

Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on June 21, 2016 at the office of the WRTBWA at 13977 St Peters Road, Marshfield, PEI at 7:00 pm.

Present: George Coade, John Hughes, Meghan McCarthy, Sarah Wheatley, J.P. Arsenault, Cathy Corrigan

Regrets: Scott Stephens, Lowell Vessey, Will Horne, Matt Steeves, Bernie Fitzpatrick

George Coade was Chairperson of the meeting and Meghan McCarthy was acting Secretary of the meeting as Bernie was out of province. The Chairperson declared the meeting open at 7:05pm.

1. Minutes of the meetings held on May 17, 2016.

Draft minutes of the meeting held on May 17, 2016 were previously emailed with each member of the Board having an opportunity to comment. As there was not a quorum, approval was tabled for the next meeting.

2. Matters Arising from the Minutes:

Tree planting for TIE – invoice sent. Concerns about soil quality where trees/shrubs were planted will be brought to TIE.

Mary Finch – following up on her email, our existing insurance policy has been renewed.

3. Chairperson's Report

- George will send out an agenda a week before the meeting next month.
- Rec'd a letter from Parks, Species at risk – Piping Plover and the St Lawrence aster.
- City funding – we've received a cheque for \$32,000.
- John te Raa sent a letter on CBC on annual meeting that we had. CBC contacted Sarah to do a story on city funding. Funding came through, so we passed on the interview.
- Mary Finch sent a note on water monitoring. It was for rivers which had salmon in them. Not applicable to our watershed.
- Climate change adaptation strategy – meeting on June 27 at West Royalty Hall.
- Watershed boundary – George spoke with Verner last Friday afternoon. FCBB still wants to sit down to talk about boundaries. We will hold on what was offered to FCBB. Talks will continue.
- George asked Sarah to put the bylaws on the WRTBWA website.

4. Treasurer's Report

Sarah presented the financial report provided by Lowell in his absence.

Opening Balance \$26,591 May 01, 2016 Closing Balance \$33,173 May 31, 2016

Main expenses: staff salaries Main Income: EcoAction (final 2015/16 payment)

5. Field Committee's Report

Addressed in Coordinator's Report.

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.

Silt trap – have permit. Have credit with Island Coastal. Sand bag, excavate, remove sand bag. Brackley and Cudmore branches usually go dry in August. John doesn't believe the silt trap has ever been dug out.

8. Communications Committee Report

This report was included in the coordinators report.

9. Election of Committee chairs and members

- George proposed setting up terms of reference (TOR) for each of the committees. J.P. pointed out that there already TOR for External Relations. Sarah is a de facto member on all the committees.
- Communication – Facebook, website, door-to-door, newsletter, community events, media input. Cathy, Meghan, Sarah
- Field – John, George, Matt, Scott
- External Relations - George, J.P., Will

10. Program Funding – see Coordinator's report

11. Staffing/hiring process, training and work duties

Sarah also gave an overview of staffing for this year, and breakdown of what they are working on so far and plans for the rest of the season.

12. Officers Pond Report

Bathymetry – Rosie M recommended getting aerial photographs and comparing open water/emergent plants. Method is sound, but need a better boat, use GPS measurements, and she recommended not spending more than a day on measurements.

Sarah will send Pond Data report to Board. The report was also sent to landowner.

13. Newsletter

Has been emailed, but not printed due to budget issues.

14. Beach Clean up

Sarah got another email from Sean Ledgerwood asking about beach cleanup. Sarah showed the map of what area was cleaned up last year. Decided not to participate in a beach cleanup at this time.

15. Next Meeting

July 19, 2016

16. Adjournment

Meghan moved that the meeting be adjourned at 8:34 pm.

Signature – George Coade, Chair of WRTBWA

Date

Signature – Meghan McCarthy, Acting 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	complete