

# 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 August 20, 2025, at 6:00 pm

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**Present:** Dwayne McNeill, Jean-Paul Arsenault, Clare Martin, Philip Murphy, Raena Parent, Alexa MacPhail and Shauna Barry

**Absent:** Matt Steeves, Kelly Watson, Lowell Vessey, Cassandra Gautreau, Roger Roy and Jeff Bysterveldt

## 1. Minutes of the July 16 meeting

Draft minutes of the July 16 meeting were reviewed.

**Due to the lack of quorum, approval of the minutes was carried over to the September meeting.**

## 2. Report from the Chair

- Dwayne reported that several Board members attended the staff field trip on August 8. He asked that our thanks be passed on to staff for an excellent experience.

## 3. Report from the Treasurer

|                                | <i>Chequing account</i> | <i>Savings Account</i> |
|--------------------------------|-------------------------|------------------------|
| Opening Balance: July 1, 2025  | \$91,655.47             | \$89,291.20            |
| Less o/s cheques               | \$2,472.99              |                        |
| Plus deposits                  | \$16,339.08             | \$269.57 (Interest)    |
| Plus o/s cheques               | \$1,753.79              |                        |
| Less expenses                  | <u>\$30,492.71</u>      |                        |
| Closing balance: June 30, 2025 | \$76,782.62             | \$89,560.77            |

**In Lowell's absence, it was decided to defer approval of the Treasurer's June and July reports to the next Board meeting.**

- Raena presented a budget update, indicating that revenues and expenditures for FY 2025-2026 are on target.

## 4. Field Committee Report

- Nothing to report.

## 5. HR Committee Report

- Raena reported that one of our field supervisors has informed us that he is seeking other employment. It was decided to extend his contract to the end of December at the latest.
- We have advertised for a Watershed Technician position that will be funded for at least 25 weeks.

## 6. Communications and Outreach Committee Report

- Clare reported that we've expressed interest in having another participant in the Youth on Board Program.
- Clare attended a planning session on the Seniors' College; they are looking for a session that is less lecture-based. Raena was asked to develop other options.
- Regarding the Watershed Workshop, Raena reported that we're waiting for a new contact to be identified at the English Language School Board.

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

- Raena reported that the FFWD did electrofishing below the dam on Hardy's Mill Pond on July 25 and caught 87 goldfish.
- Our new bookkeeper, Angela MacDonald, started switching accounts from Sage 50 Pro Accounting to QuickBooks. The change will not affect our FY 2024-2025 financials.
- It was agreed that we will hire Simply Financial to prepare our financial statement for FY 2024-2025.
- Members decided that our AGM will be held on October 22 at 7:00 at Glenaladale. Philip was asked to contact Bob Harding of Parks Canada who specializes in insect biology to see if he would agree to be our guest speaker. Shauna will speak to another person she knows who is an expert of bat biology as a second choice.
- Regarding development of our Suffolk Rd. property, Raena reported that we are having difficulty finding a surveyor. Despite having asked three companies for quotes, we've received only one in the \$4,000 to \$6,000 range. Dwayne agreed to look into other options.

**8. Review of the Scorecard**

- Alexa updated field operation numbers, indicating that we are on target.

**9. Other Business**

- There was no other business.

**10. Next Meeting**

- The next regular Board meeting will be held on Wednesday, September 17, at 6:00 pm at the WRTBWA office.

Meeting adjourned at 7:00

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Signature – Dwayne McNeill, Chair of WRTBWA

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Date

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Signature – Jean-Paul Arsenault, Secretary of WRTBWA

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Date