

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 May 17, 2023, at 7:07 pm

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

Absent: Dwayne McNeill, Jeff Bysterveldt, Carol Murphy, Matt Steeves, and Shauna Barry

1. Quorum

Given the lack of a quorum, the Board was unable to make decisions requiring a motion. In the absence of the Chair, the Vice-Chair, Clare Martin, chaired the meeting.

2. Minutes of the April 17 meeting

Draft minutes were reviewed.

- Clare reported that the Water Committee will meet in June 21.
- Clare reported on her conversation with the Watershed Alliance. They plan to assist watershed groups with administrative functions like bookkeeping and HR. She also spoke with Sarah Wheatley who agreed to help the WRTBWA with bookkeeping and to assist the Treasurer with the audit, if required.

Tabled until the next meeting.

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

	<i>Chequing account</i>	<i>Savings Account</i>	
Opening Balance: Apr 1, 2023	\$65,487.47	\$71,920.39	
Less o/s cheques	\$11,760.05		
Plus deposits	\$7,440.00	\$94.58	(Interest)
Plus o/s cheques	\$2,266.35		
Less expenses	<u>\$11,688.32</u>		
Closing balance: Apr 30, 2023	\$51,745.45	\$72,014.97	

- Responding to a question about cash flow, Raena reported that we have received a significant grant in May and are expecting the City's grant as well.
- Members reviewed a report on donations prepared by Raena. Total donations for the six-year period from 2017-2018 to 2022-2023 amounted to \$9,758.46, or an average of \$1,626.41 per year. Our status as a registered charity requires that we make audited financial statements available to the Canada Revenue Agency. With the increasing cost of audited financial statements, it raises the question as to whether maintaining our charitable status is worthwhile from a financial standpoint. Lowell will contact a chartered accountant he knows and will check with Jeff to see if he has learned anything from his discussions with a CA. This issue will be discussed at the June Board meeting.

Tabled until the next meeting.

4. Field Committee

- The committee has not met since the last meeting.
- Raena will contact Shauna to arrange a meeting of the committee.

5. HR Committee Report

- Raena was approached by a second-year summer employee who pointed out that the Ellen's Creek watershed group is advertising first-year summer positions at \$19/hr, \$3/hr more than the WRTBWA. Our two second-year summer employees are asking for a \$2/hr raise from \$16/hr to \$18/hr. Raena also reported that both returning summer employees will take the chainsaw course, that they are very good workers, and that they are likely to return in 2024.
- Jean-Paul presented a revised pay plan prepared by the HR Committee (see below). The plan includes a \$2/hr increase for each of the three steps for the summer staff position, and a \$1.50/hr raise for summer staff operating chainsaws.
- Clare will email all Board members, asking them to vote on a revised pay plan. If approved, the wage increases would be retroactive to each summer employee's start date.

6. Communication and Outreach Committee Report

- The Lady’s Slipper Walk will take place in June. Raena will approach the Immigrant and Refugee Services Association to extend an invitation for them to participate.
- Two tree plantings are scheduled: May 27 for 4-H members and June 9 for the United Way.

7. Coordinator’s Report (sent in advance)

- It was decided not to accept the North Shore Municipality’s invitation to have a booth at their Canada Day event.
- It was decided to delay the newsletter until the fall, to be issued in time for the AGM.
- Raena was asked to find the data collection policy adopted by the Board several years ago, and to base data collection activities for the current year on the schedule developed at that time.
- Raena reported that the crew hasn’t completed Fiona damage assessment, but fish passage does not appear to have been greatly affected.

8. Review of the Scorecard

- Raena reported that, to date, 450 trees have been planted and there has been 1 media post.

9. Chairperson’s Report

- Nothing to report.

10. Next Meeting

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

Meeting adjourned at 8:10

Signature – Dwayne McNeill, Chair of WRTBWA

Date

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date

PROPOSED PAY PLAN – WRTBWA
Revised – Presented to Board – May 17, 2023

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Coordinator	\$24.00	\$25.00	\$26.00	\$27.00	\$28.00
Field Supervisor	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00
Chainsaw Operator	\$17.00 \$18.50	\$17.50 \$19.00	\$18.00 \$19.50		
Summer staff	\$15.50 \$17.50	\$16.00 \$18.00	\$16.50 \$18.50		