

WUQWATR Board Meeting
Minutes – July 10, 2020
Lumsden Beach Community Hall

Present – David Sloan, Jim Elliott, Sharon Rodenbush, John Langford, Delbert Schmidt, Sandra Bathgate, Barry Gunther and Lori Bresciani (by telephone)

Absent – Garth Burns, Rod Halyk and Sherwin Petersen.

Staff: Kirsten Colvin and Justine Melo.

1. Call to Order	Meeting was called to order at 10:07 a.m.	
2. In Camera Meeting	The in camera meeting started at 10:09 a.m. Kirsten Colvin and Justine Melo left the meeting. At 10:50 a.m., the in camera meeting ended. Sharon Rodenbush left the meeting. Kirsten Colvin and Justine Melo returned to the meeting.	
3. Adoption of Agenda	Motion (Schmidt/Gunther) (M/S/C) that the agenda circulated be approved.	
4. Conflict of Interest Declaration	There was no one who declared a conflict of interest with the agenda.	
5. Minutes of March 4 & 5, 2020	Motion (Langford/Elliott) (M/S/C) that the board minutes of March 4, 2020. Motion (Langford/Bathgate) (M/S/C) that the minutes of March 5, 2020 be approved as circulated. Motion (Langford/Elliott) (M/S/C) that the strategic board meeting minutes of March 5, 2020 be approved as circulated.	
a) Bylaw Changes	Bylaw changes will go to the Annual General Meeting.	
b) Items from Conference call	None were noted.	
6. Old Business		
a) Resignation Letter	Motion (Langford/Schmidt) (M/S/C) that the resignation letter of Melissa Bramham be acknowledged.	
b) Audit	Motion (Bathgate/Langford) (M/S/C) that the audited financial report for 2019 be approved. Motion (Gunther/Bathgate) (M/S/C) that the engagement letter with Amy Jane Chartered Professional Accountant	

<p>c) Annual General Meeting</p> <p>d) Strategic Plan Meeting</p> <p>e) Communications Report</p>	<p>signed by Kirsten Colvin was acknowledged.</p> <p>Risk management and governance documents discussion needs to be brought to the next meeting.</p> <p>Motion (Elliott/Bathgate) (M/S/C) that the Annual General Meeting would be held between August 13 and 31st in a venue for 50 following health restrictions. Possible locations are Watrous, Lumsden Town Hall, Regina Beach and Manitou Beach. We could have zoom for other than members or members that can't attend.</p> <p>Sharon Rodenbush arrived at the meeting at 11:36 a.m.</p> <p>Motion (Schmidt/Langford) (M/S/C) that the strategic planning meeting will be held on October 30th.</p> <p>Motion (Rodenbush/Langford) (M/S/C) that WUQWATR hire a communications student for 8-10 hours/week at \$15-18/hour based on experience until April 9, 2021. Sharon will be part of the hiring process. The meeting was adjourned from 12:00 p.m. and resumed at 12:52 p.m. Lori Bresciani left the meeting.</p>	<p>Documents to be sent out.</p>
<p>7. Correspondence & Contracts</p> <p>a) Oil Spill Letter</p> <p>b) CAP</p> <p>c) AIS</p> <p>d) ALUS</p>	<p>Motion (Rodenbush/Langford) (M/S/C) that the letter respecting the Coop Refinery oil spill be sent. It should be cc'ed to City of Regina Mayor & Council, CRC, WUQWATR Board of Directors and WSA.</p> <p>Motion (Schmidt/Gunther) (M/S/C) that a similar letter regarding the train derailment and oil spill near Guernsey be drafted and sent.</p> <p>Motion (Gunther/Elliott) (M/S/C) that the signed contract be acknowledged.</p> <p>Motion (Rodenbush/Langford) (M/S/C) that the AIS contract be acknowledged, details to be negotiated and authorizing Justine Melo to sign the contract.</p> <p>Motion (Gunther/Schmidt) (M/S/C) that the ALUS approved the revised ALUS</p>	

<p>e) WSA Funding Agreement</p>	<p>contract and acknowledge the signing of the contract. Motion (Bathgate/Elliott) (M/S/C) that we acknowledge the signing of the contract for \$74,500. Motion (Rodenbush/Langford) (M/S/C) that the Arm River project contract be signed extending the contract to October 31, 2020.</p>	
<p>8. Reports a) Chair & Executive Committee</p> <p>i) Water Council for Saskatchewan (https://saskchamber.com/programs/councils/) ii) Governance/Policies/By laws/Job Descriptions</p> <p>b) Staff Report (emailed out) There will be a meeting with MOA on July 22nd at 9 a.m. John Langford and David Sloan will attend with Justine and Mandi. Water testing kits might be able to go to Holdfast, Bruno and Sheldon Williams Collegiate in Regina. Qu'Appelle River Basin Research and Monitoring Committee was brought up</p> <p>c) Financial Reports i) Balance Sheet ii) Profit/Loss iii) QuickReport</p>	<p>Motion (Rodenbush/Langford) (M/S/C) that David Sloan represent WUQWATR and request to participate in the Water Council for Saskatchewan. Motion (Schmidt/Rodenbush) (M/S/C) that John Langford, David Sloan, Jim Elliott and Kirsten Colvin be members of the Governance & Policy Committee. Motion (Schmidt/Rodenbush) (M/S/C) that WUQWATR contract Casey to work at \$23/hour for up to 20 hour/week Motion (Bathgate/Schmidt) (M/S/C) that we acknowledge the hiring of Mandi Jenson to replace Courtney Devins on maternity leave. Motion (Langford/Gunther) (M/S/C) that we acknowledge the staff report.</p> <p>Motion (Schmidt/Langford) (M/S/C) that the balance sheet as of June 30, 2020 of \$262,235.44 was approved. Motion (Bathgate/Gunther) (M/S/C) that the profit/loss sheet for June 2020 with a net of \$28,275.79 was approved.</p> <p>Motion (Gunther/Rodenbush) (M</p>	<p>Kirsten Colvin & Justine Melo to look into the status of the committee https://www.lqws.ca/quappelle-river-basin-research-and-monitoring-committee</p> <p>Kirsten Colvin was asked to look into getting interest on the ALUS funds.</p> <p>Kirsten Colvin will review the salary</p>

<p>iv) Budget vs. Actuals</p> <p>v) Remittance Declaration – January to June 2020</p> <p>vi) Credit Cards</p> <p>vii) Prepaid Global Credit Card Account</p> <p>d) SAW report There are working on the business case. The AGM is coming up on August 25th. They are also exploring getting funds for WSGs. A SAW survey was completed and recorded by Kirsten Colvin.</p> <p>e) Watershed Reports</p>	<p>/S/C) that the QuickReport for June 2020 with a net of \$36,107.86 be approved.</p> <p>Motion (Elliott/Bathgate) (M/S/C) that the budget vs. actuals report as of June 30, 2020 with a net of \$28,276 be acknowledged.</p> <p>Motion (Gunther/Schmidt) (M/S/C) that the signed remittance declaration be acknowledged.</p> <p>Motion (Gunther/Langford) (M/S/C) that Justine Melo, Kirsten Colvin and Mandi Jenson have platinum credit cards.</p> <p>Motion (Gunther/Rodenbush) (M/S/C) that Kirsten Colvin be the main contact for Affinity Credit Union with the ability to change credit card account limits.</p> <p>Motion (Bathgate/Schmidt) (M/S/C) that the Prepaid Global Credit Card funds be transferred to the General Chequing Account and that the Credit Card account be closed.</p> <p>Motion (Rodenbush/Gunther) (M/S/C) that Sherwin Petersen be our SAW board representative.</p> <p>Motion (Rodenbush/Schmidt) (M/S/C) that Barry Gunther be the alternate to the SAW board representative.</p> <p>Motion (Elliott/Langford) (M/S/C) that the voting delegates to the SAW conference be Sherwin Petersen and Barry Gunther and that Justine Melo be the third delegate to the conference.</p> <p>i) Upper Qu’Appelle has had the announcement around the conveyance and irrigation. Clint Molde will be leading the project for SWA. There are 3 phases, first two for irrigation and the third will be the conveyance to Buffalo Pound Lake.</p> <p>ii) Other watersheds mentioned variability of rain and its impacts.</p>	<p>projections for the rest of the year based on the changes to the employees.</p> <p>There needs to be a policy regarding who is the principal contact for the organization with the credit union. We also need to have a petty cash policy.</p> <p>Kirsten will send in completed SAW survey to SAW.</p>
<p>8. New Business</p>		

<p>a) Upcoming Seminars and Conferences</p> <p>b) Management/Lead Approval</p> <p>c) Signing Authority</p> <p>d) Extra Office Space For the time being the space is to be furnished for private meetings and conference calls.</p> <p>e) Board Meeting Expenses</p>	<p>None were noted.</p> <p>Motion (Rodenbush/Schmidt) (M/S/C) that Kirsten Colvin and Justine Melo be appointed Leads.</p> <p>Motion (Schmidt/Langford) (M/S/C) that Executive retain the Affinity signing authority and that Kirsten Colvin to have account online access and setup capacity with Affinity.</p> <p>Motion (Langford/Bathgate) (M/S/C) that operational contracts can be signed by Justine Melo with an alternate as Kirsten Colvin. If a second signature is required, it should be one of the Executive.</p> <p>Motion (Rodenbush/Langford) (M/S/C) that expense claims are to be approved by one staff and one executive person.</p> <p>Motion (Gunther/Bathgate) (M/S/C) that the maximum expenses need to be refutable and budgeted and can be up to \$750 per month.</p> <p>Motion (Elliott/Rodenbush) (M/S/C) that an office space committee be struck including Jim Elliott, Sharon Rodenbush and Kirsten Colvin.</p> <p>Motion (Schmidt/Langford) (M/S/C) that Kirsten Colvin has up to \$300 to purchase furniture for the extra office space.</p> <p>Motion (Gunther/Langford) (M/S/C) that the travel expenses of the board members for this meeting be approved.</p>	<p>Justine Melo and Kirsten Colvin to draft an announcement and send to Executive.</p> <p>Time sheets don't need Executive approval but need to be sent to the Executive for awareness and monitoring. Both Kirsten Colvin and Justine Melo have authority over time sheets and for the other staff.</p> <p>Kirsten Colvin will update the expense table once people have submitted expenses.</p>
<p>9. Next Board Meeting</p>	<p>It was recommended that it be tied in with the Annual General Meeting.</p>	
<p>10. Thank You</p>	<p>The board of directors wishes to especially thank Justine Melo and Kirsten Colvin for all of the work put to rebooting our WSG.</p>	
<p>11. Donation</p>	<p>Motion (Langford/Gunther) (M/S/C) that WUQWATR donate \$50 to the Resort Village of Lumsden Beach for the use of their community hall.</p>	

12. Meeting Adjourned	Motion (Langford/Bathgate) (M/S/C) that the meeting be adjourned at 4:49 p.m.	
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Board Expenses from July 10th Board meeting:

David Sloan - \$74 mileage

Sandra Bathgate - \$128.58 mileage

Barry Gunther - \$23.13 mileage

Delbert Schmidt - \$52.15 mileage in-kind