

Bay of Fundy Ecosystem Partnership

2005 Annual General Meeting

Minutes

Boardroom, Huntsman Marine Science Centre, St. Andrews, NB.
Wednesday, October 26th, 2005, 1:30 - 4:30 pm

Present: Present: **Barry Jones** (chair), **Pat Hinch**, **Peter Wells** (Environment Canada), **Graham Daborn** (Acadia University), **Nancy Roscoe-Huntley** (scribe) (Acadia University), **Marianne Janowicz** (NB Dept of Environment and Local Government), **Rabindra Singh** (DFO), **Sean Smith** (Contractor), **Claudette LeBlanc** (ACZISC), **John Allen** (NATECH), **Larry Hildebrand** (Environment Canada), **Maria-Ines Buzeta** (DFO)
Guests: Gerhard Poole and Rob Stevenson (St. Andrews)
Regrets: J. Percy, M. TeKamp

1) *Welcome and Introductions*

B. Jones called the meeting to order and welcomed all to the BoFEP Annual General Meeting. He noted that since registry numbers needed to calculate quorum could not be verified, the chair accepted the number present as being a quorum, but that any significant decisions would be followed up by an e-mail vote of the full BoFEP membership.

2) *Additions to/Acceptance of Agenda*

The agenda had been circulated and the following change was made - "agenda number 8- Working Group Activity Overview" to be replaced with Costal Forum Process which was initiated at 5th workshop in Wolfville. A new item on GeoConnections was added under Other Business. Remainder was acceptable as circulated.

3) *Minutes of September 30th, 2004 AGM*

Barry indicated a wording clarification on Agenda number 5 – Financial Report – the sentence beginning on line 9: change "the auditors could write it off, like he had" to read "this was not an error, but simply a matter of recording pre-paid coordinator salary differently-- this was done. This year's audit has also been completed and was circulated by Barry. He noted it was much simpler and cheaper due to not having accounts at Acadia.

Motion to accept the minutes as amended, Graham Daborn. **Second:** Pat Hinch

Motion Carried.

4) *Business arising*

Action Item 1 A Chair for the Resource Development Working Group will be found in order to get the WG moving ahead.

No chair has yet been identified at this time – any unfinished business will be directed to the Steering Committee for any required follow up.

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 to carry forward on this action item.

Action Item 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.

It has been suggested that this workshop should be considered along with Action Item 2 and that the Steering Committee should follow up on this item.

Action Item 4 - The Huntsman will be looked into as a possible location for the 7th BoF Workshop. The Algonquin will be considered should the Huntsman be found not suitable.

Gerhard **Poole** will join the meeting to discuss this item later in the meeting under item #10.

Action Item 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.

A meeting was held with representatives of the Southern Gulf Coalition and it was agreed that there should be further discussion. In an effort to coordinate this, a letter will be sent to Ms. Nadine Gauvin, Executive Director, inviting her to the next Steering Committee Meeting.

Action Item 6 - The position of the BoFEP Past-Chair will be created for the next AGM.

This item will be discussed at today's meeting under 7 – Constitution/By-Law Changes.

5) **Financial Report/Appointment of Auditor**

Pat reviewed the year-end report for 2004-05

Total balance forward: \$53,840

Total cash revenues \$68,348

Grand total revenues of \$122,188.

Plus total in-kind revenues \$253,700

Total expenses \$100,747

Year-end balance \$21,441 (carried forward to this year)

Copies of the circulated financial reports have been circulated and were available at the meeting.

Motion to accept the 2004-2005 financial report: **Graham Daborn, second: Claudette LeBlanc**

Motion Carried.

Treasurer P. Hinch circulated and summarized the 2005-06 budget as passed by the Management Committee at their meeting immediately prior to this AGM: \$66,400 is available to be allocated for the current year. Pat outlined the allocations and rationale behind them.

1) All active working groups listed will have a budget of \$1000. The exception is for very active groups that may have outstanding expenditures.

2) Peter discussed the current contract with Jon and problems with the remaining funding. BoFEP will need to redirect \$5,500 to top-up Jon's contract. It was agreed that \$4,000 from the fact sheet allocation will be defined as salary and the other \$1,500 will be from BoFEP travel funds.

3) Also, there is not a bill yet from ACER for secretarial services earlier this year.

At the morning's AGM, approval was given for Pat Hinch to purchase a laptop computer to assist her with BoFEP Treasurer duties. A price quote has been requested and we will go with the best price quote. Approval was given for a laptop computer system up to \$3,000 plus a high-speed internet connection for 6 months and will be charged to office services

Larry discussed the funding provided during the last number of years by Environment Canada. They now have a much stricter view of contracts so it is taking more time finalizing this past year's funding. He indicated that both parties have now signed off on the contracts.

Appointment of an Auditor

Motion to approve that current auditors, Teed Saunders Doyle, be appointed as auditors for the upcoming fiscal year was made by Pat Hinch, **second:** G. Daborn.

Motion Carried.

6. **Steering Committee/Management Committee Report**

Barry outlined his report which will become part of the minutes.

No other reports provided at this time.

7. *Constitution/By-Law Changes*

Proposed Changes to Constitution relative to position of Past-Chair and Quorums

(1) Article 4 - Membership:

Change last sentence to read “The quorum for Annual General Meetings shall consist of 25 members or 10% of the recorded membership, whichever is the lesser.”

(2) Article 5 - Steering Committee:

Change first sentence to read “...the Steering Committee shall consist of not more than 24 elected members plus the immediate Past-Chair, and...”.

Change last sentence to read “The quorum for its meetings shall consist of one-third of the number of its elected members, with 2 weeks notice given.”

(3) Article 6 - Officers:

Change first sentence to read “There shall be five Officers of the Partnership, namely Chair, immediate Past-Chair, Vice-Chair, Secretary and Treasurer. Except for the immediate Past-Chair, they shall be elected...”.

(4) Article 7 - Management Committee:

Change first sentence to read “...the Management Committee consists of the five Officers...”.

Change last sentence to read “The quorum for Management Committee meetings shall consist of four members, not including the immediate Past-Chair, with 3 days notice given.”

Motion to change the Constitution as proposed, M. Janowicz, **second** Sean Smith.

Motion Carried.

Proposed Changes to By-Laws relative to position of Past-Chair and Alternates

(1) Item 20:

Change first sentence to read “...the number of elected members of the Steering Committee shall be...”, and add at end “The immediate Past-Chair shall be an ex officio member of the Steering Committee.”

(2) Item 30:

Add at end “However, Steering Committee members may identify an alternate BoFEP member who will attend specific meetings in their stead with full voting rights.”

(3) Item 31:

Change first sentence to read “The Management Committee of the Partnership shall be a Chair, the immediate Past-Chair, a Vice-Chair...”

(4) Item 32:

Delete “non-voting” in last sentence.

Motion to amend the By-Laws as proposed, Larry Hildebrand, **seconded** by Rabindra Singh
Motion carried.

Barry indicated that all Constitution and By-Law decisions made at today's meeting would be sent to the membership for ratification via email.

8. ***Working Group Activity Overview*** replaced with "***Coastal Forum Process***"

The Coastal Forum Process dates back to the 5th Science Workshop held in Wolfville. Part of the process was assessing issues regarding the state of the health of the Bay. It was suggested that another session should be held at some point.

Rob Stevenson provided some suggestions for linkages and other initiatives were discussed. It was agreed that there is a need for a public participation component of the workshop to get a sense of ecological change over time. This issue would be directed to the Steering Committee to review and provide direction to come up with the best approach. Rob should be invited to the next Steering Committee meeting and perhaps have direct discussion with Joe Arbor to move plans in the same direction.

9. ***Work Plans and Proposed Budget for 2005-2006***

A request for budgets was forwarded to all working groups by the chair. Major categories have been maintained. Any concerns or questions should be directed to the Chair or through the BoFEP Secretariat and will be discussed at the next Steering Committee meeting.

10. ***BoFEP 7th Science Workshop Report-***

Gerhard Poole – chair of both the logistics and program committees for the 7th BoFEP Workshop briefed the group on the progress to date. The workshop will be held from October 25th to 27th at the Fairmont Algonquin Hotel, St. Andrews. The last meeting was held on September 2nd with a well represented group consisting of university, NGO, and government reps. Gerhard noted that there was an overriding factor to focus not only on science but on public information and community orientation, and not have 'closed science' workshop. Issues should include climate change, ecosystems and public awareness, education, first nations and watershed issues. A rough outline is being finalized and time lines are being prepared. Discussion focused on sponsorship, collaborators for funding and agreeing upon critical elements over the next few months. Local involvement with teachers will be established and it was hoped poster submissions might be possible. Gerhard will be asked to present information at future Steering Committee meetings.

11. ***Other business***

GeoConnections

Pat has been contacted by Patricia Dingle who is coordinating an, invitation-only, meeting on behalf of Natural Research Canada. Funding is increasing for next year and they are seeking community mapping needs. They have invited Provincial Agencies, NGOs, and private sector participants to a meeting in November. Pat will be attending, but is looking for input. There is \$60 million on the table.

12. ***Nominations and Election of Steering Committee***

Barry read a nomination report prepared by Mark TeKamp. The following individuals have agreed to be on the Steering Committee (there are 24 positions):

Ex officio: Graham Daborn (immediate Past-Chair)

- 1) Hugh Akagi
- 2) Michael Butler (alt: Claudette LeBlanc)
- 3) Anna Redden
- 4) Jamey Smith

- 5) Maxine Westhead (alt: Maria-Ines Buzeta)
- 6) Al Hanson
- 7) Steve Hawboldt
- 8) Pat Hinch
- 9) Marianne Janowicz
- 10) Barry Jones
- 11) Colleen Mercer-Clarke
- 12) Jon Percy
- 13) Gerhard Pohle
- 14) Rabindra Singh (alt: Sean Smith)
- 15) Mark TeKamp
- 16) Danika van Proosdij
- 17) Peter Wells
- 18) Lucia Fanning
- 19) Ashley Sprague
- 20) Nancy Roscoe-Huntley

Since these did not constitute more than a full slate of candidates, the Chair asked for a motion to accept the nominated members for the BoFEP Steering Committee

Moved (Pat Hinch)

Second (G. Daborn)

Motion Carried.

The Chair congratulated those newly elected, and thanked to those not reoffering: Dave Duggan, Francine Rousseau, David Scarratt, Rob Rangle, Donna Porter and Thierry Chopin.

The Chair also recognized that 4 positions still remained open, and opened the floor for discussion on filling them. The following were offered and will be directed the Steering Committee for further consideration:

Renee Wissink
 Permanent St. Andrews DFO person
 Mick Burt
 USA person
 Industry person
 GOMC person
 Romney McPhie

It was noted that the Steering Committee has the ability to fill vacancies during course of the year if a nomination is submitted. Ideally, the Steering Committee would like to have a well-balanced representation of members among government, NGOs, first nations, private, scientists, teachers, and industry. A matrix of membership will be prepared and circulated.

Following adjournment of this meeting, the Steering Committee will meet to elect Officers and others on the Management Committee.

13. ***Date and Location of the next AGM***

The next Annual General Meeting will be held at the 7th BofEP 7th Science Workshop on October 26th at the Fairmont Algonquin Hotel, St. Andrews.

14. *Adjournment*

Motion to adjourn the meeting at 4:25 pm. Graham Daborn, **Second:** Peter Wells.

Motion Carried.