

Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA

Held on March 16, 2022, 7:06 pm by Zoom

Present: Clare Martin, John Hughes, Sarah Wheatley, George Coade, Jean-Paul Arsenault, Matt Steeves, Lowell Vessey, Patrick Lévêque, Jeff Bysterveldt

Absent: Dwayne McNeill, Jay Carr.

1. Minutes of the February 16, 2022, meeting

Draft minutes were reviewed. George requested that a note be added to **5. Office Committee** indicating that the WRTBWA will contact Holland College regarding the possibility of them constructing a building should we decide to locate the office on our property in Suffolk.

Moved by Lowell, seconded by George that the minutes be adopted as amended. All in favour. Motion carried.

2. Chairperson's Report – Clare Martin

- Clare reported that we are two short of a full complement of Board members as permitted in the Bylaws. George mentioned that Philip Murphy, an employee of Parks Canada who lives in the watershed has expressed interest in serving on the Board. George will contact him. Clare asked members to suggest names and she will as well. Vacancies will be advertised on our website with a link to our Facebook page.
- Clare suggested that we invite Dr. Sarah Stewart-Clark, a professor at Dalhousie University, to be guest speaker for the AGM. She would be asked to present the results of her work on bays and estuaries, including Covehead-Brackley Bay, as well as her research plan for Tracadie Bay. Members agreed. Sarah will contact Dr. Stewart-Clark.
- Clare confirmed that the Watershed Alliance has received the \$2 million promised by the province to fund projects that would not otherwise qualify for financial assistance. Criteria for accessing the fund have not yet been set by the Alliance.

3. Treasurer's Report – Lowell Vessey

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: Feb. 1, 2022	\$116,110.91	\$71,155.74
Less o/s cheques	\$4,429.06	
Plus deposits	\$0	\$5.46 (Interest)
Plus o/s cheques	\$3,432.84	
Less expenses	<u>\$11,314.04</u>	
Closing balance: Feb. 28, 2022	\$103,800.63	\$71,161.20

- The reserve fund policy is not yet ready to present to the Board for final approval
- There were no questions arising from the Treasurer's report

Moved by Lowell, seconded by Jeff that the Treasurer's Report be approved as presented. All in favour. Motion carried.

4. Field Committee

There was nothing to report.

5. Office Committee

There was nothing to report.

6. Coordinator's Report (sent in advance)

- Sarah requested that the committee tasked with developing a Reserve Fund Policy complete its work as soon as possible.
- A quote was received for purchase of a culvert to be installed on the Donaldston Rd. The quote is for \$93,750; \$66,000 would be funded by the WRTBWA and the remainder by the Department of Transportation, Infrastructure and Energy. The Department has agreed to carry out the project in 2022.
- In response to a question from George, Sarah replied that the Forested Landscapes Priority Places program to be run by the Watershed Alliance was delayed from a previous year and will now be offered in 2022.
- Members supported Sarah's plan to have Raena attend a two-day chainsaw training course for women to be put on by MacPhail Woods in April at a cost of \$320 + HST prior to attending the free chainsaw training course put on by the province.

- Sarah presented the work of the committee tasked with developing a Capital Assets Policy (Lowell, Jean-Paul and Sarah) as recommended by our accounting firm, BDO. The draft policy will be sent to members for an email vote. The policy needs to be approved before the end of our fiscal year, March 31.

7. Review of the Scorecard

- As requested, Sarah reformatted the scorecard. There was general agreement on the improvements made. Members asked whether it would be possible to explain the acronyms using footnotes.
- The scorecard will be presented to the AGM and posted on our website.

8. Creation of a Hiring Committee

- Clare explained that our intern, Lyndsay, is being considered for the position of Field Supervisor. She requested discussion on the idea of creating a hiring committee to interview Lyndsay for the position as well as for other positions the WRTBWA will be required to fill for the 2022-2023 season.
- Members supported this idea, and Clare, Jean-Paul and Lowell agreed to serve on the hiring committee. Two of the three Board members and Sarah will form the hiring committee for a given position depending on their availability and knowledge of the position.
- It was agreed that the hiring committee will decide on a process for assessing Lyndsay for the position of Field Supervisor.
- On a related issue, Clare sought Board members’ views on when the WRTBWA should offer cost-sharing for health insurance for long-term positions like the Field Supervisor. Members agreed that a new employee should serve a three-month waiting period, equal to the probationary period, before becoming eligible to participate.

9. Next Meeting

- The next Board meeting will be held on Wednesday, April 20, at 7:00 pm by Zoom, unless CPHO guidelines permit an in-person meeting.

Meeting adjourned at 8:06

Signature – Clare Martin, Chair of WRTBWA	Date
Signature – Jean-Paul Arsenault, Secretary of WRTBWA	Date