

Minutes
WUQWATR BOARD MEETING March 4, 2020
Cathedral Neighbourhood Centre, Regina

10:00 a.m.

Present: Sandra Bathgate, Jim Elliott, Rod Halyk, John Langford, Sherwin Petersen, David Sloan, Garth Burns, Sharon Rodenbush and Delbert Schmidt

Absent: Barry Gunther, Tom Fink and Lori Bresciani

Staff: Melissa Bramham (absent), Courtney Devins, Kirsten Colvin and Justine Melo

1. Call to Order

David Sloan called the meeting to order.

2. Self Declaration for Conflict of Interest

No one present declared a conflict of Interest in the agenda.

3. In Camera Session

This was deferred to later in the meeting.

4. Adoption of Agenda

It was identified that the agenda may be moved around at the call of the Chair.

Motion (Burns/Rodenbush) (M/S/C) that the agenda be approved as presented.

5. Minutes of January 21, 2020

Motion (Elliott/Halyk) (M/S/C) that the January 21, 2020 minutes be approved.

a. Business arising

b. Board Governance/bylaw updates from Executive

It was agreed to defer until later in the meeting.

b. WSG Business Case Update by Sherwin Petersen

Sherwin Petersen provided us with an update on the proceeding of the business case to WSA. The tape recorder was turned off between 10:19 and 10:45 a.m.

c. Banking Update and Upgrading to Platinum Credit Card

A review of the process for online banking was provided by Kirsten.

Motion (Langford/Petersen) (M/S/C) that Kirsten Colvin and the Executive to initiate Business Online Banking and get the administrative permissions to proceed.

For e-transfers, this can be done by one person. We will need to create an email paper trail with two authorizations before Kirsten does the e-transfers.

Motion (Rodenbush/Burns) (M/S/C) that for any requests for signing of cheques by any one of the executive, all the executive is notified by email.

Motion (Schmidt/Bathgate) (M/S/C) that the Platinum Credit Card is for Melissa Bramham and that Courtney Devins and Justine Melo have two additional credit cards.

d. Recurring Transactions

The list of recurring transactions are for SaskTel Mobility, SaskTel, Payroll services, MyHSA and Rent.

Motion (Petersen/Halyk) (M/S/C) that these recurring expenses be approved for payment in 2020.

e. Payroll Deductions of CRA and WCB

Motion (Bathgate/Petersen) (M/S/C) that there be a signed semi-annual (June 30th and December 31st) report from our staff that the payroll deductions and WCB have been paid to CRA and WCB respectively.

Motion (Bathgate/Petersen) (M/S/C) that the reports from Kirsten be approved as presented.

f. Draft Budget 2020

Motion (Burns/Petersen) (M/S/C) that the draft budget for 2020 as of February 25, 2020 be approved as presented.

Meeting was recessed for lunch at 11:40 a.m.

Courtney and Justine provided the board a CAP and ALUS update over lunch.

g. AGM for Manitou Beach

Motion (Petersen/Langford) (M/S/C) that the board meeting on April 8th be 10:30 a.m.

Motion (Elliott/Schmidt) (M/S/C) that the AGM start at 4:00 p.m. with supper at 6:00 p.m.

Motion (Halyk/Schmidt) (M/S/C) that the chairperson for the AGM be Sherwin Petersen.

Motion (Halyk/Rodenbush) (M/S/C) that the second half of the strategic planning meeting be moved to April 7th at 10:00 a.m. and have the follow up starting on April 8th at 8:30 a.m.

Those needing to have overnight lodging, they are expected to purchase it themselves and submit a reimbursement form. Two options are the Lakeside Country Inn or in Watrous.

The strategic planning meeting will start tomorrow at 8:30 a.m.

h. WUQWATR Membership Fees

Motion (Petersen/Bathgate) (M/S/C) that the 2020 membership fees for WUQWATR members be the following:

Large Urban	\$ 0.10 per capita
Small Urban minimum	\$100.00
<250	\$100.00
251-500	\$150.00
501-1500	\$175.00
1501-3000	\$300.00
Rural Municipalities	\$300.00
Business	\$300.00
Non-profit organization	\$100.00
C & D	\$150.00
Individuals	\$ 25.00

6. Reports

c. Financial Reports

Motion (Halyk/Rodenbush) (M/S/C) that Sarah Tranberg be paid \$645.25 to cover her out of pocket travel expenses. Sarah has also signed a liability release form about this expense.

Motion (Burns/Petersen) (M/S/C) that the Transaction Report of February 27, 2020 totalling -2,685.96 be acknowledged on the presentation of this report.

Motion (Elliott/Bathgate) (M/S/C) that the Balance Sheet Report as of February 27, 2020 with a net of 203,285.64 be acknowledged on the presentation of this report.

Motion (Langford/Rodenbush) (M/S/C) that the Profit Loss Report with a net profit of -46,663.30 be acknowledged on the presentation of this report.

7. New Business

iv) Purchase of Desktop Quick Books

Motion (Bathgate/Petersen) (M/S/C) that WUQWATR suspend the use of the desktop Quick Books for 2020 and staying with the online version.

v) In House Payroll

Motion (Bathgate/Langford) (M/S/C) that Kirsten Colvin do complete payroll services for WUQWATR starting April 1st.

vi) Membership Notice

Motion (Rodenbush/Schmidt) (M/S/C) Membership fee changes and invoice with additional information should go out in a separate notice from the AGM notice.

Bylaw changes should go out in 30 days' notice for the AGM.

Kirsten Colvin left at 2:45 p.m.

Justine Melo left at 3:10 p.m.

4. Business Arising

b. Board Governance/Bylaws

Motion (Petersen/Langford) (M/S/C) approve the proposed amendments to the WUQWATR bylaws (see attached).

3. In Camera Session

In Camera Session started at 3:45 p.m. and ended at 4:10 p.m.

5. Correspondence

a. CP Train Derailment Update

An update on the CP Train Derailment was provided by the General Manager.

b. New ALUS MOU 2020

A new MOU for \$60,500 has been received by the General Manager.

8. Adjournment of Meeting

The meeting adjourned at 4:10 p.m.