

Bay of Fundy Ecosystem Partnership

2006 Annual General Meeting

Minutes

Van Horne Ballroom, Fairmont Algonquin Hotel, St. Andrews, NB.
Wednesday, October 25th, 2006, 6:30-8:00 pm

Present: Barry Jones (chair), Pat Hinch, Peter Wells, Graham Daborn, Marianne Janowicz, Rabindra Singh, Larry Hildebrand, Maria-Ines Buzeta, Gerhard Poole, Jon Percy, Susan Rolston, Owen Washburn, Anna Redden, Mark TeKamp, Elizabeth Kusters, John P. Terry, Hugh Akagi, Peter Fenety, Maria Reechia, Bill Campbell, Mike Brylinsky, John Coon, Andy Sharpe, Deanne Meadus, Peter Etheridge, Thomas Trott, Leanna McDonald (scribe)

1) *Welcome and Introductions*

B. Jones called the meeting to order and welcomed all to the BoFEP Annual General Meeting. He noted that enough members were in attendance to achieve a quorum.

2) *Additions to/Acceptance of Agenda*

The agenda had been circulated and no additions or changes were made. **Motion** to accept the agenda, Graham Daborn. **Second:** Pat Hinch. **Motion Carried.**

3) *Minutes of October 26th, 2005 AGM*

Jon Percy indicated under item 10 that Gerhard Pohle's name was spelled incorrectly.

Motion to accept the minutes as amended, Mark TeKamp. **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 and this item has been directed to the Steering Committee and will appear on their Action Item list.*

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 as attempted to contact Gordon but have been unable to do so. This item has been directed to the Steering Committee and will appear on their Action Item list.*

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 Pohle will join the meeting to discuss this item later in the meeting under item #10. - *This item is considered complete.*

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. - This meeting was held and the Southern Gulf Coalition has agreed to consider to liase with the Steering Committee. Nadine Gauvin was in attendance and agreed also, to liase with the Steering Committee.*

Action Item 6 - The position of the BoFEP Past-Chair will be created for the next AGM. This item was discussed at the 2005 AGM under 7 – Constitution/By-Law Changes. *This item is considered complete.*

Action Item 7 – Purchase of a laptop computer to assist Pat Hinch with BoFEP Treasurer duties. Approval was given for a laptop computer system up to \$3,000 plus a high-speed internet connection will be charged to office services. – *This item is considered complete.*

Action Item 8 – All Constitution and By-Law decisions made at today’s meeting would be sent to the membership for ratification via e-mail. – *This item is considered complete.*

Action Item 9 – Geoconnections – Pat Hinch 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. – *Pat has attended this meeting. This item is considered complete.*

5) **Report from the Chair**

During the past year there have been 8 Management Committee meetings, almost half by conference call, and 2 meetings plus 2 future-focused retreats of the Steering Committee. Our activities have been well summarized in the year-end report that was submitted to Environment Canada in support of our funding application for 2006-07 available through the secretariat office at ACER. A brief overview of BoFEP achievements of the past year follows, with highlights of a major issue.

On the broad front, our editor, Jon Percy, has produced a quarterly newsletter “Fundy Tidings” and sent it by e-mail to all members to keep them up-to-date on BoFEP activities. Unfortunately once again we lost our secretariat coordinator, but through the generosity of ACER we gained the services of Leanna MacDonald. However, we are still working to resolve our secretariat funding stability issue. Meanwhile, our 9 active Working Groups, including the newly minted Bay of Fundy Infomatics WG, have been working hard but quietly in the background. Seven others still require champions/chairpersons to move them forward. Our most significant activity this year has been the planning of our 7th Bay of Fundy Science Workshop, sponsored by the Huntsman Marine Science Centre in St. Andrews, New Brunswick, where we now participate.

For a host of reasons, but principally funding application, we have revised our Strategic Plan into three major thrusts: creating knowledge, sharing knowledge and utilizing knowledge, and expect to be following this format for the foreseeable future. In this context we have identified secretariat and communications support as major elements of each BoFEP activity. As you may know, our principal funder, Environment Canada, changed the rules for application, and the process is now far more complicated. Indeed, the money did not flow until almost year-end, and we were required to spend everything within three weeks or return it. Through a tremendous degree of coordination and cooperation we accounted for about 95% of our typical allotment. Unfortunately most of our Working Groups were not able to rely on their normal stipend for travel and meeting costs. We set up a Finance Committee to assist the Treasurer and now go through an annual audit of our accounts. This is also the last year of our 3-year agreement with the Gulf of Maine Council on the Marine Environment, for which 3 projects have been approved and are now underway, although such funds may not be available for a continuation of this agreement into the future.

All of which brings us to our most pressing issue, that of how BoFEP will function and survive into the future with this type of funding variability. This challenge is the basis of our most important discussion at this AGM later in the agenda, in preparation for which an ad hoc Strategic Development

4145	Office Services		\$1,994	\$2,000	
4160	Audit		\$932	\$0	
4165	Laptop Computer		\$3,000	\$0	
		Subtotal	\$28,360	\$12,000	
4200	Meetings/Travel:				
4210	BoFEP Meetings/NGO Travel		\$8,416	\$8,000	
4230	Annual General Meeting		\$920	\$891	(\$109 deleted)
		Subtotal	\$9,336	\$8,891	
4400	6th Science Workshop:				
4410	Proceedings/mailings		\$0	\$0	(\$1k to 4595)
		Subtotal	\$0	\$0	
4450	7th Science Workshop				
4451	Operations		\$2,500	\$2,500	
		Subtotal	\$2,500	\$2,500	
4500	Communications/Promotion:				
4510	Coordinator Expenses		\$1,278	\$0	
4512	Software		\$0	\$0	(\$1k deleted)
4520	Website		\$456	\$500	(\$.5k to 4565)
4530	Kiosk		\$0	\$0	(\$2k to 4595)
4540	Slide Collection		\$0	\$0	(\$.5k to 4565)
4550	Fact Sheets		\$4,057	\$4,000	
4560	Bibliographic Database		\$2,000	\$2,000	
4565	Promotion Materials		\$3,575	\$3,500	
4566	Environmental Awards		\$0	\$0	(\$.5k to 4565)
		Subtotal	\$11,366	\$10,000	
4570	Special Projects:				
4580	Student intern		\$2,625	\$0	
4585	GOMC-BOFEP Agreement 04-05		\$2,000	\$0	
4586	GOMC -BOFEP Agreement 05-06		\$12,490	\$0	
4590	GOMC - Sewage TF Project		\$2,452	\$0	
4595	GOM Institute Education Camp		\$4,500	\$4,500	
		Subtotal	\$24,067	\$4,500	
4600	<u>Working Groups (Active):</u>				
4610	Minas Basin	Base			
4611		Fnd.	\$1,556	\$1,000	
		Projects	\$1,000	\$1,000	
4620	SMARTS	Base			
		Fnd.	\$1,321	\$1,000	
		Projects	\$1,000	\$1,000	
4640	Sub. Ecol./Hbt. Conserv.	Base			
		Fnd.	\$2,660	\$1,000	
		Projects	\$3,938	\$4,000	(\$1k to 4565)
4700	Corophium	Base			
		Fnd.	\$0	\$0	(\$1k to 4595)
4740	Stress/Cumm. Effects	Base			
		Fnd.	\$1,000	\$1,000	
4800	ICZM	Base			
4900	Biosphere Reserve	Fnd.	\$0	\$0	(\$.5k to 4595)
		Base	\$1,000	\$1,000	

4920	Upper Bay Fish Mgmt	Fnd. Base Fnd.	\$0	\$0	(\$.5k to 4565)
	Subtotal		\$13,475	\$11,000	
	Total Expenses		\$89,103	\$48,891	
6000	Year End Balance		\$2,501	\$0	
	Bank Reconciliation				
	Bank Balance		\$27,468		
	Equity		\$100		
	Revenues Outstanding		\$22,891		
	Cheques Outstanding		(\$47,961)		
	End Balance		\$2,498		
	Unaccounted Balance			(\$3)	

Motion to accept the 2005-2006 financial report: *Marianne Janowicz, second: Graham Daborn.*
Motion Carried.

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:** Peter Wells.

Motion Carried with the following amendment “pending further consideration of information required for audits.”

Action Item - Barry to formally e-mail Larry Hildebrand regarding the audit requirements of Environment Canada.

BoFEP Account Status Report – Oct 23, 2006

Funds received: from July 1/06 to Sept 30/06: \$11,069.38 (SETAC-PW + 11,025 (GOMC Agreement 2006-07) + 5512.08 (SETAC – PW) = \$27,606.46

Balance in the account as of Sept 30, 2006: 34,909.20

Outstanding cheques: 1200 (MFI Advertising) = \$1,200

Funds Committed:

GOMC Sewage Task Force 05-06:	\$ 200.00
Sewage Task Force 06-07:	7361.25
GOMC Agreement 06-07:	11,025.00
SETAC (for specified Working Groups):	16,581.46
Equity	100.00

\$ 35,267.71

Funds available for discretionary use by BoFEP at this time (not including invoices that apply to this year): \$34,909.12 (account balance) – \$1,200 (outstanding cheques) - \$35,267.71 (funds committed) = \$ - 1558.59

(In other words the current bank account balance is \$ 34,909.20 but all of this funding is dedicated and therefore BoFEP has no discretionary funds available at this time. We've had to use \$1558.59 of the dedicated funding from Peter Wells to cover expenses associated with the account audit (900) and the MFI Advertising final invoice which when received, was \$1,200 more than their original quoted. Their original estimate did not include \$1,200 worth of shipping, handling, and taxes. If it weren't for this extra unforeseen expense, we would only have used \$358.59 of dedicated funding to cover the audit.

Additional invoices have been received for expenses that apply to this fiscal year. These invoices total: \$2,875 (Communications contractor) + 1,000 (GOMC Agreement) + 244.47 (Retreat - BJ) + 143.47 (Retreat - PH) = **\$4,262.94**. The GOMC agreement invoice can be paid now but the other invoices will be held until funding is received from EC or until a decision is made as to whether some of the dedicated SETAC funding might be used to cover these payments.

CETAC Honorarium

Peter Wells has received a Cetac Honorarium which he has donated to BoFEP under the jurisdiction of the Management Committee.

In-Kind Contributions

The importance of tracking in-kind contributions was stressed and the members were reminded that the procedures for submitting this information has been posted on the BoFEP website. Last year BoFEP received \$375,000.00 in in-kind support. This information helps with the application process for funding.

Barry put for a motion to capture the workshop income. Motion to accept, Graham. Second: Marianne.

7. **Working Group Activity Overview** - *Waiting for copy of Peter Wells' Report*

8. *Report of Communications Coordinator*

1. Communications Coordination

I participated in most BoFEP Management and Steering Committee **meetings** and completed various communications and other **tasks assigned by the committees**. I provided regular reports and recommendations to both Committees about ongoing communications matters.

I met with **EC communications specialist** and revised BoFEP communications plan and developed simplified strategic objectives for use in BoFEP publicity.

I assisted the various active working groups with publicity and communications as required. I maintained and routinely updated several webmail lists that are being used to facilitate communications within and amongst BoFEP Committees and Working Groups.

I formatted and prepared a camera-ready copy of a booklet featuring BoFEP's recently revised Constitution and By-Laws and arranged for printing by a commercial printer as well as distribution to members and a subsequent reprinting of the booklet.

I assisted in the development of the BoFEP annual workplan and also prepared the final report to Environment Canada on BoFEP's 2004-2005 activities. I served as BoFEP's liaison with the Bay of Fundy Marine Resource Centre and also with the North Mountain Preservation Group and regularly attended meetings of both groups.

I worked routinely with the BoFEP Secretariat on a variety of matters related to the organization and activities of BoFEP and also provided periodic advice on communications matters. I participated actively in the two Steering Committee Retreats designed to chart future directions for BoFEP. At the first of these I prepared and delivered a PowerPoint presentation on past and current Strategic Objectives of the organization and recommended ways of simplifying these to better convey what BoFEP is all about. I prepared draft of supporting document to further define BoFEP strategic directions.

2. Working groups

I participated in the meetings of the more active working groups and provided advice on communications and other matters as required. I maintained and routinely updated the webmail lists and membership lists for the active working groups as needed. I maintained and regularly updated the information on the Working Group pages on the BoFEP website as required, including reports of their meetings and activities. Several publications sponsored by various WG were also posted on web site as they are received (see item 4). I assisted in preparation of Terms of Reference for new Working Groups and in the revision and updating of those of existing groups as required.

- participated in formation of a new informatics WG to find ways to facilitate access to BoFEP publications, bibliographies and other literature on Fundy.

3. Fact Sheets

The Fundy Issue on Protected Places (#26) was converted to html format and posted on the BoFEP Website. I completed Fundy Issue #27 on Persistent Organic Pollutants. Nearing completion is Fundy Issue (#28) dealing with Environmental and socioeconomic consequences of Avon River Causeway at Windsor and some of the related issues pertaining to the planned twinning of a major highway in the area. I prepared several new graphics for the new Issues. Research is already underway on Fundy Issue #29 dealing with Sewage in the Bay of Fundy. I have also continued ongoing preliminary research on a number of additional potential fact sheet topics for possible future use. I disseminated paper copies of existing Fundy Issues at various events and venues and also responded to e-mail requests for copies. I arranged to have three of the existing very popular Fundy Issues reprinted.

4. BoFEP Website

I maintained and routinely updated the BoFEP website as required. I converted to the appropriate formats and posted the following publications and reports on the website

- Bay of Fundy Tidal Barriers GIS Database Development - final report
- Fisheries Management Issue in the Upper Bay of Fundy - final report
- Fundy Issue #26 on Protected Places.
- Revised copy of BoFEP Constitution and By-Laws

- Investigations of the Reference Condition Approach and Intertidal Ecology of Minas Basin, Bay of Fundy, with Reference to the Impacts of Intertidal Harvesting.
- Environmental and resource management in Minas Basin, Bay of Fundy – the role of appropriate indicators and indices to assess marine ecosystem health.
- Conservation and Local Communities: Exploring the Upper Bay of Fundy Biosphere Reserve Initiative in Nova Scotia.
- Thirty Year Assessment of the Cornwallis Estuary Evolution: Aerial Photograph and GIS analysis.
- Developing a Strategic Framework for National Marine Conservation Area Establishment in the Bay of Fundy. Victoria Sheppard, 2004 Thesis.

I posted informational material from the Management Committee, Steering Committee and Working Groups on website in a timely manner. I routinely updated the Calendar and Fundy Newsclips pages on the website. I regularly responded to many requests for information received from users of the BoFEP website. Plans are being made to upgrade the website structure, to make it more user friendly and eye-catching.

5. BoFEP Science Workshops

I assisted the organizers of the 7th Workshop by providing paper and digital copies of all the relevant files used in preparing for and implementing the 6th workshop. I served on organizing committee for 7th workshop (see meetings attended in section 8) and am providing ongoing advice about planning procedures, logistics, publicity and program organization as required. I placed information updates and various forms pertaining to registration for the workshop on the BoFEP website as they became available. I received and formatting the abstracts submitted for the workshop and posted all program information and abstracts on the website. Prepared letters, certificates and bookplates for student awards at workshop.

7. BoFEP Newsletter

I researched, wrote, formatted and circulated to all BoFEP members copies of the Fundy Tidings quarterly newsletter as follows:

Issue: #9 December 2005

Issue #10 March 2006

Issue #11 September 2006

Issue # 12 is currently in preparation for circulation in December. Any input is always welcome. Copies of the newsletter are also archived on the BoFEP website. I also maintained and regularly updated the webmail circulation list (260+ addresses) that is used to forward the newsletter to BoFEP members and other interested individuals.

8. BoFEP Publicity

BoFEP display mounted at Nature NS Conference in late May along with distribution of BoFEP posters, Fundy Issues and other promotional material

I actively participated in a one-day "Coastal Clinic" Workshop in Saint John NB and took the opportunity to also set up a BoFEP display booth and distribute BoFEP publications and brochures and to advertise the 7th Science workshop. I arranged for the distribution of Fundy Issues and BoFEP brochures at various events and responded to mail requests for copies.

New BoFEP display units have been acquired. Plan is to have one at ACER, one somewhere in NB and one with communications coordinator. New informative display material (about BoFEP and its working groups) is being prepared for use with the display units. One of the units is on display at this workshop.

BoFEP pins have been designed and are now available for distribution. They are mounted on card stock featuring BoFEP publicity and contact information.

The BoFEP brochure "A Call to Action" was very outdated and it has been completely revised and reformatted with spot colour on glossy paper. It has been printed and is now being distributed

A press release pertaining to the 7th was workshop was prepared and circulated to New Brunswick Media.

The media database is routinely being updated and expanded.

The idea of creating a book based on the Fundy Issues as a cumulative of the tenth anniversary of BoFEP which will be in 2007. Rob Fenson at DFO may be someone who could provide some useful suggestions regarding this.

9. BoFEP 8th Workshop Report

Gerhard reviewed the 7th BoFEP Workshop by reflecting on the fact that he thinks it is a worthwhile task, bringing people closer together, especially researchers interested in this area. BoFEP fills a role that no other organization provides by creating new appreciation for the groups interested in the Bay of Fundy and the workshop is the showcase of this organization. He expressed appreciation for the many supporters who made the workshop possible such as the New Brunswick government, The Atlantic Salmon Federation, the Department of Fisheries and Oceans and Environment Canada, to mention only a few.

Barry requested potential offers for a host for the 8th Workshop.

Anna Redden offered for The Acadia Centre for Estuarine Research to host the next workshop at the Old Orchard Inn in Wolfville, Nova Scotia.

Motion to accept ACER as the host of the 8th Workshop, Pat Hinch. Second: Al Hanson.

10. Discussion: "The Future of BoFEP; its long-term support"

BoFEP into the future

Introduction:

BoFEP was established to provide information to all sectors so that the ecosystem of the Bay of Fundy would be managed in a manner that would sustain the Bay and its people. Over the years, BoFEP has primarily accomplished its objectives through the biannual workshops that take the pulse of the Bay. BoFEP members maintain an interest in taking a more active role in aspects of ecosystem management. This requires that the membership rethink or reconfirm its operational practices. It needs to build flexibility into its mandate and objectives in order to truly meet the needs of the people and the ecosystem of the Bay of Fundy and its watersheds. It also needs to have the flexibility to adjust to a changing political and social climate of the area.

It is with this in mind that the Management Committee met for a two-day Retreat in July of 2006 to assess the strengths and weaknesses of the organization and find ways to make it relevant today and even more relevant tomorrow.

The following recommendations are the outcome of the discussion at the Retreat. It is hoped that a number of them can be moved forward quickly and others become stimulus for discussion among membership leading to a revitalized organization.

Objectives of BoFEP:

- Inclusiveness is critical for the ongoing success of the organization and it should be fostered with industry, NGO's, First Nations and governments and institutions.
- The strategic goals of creating, sharing and utilizing knowledge should incorporate language that makes them accessible to industry, NGO's, First Nations and Government/Institutions and specific actions should be developed under each goal relative to those sectors.

Structured of BoFEP and Role of Members:

- The Steering Committee needs to be enlarged to include industrial representatives and more government agencies.
- As a means to make participation the Steering Committee more interesting and involving, members could be asked to make a choice of either belonging to a Working Group or becoming involved in outreach.
- In all matters related to structure, BoFEP should have flexibility to adjust to changing circumstances.

Increase sector involvement:

- Projects and research should include the social/economic factors as well as traditional knowledge rather than be primarily pure science-based.
- The organization needs to take on the challenge of developing new objectives under creating, utilizing, and sharing knowledge that fulfill industry needs. The revised strategic objectives should be sent to industry as a means of informing the sector about BoFEP and what it offers and solicit comments on services BoFEP could provide.
- Industry and other sectors should be consulted to identify projects that they require in order to be more sustainable.
- BoFEP needs to inform industry of its capacity in providing forums for disseminating information, information access and interactive tools. A plan is required for approaching key people in industry on a one-on-one basis.
- The Management and Steering Committees need to assess ideas for an industry advisory committee and identify the way to implement the agreed on direction. Those ideas are the following:
 - An advisory committee composed of industrial associations dependent on a healthy Bay of Fundy ecosystem;
 - An industry advisory committee with a terms of reference related to providing advise to the Gulf of Maine Council;
 - Organizing localized meetings with industry to discuss potential for linkages with BoFEP.
- BoFEP should establish an informal discussion group with fisher organizations and other NGO's to increase their understanding of BoFEP and discuss research or other projects relevant to them that BoFEP might be able to undertake.

- The relationship with the Gulf of Maine Council and specifically, the Canadian Association of Gulf of Maine Council should be formalized. BoFEP could fulfill the role of facilitator for feedback on draft action plans and other activities and documents.
- Identify and carry out an outreach approach relevant to the Canadian Council needs.
- BoFEP should solidify and expand linkages with research and academic institutes around the Bay of Fundy.

New Approaches or roles for BoFEP:

- Identify a champion for BoFEP. That person would have the connections necessary to approach senior government people as well as with the other sectors.
- BoFEP must make a commitment to be more socially responsive and include the cultural and spiritual component and traditional knowledge in all aspects of ecological planning.
- The boundaries of BoFEP involvement need to expand to include watersheds of the Gulf of Maine and also the North West Atlantic and North East America from a land based viewpoint.
- Further develop the opportunity for BoFEP to become a facilitator and initiator of forums for issue discussion, information gathering and dissemination. BoFEP is in a position to facilitate community involvement such as in the early stages of an ecological assessment of the Bay of Fundy as a starter to integrated management. It could also organize forums on behalf of industry to disseminate information to the public and create the venue for discussion. Alternative energies, wind and tidal power may be interested in such forums, as may be the nuclear energy and nuclear waste management industries.
- BoFEP should consider pursuing the activity of linking research institutes to industries with specific needs for knowledge sharing as one of the services the organization provides.
- BoFEP should take on as an activity the role of bringing Native communities and government and others together to share views on conservation so that a greater understanding is built.

Revitalizing Working Groups:

- Working groups must be inclusive, responsive and relevant while fulfilling the objectives of creating, sharing and utilizing knowledge.
- Working groups need to incorporate traditional knowledge into science and create a balance between science orientation and social and cultural issues that are the drivers along the Bay of Fundy.
- Working groups must be provided with funding in order to effectively carry out the work they wish to do.
- A champion should be sought for a working group to look at the issue of cumulative impacts and the creation of a tool box for assessing cumulative impacts.
- In order to create better communication between the working groups and Management and Steering Committee, working groups would identify a member who acts as the reporter to Steering Committee.
- Chairs of working groups should be members of BoFEP and should also attend the AGM.
- Establishing an outreach committee may be necessary, with a first task of identifying a mechanism for outreach that will be utilized. A target for increasing the profile of the organization would be senior government people, particularly with the Canadian GOMC members. Outreach should also involve bringing people to the table who can help support BoFEP either with direct funding or through networking.

- Consideration should be given to soliciting voluntary contributions for working groups in the Workshop registration form. The section would briefly identify the intent of the Working Group and could spark a bit of interest and encourage people to take ownership and participate.

Indicators of Success

- The organization needs to examine progress on a regularly basis and develop a report card on itself. A specific forum or a special Steering Committee meeting should be devoted to discussion on identifying progress over the past two years and where further work is necessary.
- Indicators of progress can be developed by taking the issues of concern from the first workshop and assessing them related to information provided at subsequent workshops.
- The next discussion topic for the workshop could be the trends and conditions of the health of the Bay of Fundy eg. a synthesis of monitoring programs in the Bay of Fundy and the messages from monitoring (eg. Are we using the right indicators? Are we monitoring the right species? etc). This would create our report card.

Financial issues:

- BoFEP should have a membership fee---there could be two workshop registration fees – one for members and one for non-members with the members fee at a lower cost thereby providing a benefit to being a member. Members would have the following benefits: website access, reduced rates at workshops, factsheets in the mail, an electronic newsletter, invitations to workshops, the right to participate in Working Groups and guide the direction of the organization through the constitution.
- There needs to be a discussion within the steering committee and management committee on the best approach for funding the biannual workshop.
- Subsidies must continue for non-government representatives on the Management Committee and Steering Committees.
- A stipend should be provided to the treasurer for assistance with administrative work.

Larry stressed the importance of following up on the recommendation for a champion. A small world knows BoFEP and there is a real need for the right people to know what BoFEP has to offer. This leads to issues regarding communication where there is a real need to clearly ID and articulate the benefit of BoFEP to other groups. Communication products need to be developed that will bring the specific benefits to specific audiences. BoFEP came from a identified need and has an informal structure. There is a formal coastal ocean agenda in the Oceans Act Action Plan. BoFEP needs to identify what is the relationship between the Federal government's ocean agenda and what will be supported. There is a three week timeline where many of these decisions are going to be made at the federal level and BoFEP has to be serious about getting their message across.

Jon Terry added that GOMI is in a similar struggle. There is a need for better communication between scientists to and the outside world.

The suggestion to have membership fees was discussed with most members who are currently familiar or involved in collecting or paying membership fees discouraging the idea based on the fact that it would be more work than what the funds generated would be worth.

Motion to forward the BoFEP into the future report to the Steering Committee conditional on the removal of the point on individual membership fees, Graham Daborn. **Second:** Peter Wells.

Peter Fenety added that his experience tells him that the best option for raising funds is to put on relevant 1 day workshops for issues applicable to industry and government.

11. Other Business

Peter Wells thanked Marianne for organizing the resulting information from the 2 retreats and formatting into a concise and accurate document.

The role of BoFEP interactions with educators was discussed. There is a lot of schoolboard bureaucracy to deal with. It was pointed out that many of BoFEP's members are already doing this i.e. The Huntsman, The Atlantic Salmon Federation, CARP and Ducks Unlimited. There needs to be care in ensuring that we are not competing within our membership.

12. Nominations and Election of Steering Committee

Barry read a nomination report. 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) Mike Brylinsky
- 3) Mick Burt
- 4) Michael Butler (alt: Claudette LeBlanc)
- 5) Marine-Ines Buzeta
- 6) Andy Didyk
- 7) Elwood Dillman
- 8) Peter Fenety
- 9) Steven Hawbolt
- 10) Russell Henry
- 11) Pat Hinch
- 12) Marianne Janowicz
- 13) Barry Jones
- 14) Romney McPhie
- 15) Owen Washburn
- 16) Jon Percy
- 17) Gerhard Pohle
- 18) Anna Redden
- 19) Christine Smith
- 20) Mark TeKamp
- 21) John Terry
- 22) Raul Ugarte
- 23) Danika van Proosdij
- 24) Peter Wells

There was one vacant seat which Christine Smith was nominated to fill.

Moved. Graham Daborn

Second: Al Hanson

Motion Carried.

The Chair congratulated those newly elected.

Larry added he would still like to be invited to the Steering Committee meetings without officially serving on the Steering Committee.

Graham replied that the Steering Committee has the option of inviting any person deemed to be of interest as a non-voting guest. Mike added that the Steering Committee meeting are open to all BoFEP members. Barry agreed but unless invited most people would not be aware of when the meetings are being held.

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 call of the Steering Committee.

14. ***Adjournment***

Motion to adjourn the meeting at 9:00 pm. Graham Daborn, **Second:** Peter Wells.

Motion Carried.

Appendix A

Outstanding Action Items

<i>Meeting</i>	<i>Action Item #</i>	<i>Date Generated</i>	<i>Description</i>	<i>Responsible</i>	<i>Status</i>
Annual		25-Oct-06	Barry to formally e-mail Larry Hildebrand regarding the audit requirements of Environment Canada.	AGM	On-Going