

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 February 19, 2025, at 7:05 pm

Present: Dwayne McNeill, Jean-Paul Arsenault, Kelly Watson, Philip Murphy, Roger Roy, Shauna Barry, and Raena Parent

Absent: Lowell Vessey, Matt Steeves, Cassandra Gautreau, Jeff Bysterveldt, Clare Martin, and Nik Neitz

1. Minutes of the January 15 meeting

Draft minutes of the January 15 meeting were reviewed.

Moved by Roger, seconded by Kelly, that the minutes of the meeting be adopted. Motion carried.

2. Report from the Chair

- Dwayne reported that the City has confirmed that we will receive a grant for the 2024-2025 fiscal year but that the amount is not yet known.
- Regarding an update of our Watershed Management Plan, Raena reported that she has discussed their current project with the Coordinator of the Belfast and Area Watershed Group. They have hired a consultant to assist in the creation of their plan, including organizing public consultations. Members discussed the best way to move forward. Raena was asked to keep in touch with the Belfast group so that we can assess their project, how satisfied they are with the consultant, etc., and provide an update to a future Board meeting.

3. Report from the Treasurer

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: Jan. 1, 2025	\$62,345.63	\$87,563.66
Less o/s cheques	\$1,368.96	
Plus deposits	\$1,559.56	\$295.88 (Interest)
Plus o/s cheques	\$5,788.21	
Less expenses	<u>\$19,954.51</u>	
Closing balance: Jan. 31, 2025	\$48,369.93	\$87,859.54

In the Treasurer's absence, it was decided to defer approval of the December and January reports to the March meeting.

4. 2024-2025 Budget Update and 2025-2026 Forecast

- Raena presented the budget update showing a projected surplus of \$38,650 for the current fiscal year.
- Members discussed Raena's suggested expenditures to March 31 in the amount of \$21,600 (pre-pay rent at \$17,000; purchase laptop at \$2,000; and purchase staff apparel at \$2,000) and it was decided to defer a decision on these until the March Board meeting.
- Members also discussed the 2025-2026 forecast prepared by Raena, with and without the City's grant. This item will be reviewed at the next Board meeting.
- Members discussed plans for the Suffolk Road property and what it would cost to prepare the site, install water and septic, and purchase a prefab office building. Kelly was asked to investigate whether we would qualify for a \$150,000 mortgage with our financial provider, Provincial Credit Union, and what the monthly mortgage payment would be.

5. Field Committee Report

- Raena reported that we do not have an appropriate project for funding under the Aquatic Ecosystem Restoration Fund (AERF) and that monitoring and research projects are not covered under this Fund.
- The YSI was sent for repairs, and we will replace the batteries on 3 depth loggers.

6. HR Committee Report

- Jean-Paul presented a suggestion from Raena that we consider creating the new position of Project Manager. The proposed position would be an extension of what Alexa MacPhail is currently doing as the Watershed Project Assistant with a focus on working alongside the Watershed Coordinator rather than field staff, and to take on project planning tasks when the Coordinator's focus is needed on accounting, HR, and general managerial tasks. This addition would increase organizational capacity and our ability to take on more wide-reaching, meaningful projects. The plan would be to train the Project

Manager in tasks presently known only to the Coordinator, such as payroll, so that another staff person would have at least basic knowledge of how to fill the Coordinator's role in her absence.

- Members agreed in principle with the proposal to create the new position.
- The HR Committee was asked to continue working on the proposal: to finalize the job description, assign a salary, and assess the impact of the additional expenditure on the FY 2025-2026 budget.
- Raena will circulate our current job descriptions to Board members.

7. Communications and Outreach Committee Report

- The Winter Hike took place on February 8 with approximately 50 participants.
- An Invasive Species talk took place on January 28; it was an online event due to inclement weather.
- Raena attended the Holland College Industry Connections Expo on February 13 and reported that we've received several CVs from students interested in working with the WRTBWA.

8. Coordinator's Report (sent in advance)

- Raena was asked to check if the City tests its drinking water for nitrate content.
- Regarding the proposed merger with the Brackley Bay group, Raena reported she spoke to the Watershed Alliance and her contacts at the Forest, Fish and Wildlife Division. They advise that it would be up to the two groups to negotiate a potential merger. Members decided that we will not pursue the matter further.

9. Review of the Scorecard

- Raena reported that we continue to make progress on several objectives and that most have been achieved or exceeded.

10. Next Meeting

- The next regular Board meeting will be held on Wednesday, March 12, at 7:00 pm at the WRTBWA office.

Meeting adjourned at 8:45

Signature – Dwayne McNeill, Chair of WRTBWA

Date

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date