing to report

## 3. Lowell presented the Treasurer's report for the month of June

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: June 1, 2023	\$104,363.49	\$72,112.83
Less o/s cheques	\$0	
Plus deposits	\$55,573.50	\$94.83 (Interest)
Plus o/s cheques	\$3,825.82	
Less expenses	<u>\$24,827.53</u>	
Closing balance: June 30, 2023	\$138,935.28	\$72,207.66

- Members discussed the need for audited financial statements. Lowell reported that he'd spoken to a retired CA and will consult with others; he will report his findings to the next Board meeting. Jeff spoke to a CA who believed we do not have to obtain audited financial statements to maintain our charitable status.
- Members reviewed Article 11 of the Bylaws – "Audit of Accounts" and questioned whether "annual financial statement" means the same thing as an "audited financial statement". In addition, Paragraph 11.3 of the Bylaws states that "Auditors shall be appointed by the Board of Directors as required". Members concluded that it is not clear from the Bylaws that the WRTBWA must obtain and present an audited financial statement to the Annual General Meeting.
- Raena will contact BDO to see if they would prepare an "annual financial statement" for the WRTBWA and, if so, at what cost.
- This issue will be discussed at the August Board meeting.

**Moved by Lowell, seconded by Jean-Paul that the Treasurer's Report for June be adopted as presented. Motion carried.**

## 4. Field Committee Report

- The committee did not meet since the last Board meeting.
- Raena reported that the work is going well and that we have a good team.
- Raena was asked to check with the Kensington North Watersheds Assn. to see how they positioned their trail cameras to capture images of otters.

## 5. HR Committee Report

- Raena reported on events that led to the dismissal of a summer employee who violated one of our safety protocols, namely, substance abuse while on the job. The employee was interviewed and admitted wrongdoing. Raena met with all staff thereafter to reinforce the rules. She was asked to add a reference to substance abuse to our orientation, including consequences of violating the policy.
- The Field Supervisor requested a raise. The HR Committee met with Raena on July 17 to review the request, and she was asked to speak to the employee in question about her career plans. Raena responded to questions from Members regarding the employee's performance.
- After discussion, and because the employee is already at Step 2 of our recently approved pay plan, it was decided to deny her request for a salary increase.

- Holland College will offer a microcredit course in Carbon Sequestration in Watersheds, to begin on August 7. Raena had expressed an interest, but it was decided to wait for another year.

**6. Communication and Outreach Committee Report**

- Charlottetown Scouts are interested in a shoreline cleanup but not until the fall.
- Clare suggested that we examine event partnerships with local organizations such as the Glenaladale Heritage Trust. Several ideas were discussed, and the Committee will report at a future meeting.
- Funding agencies have asked for proof of media coverage for projects carried out by the WRTBWA. Members suggested several ideas. The Committee will report to the August meeting.

**7. Coordinator’s Report (sent in advance)**

- Lowell and Jean-Paul will speak to Mayor Brown regarding the delay in receiving the City’s grant.
- Raena was asked to contact the Department of Transportation and Infrastructure regarding mediation on the culvert installed at MacAulay’s Creek on the Donaldston Road.

**8. Review of the Scorecard**

- Raena reported that the tree planting goal has been exceeded and that we have reached the culvert goal; most other goals are on track.

**9. Other Business**

- Raena obtained information on a WRTBWA logo and the purchase of ball caps and toques. She was asked to obtain quotes for the next Board meeting.

**10. Next Meeting**

- The next Board meeting will be held on Wednesday, August 16, at 7:00 pm at the WRTBWA office.

Meeting adjourned at 8:45

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Signature – Dwayne McNeill, Chair of WRTBWA

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Date

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Signature – Jean-Paul Arsenault, Secretary of WRTBWA

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Date