

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 March 20, 2024, at 7:00 pm

Present: Dwayne McNeill, Jean-Paul Arsenault, Raena Parent, Lowell Vessey, Philip Murphy, Jeff Bysterveldt, Clare Martin, Cassandra Gautreau, and Loman Cannall

Absent: Matt Steeves and Shauna Barry

1. Minutes of the February 21 meeting

Draft minutes were reviewed and Raena was asked to make several minor changes.

Moved by Lowell, seconded by Philip that the minutes of the meeting be adopted. Motion carried.

2. Report from the Chair

- The tribute to deceased Board member George Coade is on our website and Facebook page.
- Dwayne had nothing to report.

3. Report from the Treasurer

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: Feb. 1, 2024	\$89,145.92	\$85,401.27
Less o/s cheques	\$1,555.68	
Plus deposits	\$6,028.90	\$128.92 (Interest)
Plus o/s cheques	\$2,396.24	
Less expenses	<u>\$40,786.94</u>	
Closing balance: Feb. 29, 2024	\$55,228.24	\$85,530.19

Moved by Lowell, seconded by Clare that the Treasurer's Report for February 2024 be adopted as presented. Motion carried.

- Lowell pointed out reasons why expenses were higher than normal in February: we pre-paid rent for all FY 2024-2025, and several items were purchased using funds that had to be spent before the end of the fiscal year.
- Raena presented a budget review for FY 2023-2024 showing that budgeted expenditures were \$255,394 and projected to year-end are estimated at \$277,053.
- Raena responded to several questions about the FY 2024-2025 budget, currently estimated at \$251,550.

4. Field Committee Report

- The Committee will meet on March 25 to review the proposed scorecard and the staffing and workplan for FY 2024-2025.

5. HR Committee Report

- Clare reported that the Committee met on March 18. Raena explained that she is considering modifications to the job duties for the two Field Supervisor positions so that one would have more responsibility for administrative functions and the other would have more responsibility for field operations. The objective of the change is to give the Coordinator more flexibility and an opportunity to spend more time in the field. Board members agreed with the proposal and Raena was asked to begin discussions with our two 2024 Field Supervisors to test the idea.

6. Communications and Outreach Committee Report

- The Committee will meet on April 3.
- Clare reported that development of the lesson plan for Grade 5 and 6 students in collaboration with the Department of Education's curriculum consultant is going well.
- We have been asked to consider offering an activity to the PEI Wild Child's Young Ecologists' Camp in August for 11-14-year-olds and a list of possible activities is being worked on.
- Clare reported that a spring birding workshop is being planned in collaboration with the Glenaladale Heritage Trust.

7. Coordinator’s Report (sent in advance)

- Raena reported that \$16,200 has been approved for FY 2024-2025 to update the Watershed Management Plan. The funds will be provided by the Watershed Alliance
- Several funding applications have been sent to funding agencies: similar to FY 2023-2024.
- Board members had several questions about the \$1 million ACOA disaster relief fund administered by the Watershed Alliance. The WRTBWA received \$36,218 in FY 2023-2024. Most was used to hire a professional company for chainsaw work considered too dangerous for our field crew, and the remainder was spent for wages for our staff, and chainsaw equipment.
- It was agreed that each staff member will be given two WRTBWA shirts, one sweater, and one hat.
- Members discussed plans for building bird and bat boxes. Staff usually do this work on rainy days. It was agreed that we should give any surplus to groups we interact with, school groups for example, and to interested watershed residents, including installation, where required.
- Members approved a request from the Watershed Alliance to rent space to store a 10-foot trailer and planting equipment at \$100/month.

8. Review of the Scorecard

- Raena reported no significant change from the January numbers; all goals are on target.
- She presented a draft scorecard for FY 2024-2025 showing several increased targets. The Field Committee will review the new targets and report to the next Board meeting.

9. Other Business

- Consideration is being given to setting up direct deposit for staff paycheques. Raena explained that the e-transfer option recommended by the Credit Union would require a second signature from an authorized Board member. It was agreed to defer this item to a future meeting pending further information.
- We will attend the PEI Career Fair at the Murchison Center on March 26 with the Watershed Alliance.

10. Coordinator’s Evaluation (discussion held in camera)

- Dwayne, Philip, and Jean-Paul met with Raena on March 11.
- Jean-Paul emailed a revised Pay Plan to Board members on March 18.
- The WRTBWA Pay Plan was assessed, with input from Raena regarding the Field Supervisor, Chainsaw Operator, and Summer Staff positions, and the Watershed Alliance provided information on salaries for Coordinator positions across the province.

Moved by Jean-Paul, seconded by Lowell, that we adopt the Pay Plan as recommended and award Step 2 to Raena on her anniversary date of May 1. Motion carried.

11. Next Meeting

- The next regular Board meeting will be held on Wednesday, April 18, at 7:00 pm at the WRTBWA office.

Meeting adjourned at 9:00.

Signature – Dwayne McNeill, Chair of WRTBWA

Date

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date