

**Minutes**  
**Winter River - Tracadie Bay Watershed Association**  
**Board of Directors Meeting**

Corran Ban Parish House

24 February 2015

7pm – 9:19pm

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**Present:**

George, Meghan, John, Sarah, David, Bruce, Lowell, Bernie, Don

Regrets: JP, Scott, Dominic, Don

**1) Board meeting welcome**

The meeting was called to order by George at 7pm.

**2) Review of minutes from last board meeting**

The minutes from the November and January meetings were read and accepted.

**3) Business arising from minutes**

- The annual snowshoe hike was held on February 21, and was a success with approximately 40 participants. John recommended, and it was approved by those in attendance, that Cathy Corrigan be reimbursed for her expenses in providing the chili, and that we give her a thank you card.
- The Living Shoreline training will be rescheduled as it was cancelled due to poor weather.

**4) Report from Chair**

George reported that he met with Sarah after the January meeting to offer her the position as Watershed Coordinator. She was the successful candidate from the hiring process. Sarah accepted.

- George met with Meghan and Sarah on February 15, 2015 to go over the agenda for this meeting.
- George also met with Luke Peters to discuss having him continue to work with the watershed in the 2015 season.
- George also met with John to discuss Field Committee issues.
- We need to finalize a work description for Sarah, and confirm her official start date. George, David, Bernie, Dominic and Sarah will work together to finalize this. Bruce will be away, but will review the work description by email and provide his input. The November job poster can be used as a starting point.

**5) Treasurer's Report**

Lowell assumed the duties of Treasurer effective January 1, 2015.

- The balance of the account as of Jan 31, 2015 was \$30,162.
- We received \$1450 from PEI Wildlife on Feb 3, and there are outstanding cheques of \$770, leaving a balance of \$31,323.00

**6) Committee Reports**

a) Communications

We have not had a committee meeting. However, we will schedule one to get a start on the spring newsletter.

We need to get signed letters from landowners to do work on their property. We have to send a letter to landowners every year to meet government rules. Some watershed groups are sending letters for longer time periods. Last year we only contacted landowners where we were going to be working.

Bruce advised that on PEI, you are allowed to cross woodland.

It was discussed that we should create self-addressed, stamped envelopes for all permission forms. Sarah will monitor responses and contact anyone who has concerns. When the letters are mailed, we can include a brochure or two with the letter for them, fridge magnets.

b) Field

John reported that the committee has not met recently. They will meet to discuss looking at work sites for 2015, and looking at landowner info.

Sarah has mapped Parcel #s and WGIS (Watershed Geographic Information System)

They will set up a meeting for March.

c) Funding and Finance

The committee did not meet this month. Bruce and Sarah have been working on funding applications.

George put forth that he would like to see a purchasing policy in place for this year. Last year, Luke kept track of his mileage, gasoline and receipts, and submitted them biweekly for reimbursement

We discussed whether there should be a limit for spending of this type without prior Board approval.

It was moved by Lowell and seconded by John that expenditures up to \$200 be allowed. Motion carried.

Any purchases in excess of \$200 or of capital equipment should be approved by the board.

d) External Relations

No report.

## **7) Coordinator's Report**

This month, Bruce finished work, and Sarah had some overlap in duties. Each submitted reports.

- See attachments
- Bruce provided a breakdown of the work he has left to do before he completes his duties as Watershed Coordinator, approximately 20 working days.
- Sarah has been compiling a binder for all of the policies and procedures of the WRTBWA.

## **8) Secretarial Duties:**

- Sarah took a leave from the Board starting in November. She subsequently resigned to accept the coordinator position.
- Meghan has agreed to act as secretary for the time being.

## **9) Location for the WRTBWA office**

- George brought the idea of a permanent home for the board office/supplies. John will ask about possible space in the Grand Tracadie Community Centre. There has been a lot of work done there this year with grant money.
- Lowell will look into possible space at the York Community Centre.

## **10) Other Business**

- There was discussion about the possible purchase of Pygmy velocity meters (which you carry with you). It's important to have a record of this information before the reductions. Thermo-recorders would be anchored in the stream.  
Bruce suggested going to the University for comment for an appropriate meter.  
Lowell stated that it is important to have info before Miltonvale Park pumping comes online.  
We need to consider automatic vs manual checks of meters.  
George will address this by email in the next few weeks.
- Lowell brought an item for a future agenda. With the upcoming provincial election, we should have our thoughts together, and ask that each candidate state their position on the watershed. Robert Vessey will no longer be the MLA for the district.

- Sarah asked for someone to consider acting as backup as webmaster for the webpage and Facebook page. Her sister, Amy, has been providing technical support, and Luke also has access to post information on Facebook.
- The Annual Meeting for the WRTBWA was scheduled for May 26, 2015. Location to be determined, but we will look at Corran Ban Parish Hall as the space worked well last year.

### 11) Next Meeting

The next meeting will be March 17, 2015, 7pm, Corran Ban Parish House.

### 12) Adjournment

The meeting was adjourned at 9:19pm.

### 13) Approval of Minutes

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Signature – George Coade, Chair of WRTBWA

\_\_\_\_\_  
Date

ORIGINAL COPY SIGNED

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Signature – Meghan McCarthy, Recording Secretary  
of WRTBWA

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Date