**BoFEP Work Plan 2023-24  (August 2023)**

This work plan for FY 23-24 guides our work in this FY. Allocations have been set in discussion with management committee members.  It needs to be discussed by the management committee and formally approved at the 2023 AGM.

* 1. **BoFEP Management:**
     1. Conduct monthly management committee meetings/call (on-line).
     2. Conduct of the 2023 Fall AGM (on-line).
     3. Conduct of one meeting of the Steering Committee (on-line).
  2. **BoFEP Coordinator (part-time**)–Oct. 2023 – March 2024.  Work to include assisting with specific work for the Ocean and Climate Literacy WG; assistance with the ongoing Video project; assistance with the 2024 workshop preparation. **3K**. (**sufficient?**)
  3. **Financial Affairs** - Use the new e-transfer payment system on the website to facilitate payment of BoFEP membership fees, and other transactions as required **(e.g. the auditor, 2.5K/yr; PO Box fee; bank monthly fee; other? 1K).**
  4. **Membership** - Invite all recipients of the BoFEP newsletter to become paid members. Maintain membership data base; send out welcome letter and receipt to new and renewing members. Ensure that all members of the Steering Committee are paid members. **(This is an ongoing high priority; the committee needs members.)**
  5. **Communications and Website** 
     + 1. Continue the periodic *Fundy Tidings* Newsletter. Solicit contributions from the wider BoFEP membership. **(1K)**
       2. Website – renew website. Continue social media initiatives, e.g. provide items for Facebook page. **(2 parts, 2 persons; 5K. Sufficient?)**
  6. **BoFEP Biennial Bay of Fundy Science Workshop, June 5-7th 2024**  – Set aside **5K** for the next biennial BoFEP workshop, in NB, for Spring 2024. Travel and coordination with NB organizers, as required **(1K).**
  7. **New or Continued Initiatives on the Bay of Fundy**:
     1. Continued production of videos on Fundy Issues – on-line Fundy Q/A talks (Fundy Minute Series). Two completed to date. Support others. Budget needed. **3K**.
     2. Bay of Fundy/Minas Basin Colouring Book (re Sondra Eger) - purchase and distribute copies (**2K. Sufficient?**)
     3. Ocean and Climate Literacy WG – develop specific projects (underway). Complete discussion paper and place on website. **2K**.
     4. Discuss and initiate a new WG on the risks of coastal flooding. **1K**.
     5. Activate another “on the ground environmental project”, with partners from the Steering Committee and other interested organizations. **2K**.
     6. Presentation of posters and/or talks at other local meetings, including planning e.g., the FSRS, RARGOM/GOMC annual meetings, Coastal Zone Canada Conference 2025 (PEI).

**Summary - financial commitments for FY 23-24: $28,500.  ( discussed and prepared by Katie Schleit (Treasurer), Peter Wells (Chair), August 28th, 2023). IT WAS DISCUSSED BY MC, SEPT 12TH, 2023, AND APPROVED AS AWORKING DOCUMENT TO GUIDE OUR CONTINUED WORK.\_**