

BAY OF FUNDY ECOSYSTEM PARTNERSHIP (BOFEP)
***** ANNUAL GENERAL MEETING *****

Cornwallis Park, Cornwallis, Nova Scotia
Thursday, September 30th, 2004
5:30 pm to 6:25 pm

Participants: **Graham Daborn**, Acadia Centre for Estuarine Research (Chairperson); **Amanda Tree**, Acadia Centre for Estuarine Research (Scribe); **Rabindra Singh**, DFO; **Roger Outhouse**, Bay of Fundy Discovery Centre Association; **Marianne Janowicz**, NB Dept. of Environment & Local Government; **Vanessa Paesani**, University of New Brunswick; **Gerhard Pohle**, HMSC; **Andy Didyk**, University of New Brunswick; **Alison Evans**, Coastalplanners; **Brian Craig**, EMAN; **Al Hanson**, Environment Canada; **David Scarratt**, Bay of Fundy Marine Resource Centre; **Maria-Ines Buzeta**, DFO; **Mike Brylinsky**, Acadia Centre for Estuarine Research, Acadia University; **Danika van Proosdij**, Saint Mary's University; **Hank Kolstee**, NS Dept. of Agriculture & Fisheries; **Justin Huston**, NS Dept. of Agriculture & Fisheries; **Marie-Helene Theriault**, University of Moncton; **Francine Rousseau**, Environment Canada, Dartmouth; **Claudette LeBlanc**, ACZISC Secretariat; **Mark TeKamp**, Dalhousie University; **Jon Percy**, Bay of Fundy Ecosystem Partnership; **Karen Beazley**, Dalhousie University; **Andy Sharpe**, CARP; **Colleen Mercer Clarke**, Coastlands Consultants; **Jocelyne Hellou**, DFO; **Bob Pett**, NS Transportation & Public Works; **Mike Butler**, ACZISC; **Barry Jones**, Bay of Fundy Ecosystem Partnership, (Treasurer); **Maxine Westhead**, Dept. of Fisheries and Oceans; **Peter Wells**, Environment Canada; **Patricia Hinch**, NS Dept. of Environment & Labour.

Regrets: **Renee Wissink**, **Art MacKay**, **Tim Vickers**, **Dave Duggan**, **Larry Hildebrand**, **Robert Rangeley**

1. Welcome and Introductions

Graham Daborn called the meeting to order and welcomed all to the BoFEP Annual General Meeting. He introduced himself and Amanda Tree, the BoFEP Coordinator; Jon Percy, the Organizer of the 6th BoF Workshop; and Peter Wells, the Coordinator of Science in the organization. Graham Daborn mentioned that the minutes from the previous AGM were located on side table and asked that all please sign in attendance sheets also located on the table.

2. Additions to/Acceptance of agenda

The following addition to the agenda was requested by Graham Daborn;

- SGSL presentation to be made by Nadine Gauvin as item 8c.
- BoFEP Past-Chair Position as item 8d added by Barry Jones.

3. Minutes of April 24th, 2003 AGM

The minutes were reviewed and Peter Wells noted that the year should be included with the date of the last AGM and that his name was listed under the regrets, however, he had attended. No other changes were made.

Motion to accept the minutes as amended (Barry Jones)

Second (Marianne Janowicz)

Motion Carried

4. Business arising

Action Item 1 - It is particularly important to move ahead with the mining working group, as this is an increasingly important issue both NS and NB – Graham Daborn mentioned that the mining WG was changed to the Resource Development WG and the Steering Committee had been asked to look for someone to chair the WG but had not found one. He asked if there were any volunteers or recommendations. None were offered.

Action Item 2 - Gordon Fader will be invited to speak at one of the upcoming Steering Committee meetings to discuss mining issues in the Bay of Fundy. – Graham Daborn mentioned that it had not taken place thus far.

Action Item 3 - The Steering Committee was charged with finding an auditor for the present fiscal year. – Barry Jones mentioned that this had been done and would be discussed later in the agenda.

Action Item 4 - The Steering Committee was asked to consider holding a one day mini workshop to consider mining issues in and around the Bay - possibly in conjunction with the MRC. – Graham Daborn stated that this had not been dealt with thus far.

Action Item 5 - The Huntsman Marine Science Centre in St. Andrews, NB will be the location for the 2006 Workshop. Someone from the Centre should begin to make initial plans soon. – Graham Daborn said that this would be discussed later.

5. Financial Report

Barry Jones spoke about the Financial Statement for 2003-04 and noted that there were 2 main elements of funding; BoFEP Inc., the bank account he oversees and Acadia University. Barry Jones stated that we had started off the year with \$29,781 with BoFEP, and \$10,581 at Acadia University which gave us a balance of \$40,362. Our total cash revenues for the year equaled out to \$73,757, and total expenses equaled out to \$77,785. Had money at Acadia which was used for the 5th BoF Workshop proceedings, which brought the total amount of BoFEP funds at Acadia down to zero. Barry Jones mentioned that Environment Canada had required an audit of the 2003-2004 year for BoFEP, so he had gone to an auditor and had received the final copy which was circulated to those interested. Barry Jones mentioned that there was a difference between the auditor's numbers and his numbers due to the BoFEP Coordinator contract which had been paid up to March, 2005 the auditors could not write it off, like he had. He mentioned that the audit had been sent to EC as requested.

Motion to accept the 2003-2004 financial report (Patricia Hinch)

Second (Marianne Janowicz)

Motion Carried.

Barry Jones mentioned that at the last SC meeting the 2004-2005 budget was set that would cover all of the available funds, leaving us \$5000 for our required carryover. The budget as of September 27, 2004 stated the total revenues generated were \$67,730 and the expenses to date were \$20,000. Graham Daborn stated that there were no copies of the budget available at this time, but it could be sent out later and they could sign off on authority to allow the SC to approve the budget later. Claudette Leblanc mentioned that she had the financial statement that was sent out on September 18th. Barry Jones said that is was the same as that but with 4 additional bills and the addition of up \$2,500 that Peter Wells would be picking up for the bibliography project. Claudette Leblanc asked if we could accept the September 18th budget since it had been emailed out to the members. All agreed with this. Barry Jones mentioned the following as a summary of the in and output of the September 18th budget;

Administration	\$1,500	Communications/Promotions	\$5,000
Meeting/Travel	\$4,000	Projects	\$13,389 (GoMC project)
5th Workshop	\$12,000	Working Groups	\$41,500 (based on 7 requests)
6th Workshop	\$17,696	Budgetary Carryover	\$5,000
Total Expenses	\$100,085		

Barry Jones mentioned that changes that had taken place since the September 18th budget were as follows;

Audit	\$1,600 (code 4160 - turned out to be more expensive then the originally budgeted \$800)
WG – Comm. /Web Site	\$2,500 (code 4680 – Peter Wells contributed \$2,500 for the Projects \$5,000 funds, the extra \$2500 was distributed amongst smaller things.

Motion to accept the BoFEP 2004-2005 budget with the mentioned changes (Justin Huston)

Second (Patricia Hinch)

Motion Carried.

6. Work Plans and Proposed Budget for 2004-2005

Graham Daborn mentioned that the 2004-2005 workplan had previously been approved and had been submitted to Environment Canada for funding and the budget was previously discussed.

7. Steering Committee/Management Committee report

Graham Daborn reported on the activities during the past year for both the Steering and Management Committees. There had been 7 Management Committee meetings, most of which had been by conference calls. The Steering Committee had met 5 times and quorum was present at all meetings. Both committees work well together and have a good interface between the WGs and BoFEP. Graham Daborn mentioned that they had some problems with obtaining funding to match the funding from Larry Hildebrand, but we had received funding for the Integrated Fisheries Management Project from the EJLB Foundation. He also mentioned the agreement with BoFEP and the GoMCME for \$10,000US that had been committed to a GIS project and some BoFEP publications. Peter W. clarified that the \$10,000 US agreement from the GoMC was for 3 years with the first year committed mainly to the GIS project and that an additional \$10,000 from Environment Canada was also given to support the project. The funding from the GoMC for the next two years had not been assigned and the work that it would be used to support must meet some of the objectives of the GoMC.

8. Other business

- a) **Location of 2006 Workshop** – Graham Daborn mentioned that the Huntsman Science Marine Centre had been suggested but had not been finalized. Gerhard Pohle from Huntsman offered his support for this, but mentioned that Huntsman was undergoing some organizational and physical changes that were ongoing and taking up people's time. He was concerned of that they would not be able to accommodate a large number of sessions due to all of the people expected to attend the next workshop. Gerhard Pohle suggested maybe the Algonquin, but stated that it did cost. Marianne Janowicz encouraged Gerhard Pohle. to try to work it out with Huntsman, and possible alter the set-up of the workshop so that it would be able to be held there. Gerhard Pohle said that it would need to be smaller groups in the sessions. Colleen Mercer Clarke mentioned that at the Algonquin they had a good rate for workshops if you hold it after the prime season and they also had reasonable rates at the hotel. Graham Daborn felt that we should leave Huntsman as the primary location and look into others as options if required. Gerhard Pohle said that he would continue with this and would readdress the issue of Huntsman at the next AGM.
- b) **BoFEP - Gulf of Maine Council Agreement** - Graham Daborn mentioned that this had already been addressed and that Patricia Hinch and other members who sit on the GoM WG had helped to lead this. Graham Daborn added that this was not an entirely popular idea to have a separate agreement with BoFEP for many of the US participants, specifically because BoFEP does not have a large US membership status. Graham Daborn felt that should look into building this up and mentioned that there were a few from the US attending the workshop including Peter Larsen.
- c) **SGSL Presentation** - Nadine Gauvin from the SGSL thanked all for allowing her to speak at the BoFEP AGM. She mentioned that she had been the SGSL Executive Director of Operations for the past 6 years. The SGSL is similar to BoFEP have the fact that they also have a Steering Committee and Management Committee. She mentioned that the SC would meet quarterly and the MC more often as needed. Nadine Gauvin stated that the Coalition's mandate involved; helping communication, networking and information sharing; organizing and facilitating meetings, workshops or forums; monitoring the progress of executed strategies and policies; helping communities grow and achieve their sustainability goals; and also to promote sustainability. She mentioned that the Coalition's partners included; Government agencies, Industry, Community groups, NGO, First Nation, and the public at large. Nadine G. mentioned that they have some WGs like ours and that perhaps we could work together with them in order to cut down on some overlapping. She felt that BoFEP was more science orientated with their research and that SGSL was more into community groups but believed that we could work well together on various projects that are of interest to both groups. Nadine Gauvin suggested having a few members of both SC meet to discuss the possibility of a joint WG, topics for a joint workshop and partnership initiatives. Graham Daborn mentioned that the BoFEP SC had talked about doing this at meetings and had shown interested in progressing with it.
- d) **BoFEP Past-Chair Position** – Barry Jones mentioned that it had come to his attention that Graham Daborn may not stay on as the Chair of BoFEP, Graham Daborn said that this was correct. Barry Jones suggested that we propose the creation of the position of Past-Chair for the following year. He mentioned that this could not be done this year due to the time required.

Motion to accept the establishment of the position of Past-Chair to be functional in principle until the next AGM
(Barry Jones)

Second (Justin Huston)

Motion Carried. (One contrary vote submitted by Graham Daborn)

9. Nominations and Election of Steering Committee

Michael Butler mentioned that there were 3 people on the nominating committee; Alison Evans, Jamey Smith, and himself. The responsibility of the committee was to come up with potential SC members to a maximum of 24. Michael Butler mentioned that it had been very time consuming task since many people did not respond. Following are those who had agreed to stay on the BoFEP SC;

- 1) Michael Butler - *alternate Claudette Leblanc*
- 2) Thierry Chopin
- 3) Graham Daborn
- 4) Dave Duggan – *alternates Maria-Ines Buzeta and Maxine Westhead*
- 5) Al Hanson
- 6) Steve Hawboldt
- 7) Francine Rousseau – *will be replacing Larry Hildebrand*
- 8) Patricia Hinch
- 9) Marianne Janowicz
- 10) Barry Jones
- 11) Jon Percy
- 12) Robert Rangeley – *alternate not yet assigned*
- 13) Jamey Smith
- 14) Amanda Tree
- 15) Peter Wells

16) Renee Wissink

Michael Butler then listed the following nominations that had been made earlier;

17) Danika van Proosdij

18) Rabindra Singh

19) Sean Smith

20) David Scarratt

He asked the floor for any nominations for the 4 remaining seats and mentioned that they were short on community groups, industry, and first nation reps. Nominations from the floor were offered and accepted for ;

21) Mark TeKamp

22) Hugh Akagi (*Graham Daborn accepted on his behalf*)

23) Colleen Mercer Clarke (*nominated after adjournment; to be ratified by SC*)

24) Gerhard Pohle (*nominated after adjournment; to be confirmed and ratified by SC*)

Motion to accept the 22 nominated members for the BoFEP Steering Committee (Michael Butler)

Second (Barry Jones)

Motion Carried.

Motion to instruct the By-Law committee to work on amendment for next AGM to SC alternatives voting capabilities (Barry Jones)

Second (Dave Scarratt)

Motion Carried.

10. Date and Location of the next AGM

Graham Daborn stated that we needed to determine the location for the next AGM. Justin Huston suggested having the meeting in Sackville, New Brunswick; Peter Wells suggested holding it at Huntsman Marine Science Centre. Gerhard Pohle said that it could be held at Huntsman so long as it was in September. Barry Jones suggested leaving the decision of the date of the AGM up to the chair of BoFEP to be determined at a later date. Graham Daborn asked if this was allowed - Barry Jones stated that it was allowed.

Motion to hold the next Annual General Meeting at the Huntsman Marine Science Centre in St. Andrews, New Brunswick, and to leave by the call of the chair the exact date of the next AGM. (Barry Jones)

Second (Peter Wells)

Motion Carried.

11. Adjournment

Graham Daborn declared the meeting adjourned at 6:25 pm.

ACTION ITEMS

**Bay of Fundy Ecosystem Partnership
Annual General Meeting**
Champlain Hall, Cornwallis Park, Nova Scotia

September 30th, 2004 5:30 pm – 6:25 pm

1. A Chair for the Resource Development Working Group will be found in order to get the WG moving ahead.
2. Gordon Fader will be invited to speak at an upcoming Steering Committee meeting in order to discuss the mining issues in the Bay of Fundy.
3. The Steering Committee will be asked to consider holding a small one day workshop concerning mining issues in and around the Bay of Fundy - possibly in conjunction with the MRC.
4. The Huntsman will be looked into as a possible location for the 7th BoF Workshop. The Algonquin Hotel will be considered should the Huntsman facilities be found not suitable.
5. The Steering Committee will consider holding a meeting with the SGSL Coalition in order to discuss the possibility of a joint WG, topics for a joint workshop and partnership initiatives.
6. The position of the BoFEP Past-Chair will be ratified the next AGM.