

## FRIENDS OF HULLETT

### MINUTES FROM BOARD OF DIRECTORS MEETING

#### Virtual Meeting

27<sup>th</sup> July 7:30PM

**Present:** Mat Shetler, Chris Ambrose, Mike Cardinal, Steven Zingaro and Trevor Latta

**Absent:** Duane Inkpen, Ryan Bayne, Wade Beaudoin, Jim Bayne

**Guests:** Scott Austin, Amber Frak

**Meeting called to order:** 7:30 PM

- Mat Shetler called the meeting to order
- Minutes from the previous Friends of Hullett – Board of Directors meeting from June were reviewed and approved with some minor spelling and grammar updates. June minutes to be forward to BOD by Trevor Latta.
- Motion by Mike Cardinal to approve June minutes
- Seconded by Chris Ambrose.
- Treasures Report
  - Overall a light month for income, no major deposits.
  - Largest non-routine expense was to Vandriel Excavating Inc. for \$4,946 for Conservation Road brushing.
  - All directors except Wade have been e-transferred / issued cheques for annual computer expenses.
  - \$25,000 was transferred from Savings into GIC - Cashable 0.35% on June 30th, 2021.
  - Net income is down 8.48% year over year but not surprising given our decrease in expenses in 2020.
  - Cash balances are up 16.21% year over year.
  - Chris proposed we reclass the Zone A bank account allocation back to its respective account and only utilize the Zone A liability account to track these funds moving forward. This will ensure a more consistent application of accounting policies. Mat inquired if there was insurance to track the Zone A funds. Chris confirmed that the funds could be tracked separately moving forward.
  - An accrual of \$4,117 was set up in anticipation of the future expenses that would be incurred because of the damage done by the power surge. Most of these expenses have now been incurred, except for approximately \$1,000, which will be used to install modern LED shop lights. Therefore, this accrual will be reduced by \$3,117 to \$1,000.
  - Capital asset liability account - Currently this account contains proceeds from the sale of old capital assets. Chris proposed we also use this account to build up a capital reserve that aligns with the capital asset replacement schedule.

#### **Marsh Report:**

Scott Austin led the marsh report/discussion:

#### **FOH Summer Staff**

- Scott brought to the BOD attention that there was an accident this week (non-life threatening). Lucas incurred a cut that required hospitalization and 5 stiches. Workers compensation paperwork has been completed and Lucas returned to work the following day.
- Julia will be staying on until July 30 to finish her 280 hours under a volunteer agreement with FOH.
- Julia Beaven/Maintenance Supervisor May 31 to July 23, 8-week CSJ funded.
- Kate Riemer/Event Coordinator June 28 to Aug 20, 8-week CSJ funded.
- Lucas Preszcator/Maintenance Worker June 28 to Aug 20, Youth Job Connect funded.

#### **Central Huron Donation Fund**

- This year the municipality changed the application deadline date earlier by a month, unfortunately FOH missed the submission deadline.

- Scott contacted them and requested an allowance for a late submission. Central Huron municipality approved the late submission.
- Historically the municipality has been very generous therefore FOH did not have additional requests and were late with our 2021 submission.
- FOH has been unofficially notified they will receive \$1700 cash towards the production of the annual FOH User Guide and 4 dump truck loads of gravel delivered to the FOH office location.

### **Waterfowl Opening Day**

- Discussion for the opening day waterfowl hunt in 2021 of changing back to the traditional “Opening Day Draw” or repeating the same “Opening Day” protocol that was implemented in 2020.
- There is no financial advantage for FOH to manage and oversee opening day other than opportunities for memberships or pheasant draw tickets.
- Concerns of the additional one page in user guide to be completed by hunters opening day was not used in 2020. Proposal was to remove the one pager in the 2021-2022 user guide.
- Reviewed the need for overflow parking lot in the main parking lot. Scott proposed that the overflow parking is still required for opening day and the balance of the year to access Zone A therefore the overflow parking will remain.
- Checking ducks on opening day is a priority to attain marsh information however for the 2021 opening day FOH will not be present to check and or collect harvest information.
- Scott and Amber agreed that they will be present opening day to ensure there is a FOH presence and oversee activities within the marsh as the opening day for both waterfowl and small game is on the same day. In addition, there is an opportunity to attain FOH memberships and sell pheasant challenge tickets.
- Motioned by Mike Cardinal
- Second by Chris Ambrose
- Motion carried

### **2021 Memberships**

- Currently 133 memberships processed in 2021 with 33 being new 1st time members.
- 2021-member donation revenue is \$5303 as of July 22, 2021.

### **Vandriels/Merners Quotes for Burns Line**

- Merner’s have committed to the work and committed to a start date end of July with a completion date before September 1<sup>st</sup>, 2021.
- Vandriel was quite happy not to receive the work as they are busy and would not be able to start the job until November 2021.

### **Office Internet**

- We have changed our internet provider to Xplornet with a satellite dish installed on office roof....it is at least 10 times better than the TCC radio signal
- A one-year contract was signed at \$120 a month including equipment rental and a \$100 installation fee (TCC was \$45 per month)
- The fohoffice@tcc.on.ca address will be retained at a cost of \$9 month
- Therefore, our monthly internet costs will be about \$85 more each month
- We are hopeful that within the next year or so TCC will be pulling fiber cable on Hydro line.

### **Baiting Permit**

- Amber has applied for the federal baiting permit and are currently in the waiting stage now.
- Scott will follow up and inquire regarding donation of corn for the 2021 season.

### **DUC Dyke Work**

- Vandriel’s completed dyke repairs to the Woodie Pool holes and rock spillway as well as finishing the interior Bluewing dyke.

- Beaver dams were removed at the concrete dam west of Mallard Pool (quickly rebuilt) and Conservation Bridge
- Conservation Bridge dam removed along with house, resulting in 3-foot release of water.
- Slowly rebuilding at bridge by “river beavers”; Amber has killed one on June 24, 2021.

### **FOH Main Office**

- Amber has found accommodations and will be moving from the FOH main office on August 1st, 2021.
- She is very thankful to FOH for allowing her the use of the office.

### **2021 FOH Crop Map**

- Please refer to the email for the 2021 map that was circulated on July 20/21 by Scott.
- It is interesting to note all the newly established hay fields
- Mat requested each BOD review the email and attached maps and forward any questions or concerns to Scott.

### **Blue Trail Bridge**

- Vandriel is unable to visit and access the site until October 2021.
- Current requirements to replace the bridge would consist of materials 2x10x9 1/4 wide, 60+ boards or 3/4” pressure treated plywood. Access to deliver the following materials would be very difficult.
- The FOH have provided numerous bulletins, signage, and social media updates to provide awareness to not use the Blue Trail Bridge. However, users continue to ignore postings and continue to use the bridge. The current bridge condition is a public hazard and should be removed.
- Discussion of installing perforated tile and crushed stone to allow for waterflow to move through in addition to a ditch that will divert water overflow away from the bridge was discussed.
- Further discussion to reroute the trail versus reclaiming the current bridge was reviewed. This option requires further investigation and will provide a longer-term solution versus continued repair and maintenance of the bridge.
- Scott and Mike agreed to meet first week of August to review and access the situation, provide feedback to the BOD on potential repairs with the current bridge.

### **DUC/FOH Contracts**

- Invoicing and work logs have been submitted for almost \$5000 of staff work so far this year
- Mat reached out to Al Murray to attend a FOH BOD meeting and to date have not heard of a confirmation.
- Mat inquired about water levels; Scott confirmed that they have been adjusted as recommended by DU
- Mat inquired if there was further discussion and an update on the status of the building beside FOH main office and or timeline for removal. Scott confirmed there has been no current updates, Amber confirmed that currently there are no nesting barn swallows.

### **Virtual Instagram Auction**

- Current revenue on July 22, 2021 is \$3799

### **User Guide Update**

- Great response from advertisers with \$915 in revenue as of July 23, 2021.
- Kate is leading the development and production of the 2021-2022 guide with guidance from Scott and Amber.

### **OFAH Club Membership**

- BOD memberships have been mailed out on July 23 from FOH staff.

### **Infrastructure Painting**

- Thanks to multiple summer students every single map box, gate and parking barrier will be painted yellow by summers end
- This large project is 75% currently completed.
- The property will look “fresh” for this fall in the eyes of the public.
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## **Trappers**

- Scott spoke to Everett on July 22, 2021 and is sincere with his trapping intentions.
- The trappers have not submitted their mandatory June 10 reports to FOH.
- A reminder email will be sent to Doug Vincent and Matt Duncan to submit their report and a further request if they would take on Everett as a helper to assist with trapping.

## **Kate Riemer Employment Extension**

- The upcoming workload will be heavy this fall, Kate is the lead on the fall newsletter, User Guide production and Youth Waterfowl Clinic communications and administration.
- The discussion to extend Kates work term would include an additional 4 weeks at 35 hours per week and \$15 per hour.
- Motioned by Chris Ambrose to extend Kates work term employment from Aug 20 to Sept 17, 2021.
- Second by Amber Frak
- Motion carried

## **Phragmites**

- Educational Workshop - Thanks to a tip from Mat Shetler, Amber registered and attended an online info session on July 6, 2021 that focused on application spraying near water sources.
- Phragmites Spaying
  - Amber has secured ABCA as our Phragmites sprayer for the 2021 season.
  - Amber will spray alongside ABCA and coordinate the project as Alex and Greg did in previous years.
  - Application start date is anticipated around the last week of August 2021.

## **Youth Waterfowl Clinic**

- We have reached our capacity of 5 first time youth that are now fully registered for the clinic with one past YWC on the waiting list.
- "Conservation Day" is Aug 14 and will involve youth retrieving Mallard tubes.
- Given the close contact on a mentored duck hunt {i.e....see the duck...take em...} in the hunt location we will be pairing fully vaccinated youth with fully vaccinated mentors
- We only have one mentor registered (unknown individual – non FOH member) they have completed the registration and provided a "Clear" vulnerable sector check dated July 21, 2021 at the request of FOH.
- Scott will be contacting this mentor next week to discuss mentoring commitments and interview the potential mentor.
- We have had 3 other mentor requests, but no one has registered yet
- We are anticipating Chris Ambrose to register
- Scott will attempt to recruit more mentors
- A COVID liability form is being created by Kate and shared with the BOD for review. There were no concerns on the proposed draft COVID Liability form.
- Mat mentioned to use the online assessment tool to ensure that mentors and youth have complete prior to the youth Waterfowl Hunt.

## **Equipment Update**

- Kate was able to get the FOH truck to Exeter for service July 22, 2021 as she lives in Exeter.
- Transfer case, front differential and rear differential oils were changed at request by Scott along with regular service
- Gear box oil were original fluids from factory.
- \$700 was spent and mouse damage was found in both cabin and engine air filters.
- Tractor issue was resolved to the tune of \$500, water in the front axle.
- Scott called out Huron Tractor on their failure to torque axle fill plug, however they would not accept fault.

## **Washroom Re-Opening**

- Staff plan to re-open the washrooms after repairs from vandalism the first week of September 2021.
- New industrial door handles will be required at both sites.
- Main view stand door may be bent and potentially might need to be replaced.
- The current outside educator has a facility key for access during the time they are using the parking lot 1-20.
- Scott will reach out to a locksmith in Kinburn and inquire the to repair the locks therefore completing the opening of washroom facilities.

## **Office Re-opening To Public**

- Staff plan to allow visitors to the office complex in mid-September and remove the No Entry signage provided the health situation is stable or improving and there are no current lockdowns in place at that time.
- Visitors will be allowed on the office deck but not in the office.

## **Pheasant Challenge**

- Current sales at \$1522 all 100% online, Clinton Sporting Goods is also selling but not included in this number
- Scott will be speaking with Tim MacDonald on July 26 regarding Ideal Supply sales involvement

## **Fall Mowing**

- This major project will begin the first week of August 2021.
- Habitat improvements are very noticeable in many areas after work has been done.

## **New business**

- Discussion of parking lot upgrades
- 24 Blocks were purchased from Teeswater Concrete \$950
  - Flynn was hired to deliver and place the blocks working with FOH staff
  - Both Wildlife Line parking lots North of Conservation road are completed with 10 blocks each and painted as of July 23
  - The other 4 blocks were off-loaded at the overflow parking lot with 2 being placed at the bridge to the Homestead entrance as discussed on Drew Pegrums suggestion
- Flynn has outstanding invoicing of plastic for the FOH.

**Next meeting August 31<sup>st</sup>, 2021 with a tentative location Exeter Town Hall**

**Meeting adjourned 8:43 PM.**

Minutes submitted by: Trevor Latta

Approved by: