

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA  
Held at the Office on January 18, 2023 at 7:00

**Present:** Dwayne McNeill, Clare Martin, Matt Steeves, Lowell Vessey, Jean-Paul Arsenault, Raena Parent, Shauna Barry, Philip Murphy, and Carol Murphy

**Absent:** Jeff Bysterveldt

## 1. Minutes of the November 23 meeting

Draft minutes were reviewed. No changes were made.

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

The minutes of the Special General Meeting held on November 23, 2022, will be presented for adoption at the Annual General Meeting. Raena will post the revised Bylaws on our website.

## 2. Chairperson’s Report – Dwayne McNeill

- Dwayne reported that members responded favourably to the proposal to purchase Sarah Wheatley’s truck for \$15,000. The truck will be used 6-8 months each year and stored the rest of the time. Raena will investigate insurance for the truck based on one principal driver and off-season storage options.
- In future, Raena will forward information received from the Watershed Alliance to Board members.
- A workshop entitled “Building Resilient Forests Post-Fiona” will be held at the Tracadie Community Center on March 11. It is sponsored by Nature PEI and the Woodlot Owners Assn. Raena, Lyndsay, and Charlotte will help with the workshop. Raena will forward details to Board members.

## 3. Treasurer’s Report

Lowell presented the Treasurer’s report for the months of November and December.

	<i>Chequing account</i>	<i>Savings Account</i>	
Opening Balance: Nov 1, 2022	\$139,655.47	\$71,464.40	
Less o/s cheques	\$6,508.11		
Plus deposits	\$39,308.98	\$179.27	(Interest)
Plus o/s cheques	\$2,736.43		
Less expenses	<u>\$21,802.62</u>		
Closing balance: Dec 31, 2022	\$153,390.15	\$71,643.67	

**Moved by Lowell, seconded by Shauna that the Treasurer’s report for November and December be accepted as presented. All in favour. Motion carried.**

- Jean-Paul reviewed the history of the Reserve Fund Policy; that work was done on it two years ago, but that it was never brought to the Board for final approval. The draft Policy will be sent to Board members with the draft minutes of this meeting and will be added to the agenda for the February Board meeting.

## 4. Office Update

- Raena reported that the owner of our office building, Austin McQuaid Rental and Leasing, is looking into repairs and upgrades, and estimates the cost of these to be approximately \$30,000. This would result in an increase in our rent from the present \$575 per month to a range of \$800 to \$1,000 per month, and the landlord would require a commitment from us for a three-year lease. Raena is not aware of the schedule for renovations should McQuaid’s decide to go ahead. She will ask them for a breakdown of costs and work to be done and indicate to the owners that we would be prepared to enter into a three-year lease providing the renovations suit our needs. Lowell pointed out that the WRTBWA has leased this space for six years or so and that the monthly rent has remained the same. Raena will check with McQuaid’s to confirm whether we can place a 20-foot container beside the building.
- Dwayne reported that he has checked into the cost of installing a septic system on our property on the Suffolk Rd.; approximately \$10,000. He will examine this further, and the matter will be brought to the Board for decision. Members agreed that we should adopt a three to four-year plan for our property and do a bit of work each year with a view to having our own building there eventually.

**Moved by Lowell, seconded by Philip that the WRTBWA purchase a used container from McQuaid’s Mobile Storage at a cost of \$5,500 and have it installed next to our office where the storage shed was located. Motion carried.**

**5. Field Committee Report**

- Shauna reported that the Committee has not met since the last Board meeting.
- Dwayne asked whether we should approach Tim Banks regarding his development on Tracadie Bay. Members discussed the pros and cons but no decision was made.
- In response to a question about the Living Labs Program overseen by the Watershed Alliance, Raena replied that we did not have time to put together a proposal for the 2023 field season but that we will consider projects for 2024. It was agreed that we should seek to partner with a potato producer.
- It was agreed that the Field Committee should meet soon to consider our HR requirements for the field season and to set the scorecard for the 2023-2024 in collaboration with Raena.

**6. HR Committee**

- Clare reported on the exit interview she and Jean-Paul had with Sarah. The bookkeeping function was raised as an issue; that perhaps it’s too much to ask of our Coordinator. Members discussed alternative approaches, and Raena was asked to contact the Stratford watershed group to see what response they received to a recent request for proposals for bookkeeping services. The issue will be discussed at the next Board meeting.
- Members agreed that we need a clearer policy for summer staff around safety practices and a policy on progressive discipline.
- It was agreed that Raena may approach 2022 summer staff who performed well and who may be interested in returning although funding is not in place

**7. Communications and Outreach Committee**

- Carol and Shauna presented draft terms of reference for the Committee. Members reviewed the proposal and identified ideas for social media posts and events. Raena was asked to approach the Immigrant and Refugee Services Association (IRSA) regarding a possible event. It was agreed that we should aim for one event per season.

**Moved by Jean-Paul, seconded by Clare that the Terms of Reference for the Communications and Outreach Committee be adopted as presented. Motion carried**

**8. Coordinator’s Report (sent in advance)**

- Raena reported that our new mailing address is P.O. Box 87, York, PE COA 1P0.

**9. Review of the Scorecard**

- Annual targets reached for most operations.
- Updates from last meeting: social media posts will appear at least weekly.

**10. Next Meeting**

- The next Board meeting will be held on Wednesday, February 15, at 7:00 pm at the office.

Meeting adjourned at 9:07

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Signature – Dwayne McNeill, Chair of WRTBWA

Date

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Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date