

Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of a Meeting of the Board of Directors of the WRTBWA

Held on May 17, 2016 at the office of the WRTBWA at 13977 St Peters Road, Marshfield, PEI at 7:00 pm.

Present: George Coade, John Hughes, Bernie Fitzpatrick, Sarah Wheatley, Matt Steeves, Meghan McCarthy, J.P. Arsenault, Lowell Vessey, Will Horne,

Regrets: David Thompson, Scott Stephens, Ben Hoteling, Dominic Johnston,

George Coade was Chairperson of the meeting and Bernie Fitzpatrick was Secretary of the meeting as previously appointed. The Chairperson declared the meeting open at 7:00pm.

1. Minutes of the meetings held on April 19.

Draft minutes of the meeting held on April 19, 2016 and had been circulated with each member of the Board having an opportunity to comment. The adoption of the minutes was moved by J.P. Arsenault and seconded by Meghan McCarthy. Motion carried.

2. Matters Arising from the Minutes:

The proposed changes to the bylaws were approved by the Board via email and will be presented at the annual general meeting.

3. Chairperson's Report

George reported on several points of interests:

- The impact of the removal of the grant from the City of Charlottetown and how it will affect the work to be completed in the watershed this year.
- Mary Finch from the Watershed Alliance sent information on property insurance and whether we wanted to participate under that policy. Sarah is going to look into the feasibility and compare it to our present policy.
- Meeting date for election of executive following the annual meeting will be held on June 7, 2016 at 7:00pm at the office.
- We had a report from the City on the amount of water used in the past year.

4. Treasurer's Report

Lowell presented the financial report.

Opening Balance \$22,600.00 April 01, 2016

Closing Balance \$26,600.00 April 30, 2016

Main expenses: office rental, utilities. Workers Compensation and bank charges

Main Income: Wildlife Conservation Fund, Job creation tax credit

5. Field Committee's Report

John reported on behalf of the committee:

- A delegation met with the Friends of Covehead and Brackley Bay (FCBB) at their request to discuss the possibility of increasing the area of their watershed. The delegation brought back their proposal to the board for discussion. A motion was moved by J.P. that we change the area of land that would potentially be transferred from WRTBWA to FCBB by moving the boundary to Stanhope Lane. Matt seconded the motion. Motion carried.
- They are working with Sarah for planning the staffing for the summer.

6. External Relation Committee's Report

No report.

7. Coordinator's Report

The Coordinator's report was provided in writing and is attached forming part of the minutes. An overview was presented by Sarah Wheatley, Coordinator.

- Update on the confirmation of funding for 2016/2017.
- Progress on the hiring of staff with three staff starting in May.
- Training and workshop for watershed coordinators.
- Events in the community: Earth Expo, upcoming school field trips and tree planting for Dept. of Transportation, Infrastructure and Energy.

8. Communications Committee Report

This report was included in the coordinators report.

- There is still a need to have input for a media campaign.

9. Any other Business

- **Annual Meeting Tasks.** The annual meeting will be held on May 24, 2016 at 7:00 pm at the Corran Ban hall. George will chair the meeting. Meghan will introduce the guest speaker. Matt will be in charge of the election of board members. Meghan will present the changes to the bylaws. Bernie and Meghan will take care of the social.
- **Evaluation Committee:** J.P, Meghan, John and George to conduct performance review of watershed coordinator.

10. Next Meeting

June 21, 2016

11. Adjournment

The Chairperson declared the meeting closed at 9:00 pm.

Signature – George Coade, Chair of WRTBWA

Date

Signature – Bernie Fitzpatrick, Secretary of WRTBWA

Date

**Winter River – Tracadie Bay Watershed Association
Matters Arising from the Minutes**

Item code	AGENDA ITEM	ACTION REQUIRED	PERSON RESPONSIBLE	STATUS
June-1	Previous Coordinator's report	Provide recommendation to board on Nitrate Report	Committee: Dominic, Bruce and Matt	open
Dec-8	Communications Committee	Follow up on partnering with a business owner to for a television commercial		open
Dec-8	Coordinators Report	Decision on banked hours	George, Sarah and Scott	open
Jan -11	Any Other Business	Report from Officer's Pond Subcommittee	George, Sarah, Scott	open
May-17	Chairpersons Report	To investigate the insurance policy from the Watershed Alliance	Sarah	open