

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

Corran Ban Parish House

21 April 2015

7pm – 9:16pm

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**Present:** George, Meghan, John, Sarah, Scott, Lowell, Ben, Bruce

**Regrets:** JP, Dominic, Don,

**1) Board meeting welcome**

The meeting was called to order by George at 7:03pm.

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

The minutes from the March meeting were read and accepted as read. Moved by George, seconded by Scott that the minutes be approved. **Motion carried.**

**3) Business arising from minutes**

- VISA gift card to Cathy \$100, as asked by Bruce.
- Educational program in schools – Winter River & PEI Wildlife Federation put in an app to TD for a nitrate meter – Morell or Winter River or Wildlife Federation. Money available to maybe hire Luke to do education program in the schools. Nitrate meter is about \$2600, amount approved by TD was \$6000.
- Approval from Science Horizons to hire someone for 6 months – Luke.

**4) Report from Chair**

- George welcomed Will Horne, an articling clerk at Stewart McKelvey, who is interested in joining the board.

**5) Treasurer's Report**

- Balance at Mar 1 \$.
- Balance March 31 is \$

**6) Committee Reports**

- All tabled until the next meeting.

**7) Policy Manual**

- Sarah is continuing to work on the Policy Manual. The Table of Contents is now three pages long. She will continue to add relevant information. It is a work in progress, and it will be updated as need.
- Ben suggested that when supervisors are hired, we review the policy manual as part of their orientation.

**8) Organizational Chart**

- Bernie, Dominic, Sarah & George updated the job description for the Watershed Coordinator.
- George would like a reporting structure in place, so Sarah (as Coordinator) can ask chairs of each committee to field questions. It will spread out responsibility, rather than George answering all questions.
- Scott – from an Org Chart, coordinator reports to George. From a working perspective, coordinator can ask committee chairs for approval/clarification.

**9) Preparations for AGM (date, guest speaker)**

- a) a) Guest speaker – George made contact with Todd Dupuis. The election has been called since George spoke with him, and as a result he may not be available. George will make contact again to confirm. Alternate options:
- i) Farmer of the Year award winners – in the paper, but names unknown.
  - ii) Federation of Agriculture (John Jamieson Central Queens Wildlife chair) at Farm Centre.
  - iii) Ramona Doyle, Sustainability Coordinator in Charlottetown, what the city is doing.
  - iv) Donna Giberson Biologist at UPEI watershed ecology
- b) Amendments to bylaws, need to be reviewed by board 28 days before being voted on at AGM.
- Bylaws 8.1. Amendment that Bylaws could be amended by a Special Meeting called for that purpose.
- c) Nominating committee
- Don Mazer will be retiring from the board, plus one other vacancy: two vacancies.
  - John offered to chair the committee.

- d) Advertising for the AGM and the location of the meeting
  - Corran Ban Hall is reserved for the meeting May 26, 2015 at 7pm.
  - George will get it in the Tracadie Newsletter, Sarah has an ad drafted for the Guardian. CBC PSA phone number, Facebook page, Sarah drafted flyer.
  - Meghan will bring snacks. We'll also have beverages – water, juice, coffee

**10) Location for the WRTBWA office**

- We are still looking for a home. George also spoke to someone at Parks, but has not heard back. We have to make a decision.
- Ideally, we should have space big enough to have an office, store our supplies, and hold board meetings. Currently, field work supplies are stored in the shed, which was donated by Ben, at Luke's house.
- Lowell will bring it up at the Board of Stewards meeting at York United Church to see if they have available space.
- We can also put a written request in to York Community Council to ask about space at the York Community Centre. Lowell asked that Sarah draft it, and he will bring the request to the community council.
- John Hughes has a key to the Tracadie Community Centre, which may not be available until more work is done. John suggested Sarah, and anyone else who may be interested to take a look at the space.

**11) Other Business**

- a) Staffing will be left up to Field Committee. Staff will be paid with one week in reserve. Payroll for this year: Luke will track day to day, and will send to Sarah biweekly. She will do payroll deduction calculator online, and submit to Lowell to write cheques. He will then have PDFs of deduction reports.
- b) Field Committee – will meet to plan for the season. Ben can host at his office, so that maps/screens can be set up. Luke will be invited as well, as supervisor. Tuesday, April 28. Lab 215C, Holland College Charlottetown Centre, Kent St main doors, top of the stairs, 1:30pm. Sarah will send an email.
- c) Officer's Pond sub-committee has been set up as a result of the April 9 meeting. This sub-committee will report through Field Committee.
- d) Water monitoring equipment – we can get loan of temp loggers, Horizons funding for Luke to do work. We will order what we need. Forget about borrowing, don't have to worry that other equipment.
- e) Newsletter is drafted by Sarah: tentative dates for upcoming events.
- f) Nutrient mgmt. meeting: Sample bottles should be as clean/accurate as possible – Bruce & Sarah to discuss.
- g) Shoreline cleanup – George talked to Kim Gamble & Kara Grant (Parks Canada) who thought like the idea to combine efforts. We do this in May/June due to nesting birds. Bruce will contact Art Smith re fishers' involvement.
- h) Meeting related to nutrient mgmt. and wire worm, April 22, 2015. It was approved by the board that a \$200 honorarium be paid to Steven Watts for his presentation to the meeting. Eco-Action funding will cover this

**12) Next Meeting**

- The next meeting will be 19 May 2015, 7pm, Corran Ban Parish House

**13) Adjournment**

- Lowell moved that the meeting be adjourned at 9:16pm.

**14) Approval of Minutes**

\_\_\_\_\_  
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