

# 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 17, 2024, at 7:05 pm

**Present:** Dwayne McNeill, Jean-Paul Arsenault, Cassandra Gautreau, Kelly Watson, Raena Parent, Shauna Barry and Clare Martin

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

## 1. Minutes of the June 26 meeting

Draft minutes were reviewed.

**Moved by Shauna, seconded by Kelley that the minutes of the meeting be adopted. Motion carried.**

## 2. Report from the Chair

- Dwayne had nothing to report.

## 3. Report from the Treasurer

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: June 1, 2024	\$160,574.71	\$85,902.85
Less o/s cheques	\$1,433.76	
Plus deposits	\$1,380.00	\$114.62 (Interest)
Plus o/s cheques	\$6,379.88	
Less expenses	<u>\$31,881.45</u>	
Closing balance: June 30, 2024	\$135,019.38	\$86,017.47

**Since the report was not received at the meeting, it will be voted on at the next Board meeting.**

- Lowell and Dwayne have yet to meet with Sarah Wheatley to hear her concerns regarding the Board's decision not to have the WRTBWA's accounts audited for FY 2022-2023.
- Members discussed whether to request a full financial audit or a less expensive option. Kelly suggested that the additional cost of an audit is not justifiable given the WRTBWA's budget and would not be a responsible expenditure. Raena reached out to the Watershed Alliance and to several watershed groups to ask what they do and was told that most do not pay for an audit.

**Moved by Kelly, seconded by Shauna that we approach the same person we used last year to prepare a financial statement for presentation to the AGM. Motion carried.**

- Raena presented an updated budget for FY 2024-2025 with forecast expenditures of \$262,300 and revenues of \$259,386.
- It was suggested that Dwayne send a letter to the City asking when we might expect to receive our annual grant and mentioning that financial statements and a summary of our operations will be sent to them when available.
- Raena presented a report on investment options for the WRTBWA's savings account. Kelly offered the opinion that the Fixed Redeemable Term Deposit at 3.9% per year would be best as it pays a much higher rate of interest than we are currently receiving in a savings account (1.6%) and it can be redeemed without penalty if we need the funds.

**Moved by Shauna, seconded by Cassandra that we invest the total amount of the WRTBWA's savings account in a Fixed Redeemable Term Deposit. Motion carried.**

## 4. Field Committee Report

- Raena found someone to cut plywood required to build bird boxes; he volunteered.
- Raena was interviewed by Nancy Russell of CBC regarding the blight spore monitoring project we're doing with the Steijn potato farm in York.
- Members had a lengthy discussion regarding how to mitigate the effects of very hot weather on employees working in the field. Raena explained that staff begin their workday at 6:00 but sometimes return to the office before 10:30, complaining that they can't endure the heat. Raena was asked to discuss several suggestions made by Board members with the two Supervisors to determine which ones might help. She was authorized to purchase items that may be needed and to approach the HR Committee for further direction if required. Staff should be given the information and materials required to put in a full day of work, regardless of the temperature, and be asked to explain why the suggested approach won't work for them if they cannot do so. Board members repeated their concern for the health and safety of all staff and their desire to learn from this year's experience.

**5. HR Committee Report**

- There was nothing to report.

**6. Communications and Outreach Committee Report**

- Raena reported that the lesson plan has been sent to the curriculum lead for the school course.
- Two story ideas were put forth for the Newsletter: the blight spore monitoring project and measures we've taken to adapt to working in the field on hot days.
- Planning is ongoing for the Wild Child Young Ecologist Camp scheduled for August 6.
- It was decided to hold the AGM on October 16, with the Executive and regular Board meetings to follow on October 23. Raena will approach the Watershed Alliance to ask that they provide a guest speaker to talk about the Glenaladale nursery project, with Mary Finch, Watershed Ecologist with the Forests, Fish and Wildlife Division as our second choice.

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

- Members agreed on a tentative date of August 9 (afternoon) for a Board field trip. Each staff member will be asked to prepare something to explain their work.
- Raena was asked to advertise for expressions of interest to do bookkeeping for the WRTBWA through our social media channels, including the Watershed Alliance weekly newsletter, and to report her findings and recommendation to the August Board meeting.
- Raena was asked to prepare a list of tasks in project planning that might be added to the duties of one of our senior field staff, to consider working from home one day per week, and to discuss her suggestions with the HR Committee.

**8. Review of the Scorecard**

- Raena reported that the final number for spring tree planting is 2,961. Remaining trees will be planted in the fall.
- All other field operations are on target.

**9. Other Business**

- There was no other business.

**10. Next Meeting**

- The next regular Board meeting will be held on Wednesday, August 21, at 7:00 pm at the WRTBWA office.

Meeting adjourned at 9:05.

---

Signature – Dwayne McNeill, Chair of WRTBWA

---

Date

---

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

---

Date