

Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on January 17, 2017 at the office of the WRTBWA at 13977 St Peters Road, Marshfield, PEI at 7:00 pm.

Present: John Hughes, Meghan McCarthy, Sarah Wheatley, Matt Steeves, Lowell Vessey, George Coade, Cathy Corrigan, Bernie Fitzpatrick, Scott Stevens

Absent: J.P. Arsenault

George Coade was Chairperson of the meeting and Bernie Fitzpatrick was Secretary of the meeting as previously appointed. The Chairperson declared the meeting open at 7:00pm.

1. Minutes of the previous meeting held on November 22, 2016.

Draft minutes of the meeting were previously emailed with each member of the Board having an opportunity to comment. The adoption of the minutes as read was moved by Scott and seconded by Meghan. **Motion carried.**

2. Chairperson's Report (George provided a written report and Meghan presented it)

- He congratulated Sarah on the great work she did to help us obtain charitable status for WRTBWA.
- He was very pleased with the attendance of board members and staff at the Christmas luncheon.
- The report of achievement of the watershed in the past year has been sent to the City of Charlottetown.
- The winner of the Christmas water makeover giveaway was Julie MacDonald of Charlottetown.

3. Treasurer's Report

Lowell Vessey gave the Financial Report

Opening balance \$47,414.00 on November 1, 2016

Closing Balance \$39,801.00 on December 31, 2016

Main expenses: wages, mileage, utilities, rent, remittance, office supplies, water testing.

Main revenue: Canada Summer Jobs, Wildlife Conservation Fund, College and Institutes Canada Jobs, PEI Brewing Co waterfall fund.

4. Field Committee's Report

John reported for the committee. He was pleased with the Field Report that Hilary prepared and a discussion followed. The report shows just how vast the watershed area is, though sometimes it is difficult to identify the locations of small maps that were included. Recommend simplifying some of the many maps, or adding an overview map to the report. The board will take a couple of weeks to study the report and give feedback on the recommendations and data it contains. He congratulated Hilary on her excellent work.

5. External Relation Committee's Report

See Section 8, Other Business, for discussion of Watershed Boundary Lines.

6. Coordinator's Report

The Coordinator's report was provided in writing and is attached forming part of the minutes. An overview was presented by Sarah Wheatley, Coordinator.

- Sarah gave updates on funding received, and grant applications that have been approved and those submitted and are yet to be approved.
- She explained the new formula that is being used by the Watershed Management Fund and how it pertains to our funding.
- The Water Use Makeover project has started.

7. Communications Committee Report

This report was included in the Coordinators report. Ideas are welcomed for the annual newsletter.

8. Other Business

- **Charitable Status:** Sarah reviewed the Charitable Status designation and the benefit to the organization. She proposed the setup of a CanadaHelps.org account linked to our website for online donations. It was moved by Scott and seconded by Cathy that WRTBWA use CanadaHelps.org. Motion carried.
- **Accounting Program:** It was moved by Scott and seconded by Lowell that we purchase Sage Simply Accounting software for Sarah's use. Motion carried.
- **Watershed Boundary Lines:** A committee composed of John, George, J.P, and Cathy met to discuss the ongoing process initiated by Friends of Covehead and Brackley Bay (FCBB) over the boundary line between the two watersheds. The committee drafted a letter for the board's approval. This letter will be our response to a request from Kate MacQuarrie, the director of Forests, Fish and Wildlife for the province, for information on this issue. A final version of the letter was approved following a motion from Lowell, seconded by Scott. Motion carried.
- **Office Sharing:** Following a request from an organization to share our office space, the Board declined the request.
- **Snowshoe Event:** Annual event planned for Saturday, February 11, 2017 with a storm date of February 18, 2017.

9. Next Meeting

February 21, 2017

10. Adjournment

The meeting was adjourned at 9:05 pm.

Signature – George Coade, Chair of WRTBWA

Date

Signature – Bernie Fitzpatrick, Secretary of WRTBWA

Date

**Winter River – Tracadie Bay Watershed Association
Matters Arising from the Minutes**

Item code	AGENDA ITEM	ACTION REQUIRED	PERSON RESPONSIBLE	STATUS
June-1	Previous Coordinator's report	Provide recommendation to board on Nitrate Report	Committee: Dominic, Bruce and Matt	open
Dec-8	Communications Committee	Follow up on partnering with a business owner to for a television commercial		open
Jan -11	Any Other Business	Report from Officer's Pond Subcommittee	Sarah	open
July-17	Field Report	To investigate the best plan possible to deal with erosion issues	Sarah and Hilary	open
Jan-17	Coordinator's Report	Fish Management Plan	Hilary	open