

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 August 16, 2023, at 7:00 pm

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

Absent: Matt Steeves and Jeff Bysterveldt

1. Minutes of the July 18 meeting

Draft minutes were reviewed.

Moved by Lowell, seconded by Philip that the minutes of the meeting be adopted. Motion carried.

2. Report from the Chair

- Members discussed a date for the AGM, and it was decided to hold it at 7:00 pm on Wednesday, October 11, at the Tracadie Community Centre. Clare will confirm the date with the Centre. Philip will contact Daniel McRae of Macphail Woods to see if he would agree to be our guest speaker. All Board members present indicated that they are interested in re-offering. Jean-Paul will contact George Coade to see if he's interested, and Dwayne will confirm with Jeff and Matt. Raena will post on social media that we are looking for individuals to come forward as potential Board members.

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

	<i>Chequing account</i>	<i>Savings Account</i>	
Opening Balance: July 1, 2023	\$138,935.28	\$72,207.66	
Less o/s cheques	\$1,252.65		
Plus deposits	\$13,559.91	\$102.87	(Interest)
Plus o/s cheques	\$1,314.42		
Less expenses	<u>\$26,483.94</u>		
Closing balance: July 31, 2023	\$126,073.02	\$72,310.53	

- Members discussed the need for an audited financial statement. As requested, Raena obtained quotes from BDO for a Review Engagement (\$4,000) and a Compilation Engagement (\$2,900) as well as descriptions of what is included in both. An earlier quote obtained from BDO for an audited statement was for at least \$7,000. Lowell will contact a retired CA who might be willing to prepare a compilation engagement for the WRTBWA. If that person is not interested, Raena will contact BDO to request that they complete the compilation engagement.
- It was noted that the Board reviewed Article 11 of the Bylaws – "Audit of Accounts" at its July meeting. At that time, members concluded that the WRTBWA is not required to obtain and present an audited financial statement to the Annual General Meeting. Our funding partners and the Canada Revenue Agency accept financial statements and do not require an audit.

Moved by Lowell, seconded by Clare 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.

5. HR Committee Report

- Clare described a situation where both the Coordinator and the Field Supervisor were unable to report to work. On that day, staff were instructed to carry on with their normal field work. Raena asked that the Committee review this practice and provide guidance should it happen in future. The Committee decided that, if this reoccurs, field staff will be instructed to work from home if they have work to do; otherwise, it will be considered a day without pay. On a related matter, the Committee reported that the job description for Field Supervisor has been amended to specify that that person will assume the Coordinator's duties in her/his absence.

6. Communication and Outreach Committee Report

- The WRTBWA will host a “Down by the Bay” event in cooperation with the Glenaladale Heritage Trust on Saturday, August 19. Depending on how well it goes, the event could become annual.
- The provincial Department of Environment, Energy and Climate Action issued a press release on August 10, accompanied by an article entitled “Small Fish, Big Impact” that describes the WRTBWA’s two culvert projects carried out in cooperation with the Department of Transportation and Infrastructure.
- Raena reported that she will be interviewed for a story by the Atlantic Water Network.
- The WRTBWA will offer a two-hour Senior’s College session specific to our watershed on October 10.

7. Coordinator’s Report (sent in advance)

- Raena obtained a quote for hats and toques featuring the WRTBWA logo designed by summer staff. Members approved an order for 24 hats and 12 toques at the quoted price of \$669.30.
- Raena was asked to investigate newsletter content as well as printing and mailing costs. It was suggested that the “Small Fish, Big Impact” article be included as well as the 2022-2023 Scorecard.
- Raena was asked to organize a season-ending pizza party for summer staff with a budget of \$20/employee.

8. Review of the Scorecard

- Raena reported that all activities are on track.
- Raena was asked to review the top part of the scorecard to ensure that the activity descriptions are accurate and up to date.

9. Other Business

- There was no other business.

10. Next Meeting

- The next Board meeting will be held on Wednesday, September 20, at 7:00 pm at the WRTBWA office.

Meeting adjourned at 8:45

Signature – Dwayne McNeill, Chair of WRTBWA

Date

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date