

Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA
Held at the Tracadie Cross Community Center on November 23, 2022 at 6:50

Present: Dwayne McNeill, Clare Martin, Sarah Wheatley, Jean-Paul Arsenault, Raena Parent, Shauna Barry, Philip Murphy, Jeff Bysterveldt, and Carol Murphy

Guests: Frank Morrison, Dave Carmichael, Charlotte Montgomery

Absent: Matt Steeves, Lowell Vessey

1. Introduction of Our New Watershed Coordinator

Dwayne introduced Raena Parent, the WRTBWA's new Watershed Coordinator. Raena is a student in UPEI's Bachelor of Environmental Studies program and has worked for the WRTBWA for several years, most recently as a supervisor.

2. Presentation to Sarah Wheatley

Clare gave a history of Sarah's long involvement with the WRTBWA, first as a member of the Board and then, beginning in 2015, as the Watershed Coordinator. Clare highlighted Sarah's many accomplishments, especially her ability to source funding and to stabilize the Association's budget and annual operations. She thanked Sarah on behalf of the Board and the WRTBWA's community of interest and presented her with a gift. Sarah thanked the Board for their support and for the gift.

3. Minutes of the October 19 meeting

Draft minutes were reviewed. No changes were made.

Moved by Jeff, seconded by Carol that the minutes be adopted as read. All in favour. Motion carried.

4. Chairperson's Report – Dwayne McNeill

- Dwayne explained that Raena was selected following a competitive process, and that the quality of candidates who applied for the position was very high. He also explained that Sarah and Raena are currently sharing Coordinator duties during Raena's training period. Then Lyndsay will be assisting Raena during a transitional period this fall and winter, until Raena finishes her degree at the end of the 2023 Spring semester.

5. Treasurer's Report

In Lowell's absence, Sarah presented the Treasurer's report. She also explained that the Treasurer's report for the month of September had been presented to the Board's last meeting but that no motion had been presented to approve the report.

	<i>Chequing account</i>	<i>Savings Account</i>	
Opening Balance: Oct 1, 2022	\$154,354.14	\$71,386.66	
Less o/s cheques	\$6,416.64		
Plus deposits	\$2,436.09	\$77.74	(Interest)
Plus o/s cheques	\$		
Less expenses	<u>\$10,718.12</u>		
Closing balance: Oct 30, 2022	\$139,655.47	\$71,464.40	

Note: Sarah uses accrual basis accounting for bookkeeping, and a different reporting system, so amounts for outstanding cheques and outstanding deposits are not tracked the same way as Lowell's system.

Moved by Clare, seconded by Shauna that the Treasurer's reports for September and October be accepted as presented. All in favour. Motion carried.

6. Financial Issues Requiring Decisions

Dwayne asked that the Board consider three pressing financial issues: purchase of a truck, acquisition of a credit card, and the Reserve Fund Policy.

- Purchase of a truck – the WRTBWA has had the benefit of Sarah's truck for field operations since she started as Watershed Coordinator in 2014, and she has been compensated for the use of the truck. We need a truck during the field season from May 1 to September 30. The estimated cost of renting a suitable vehicle would be in the range of \$3,000 per month, or \$15,000 per field season. Board members noted the high cost of a rental and the risk of damage to the vehicle because of how it's used. Sarah responded to questions about the impact on our budget of buying a truck and where the money would

come from. She indicated that she is interested in selling hers to the Association but that she wants an answer before December 31. It was decided that Sarah will inquire into questions raised by the Board. Dwayne will send out an email with responses to the questions raised, together with a recommendation on whether the Board should buy Sarah's truck. Board members will be asked to vote by email.

- Credit card – Sarah explained that she has used her personal credit card for Association purchases. The Board wishes to acquire its own credit card for exclusive use by the new Coordinator.

Moved by Carol, seconded by Philip that the WRTBWA apply for a credit card from Provincial Credit Union with a limit of \$5,000 and that we develop a policy for its use to be presented to the next Board meeting. All in favour. Motion carried.

- Dwayne reminded the Board that we still do not have a Reserve Fund Policy. It was agreed to defer the matter to the January meeting. Jean-Paul, Lowell, and Sarah will work on the Policy in the meantime.

7. Field Committee Report

- Dwayne highlighted the need for a Committee Chair, especially important since we have a new Coordinator who will need guidance and direction for the 2023 field season. Shauna agreed to join the Committee and accepted the position of Chair. Other members are Matt, Jeff, and Philip.

8. HR Committee

- Clare reported on decisions made regarding the transition from Sarah to Raena as Watershed Coordinator, and the consequent need to increase hours of work and responsibilities for Lyndsay MacWilliams. Sarah was asked to present the budgetary implications of increasing Lyndsay's hours of work and hourly rate during the transition period. It was decided to increase her hours of work to 40 per week throughout the winter, and her salary by \$2 per hour in the temporary role of Assistant Coordinator. The salary to be paid in the next fiscal year will be reviewed prior to the start of the 2023 field season.
- Philip asked whether we have a post-Fiona operational plan. We do not, and it was decided that this matter should be referred to the Field Committee for action.
- Clare asked whether the Board wishes to go back to the staff appreciation event that used to be held prior to Christmas, pre-COVID. Sarah and Raena were asked to plan for a staff and Board members' luncheon and to inform all as to time and place.

9. Coordinator's Report (sent in advance)

- Sarah reported that we have received a settlement from our insurance company for the loss of the storage shed. She asked for guidance on replacement. Several options were mentioned, including purchase of a used container. Sarah and Raena will review options for a storage unit and report to the next Board meeting for decision. They were also asked to consider where we might store the truck if the decision is made to purchase one.

10. Review of the Scorecard

- Annual targets reached for most operations with few updates from last meeting.
- Sarah reported that we hosted 3 classes from L.M. Montgomery Elementary for a tree planting event with Tree Canada.

11. Comments by Frank Morrison

Mr. Morrison spoke about the importance of promoting smoke-free spaces. He acknowledged the efforts of the WRTBWA to promote smoke-free spaces and encouraged us to continue to do so.

12. Next Meeting

- The next Board meeting will be held on Wednesday, January 18, at 7:00 pm at the office.

Meeting adjourned at 8:15

Signature – Dwayne McNeill, Chair of WRTBWA

Date

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date