

FRIENDS OF HULLETT

MINUTES FROM BOARD OF DIRECTORS MEETING

July 29, 2025 @ 7:30 PM – Mitchell Arena

Present: Mat Shetler, Steve Dalrymple, Ryan Bayne, Duane Inkpen (remote), Mario Coniglio, Donna Taylor, Craig McDonald, Barb Orchard, Mark Penhale

Guests: Justin Johnson, Ben Elliott, Emily Dearing, Scott Austin

Meeting called to order – Mat Shetler: 7:31 pm

- Minutes from the June 24 meeting were approved.

Action Items from June meeting

- Ag access maps circulated as PDFs
- John Haak appreciated the response of the Board. Land in question will not be taken out of production. Optics are important.

ACTION: Justin will look into details re. establishing a buffer. Board will revisit this issue when the time is appropriate.

Treasurer's Report – Ryan Bayne

- Ryan is still learning the process. From available statements, it appears we are on budget. No big purchases are anticipated at this time that might change this.

Scott Austin presented several financial items where Board decisions were needed.

1. *RBC BOD signing authority should be updated from the current 4 signers of Mat Shetler, Duane Inkpen, Chris Ambrose and Mike Cardinal. A visit to an RBC branch may be required for this. Our RBC business manager seems to change all the time but may be headquartered in the Exeter RBC branch. I am very hesitant to make inquiries as I do not have signing authority. We can destroy previously signed cheques as we have enough blank ones for at least 10 years.*

ACTION: Ryan to have signing authority, in addition to Duane and Mat. Ryan will follow up with RBC. Ryan and Scott will work to clarify account management.

2. *The removal of Chris Ambrose as our PayPal account manager. Chris made an attempt at this with no success before his departure. Past experience with PayPal account changes have proved to be very difficult. A new BOD member or perhaps myself <<Scott>> will have to take on this task and also the account manager position. I <<Scott>> am uncertain if this person needs to have legal FOH signing authority.*

ACTION: Scott will follow up on this issue and report back to Board.

3. *Our current VISA credit limit is only \$2000. This has not changed in the last 13 years. The card has my <<Scott's>> name on it along with Friends of Hullett. This should be changed to Justin. We certainly need to request a credit limit increase as I <<Scott>> am constantly making prepayments each month as purchases are made so we do not incur a \$30 fee for going above limit.*

MOTION: To increase credit limit to \$5000. Steve moved, Craig seconded. Passed.

ACTION: Ryan will follow up with bank.

4. *Payroll token needs to be acquired from RBC so that Janice can do direct deposit for staff above \$5000. This was a big problem in the fall of 2024 when I <<Scott>> was on full-time hours. We do not want to put Janice through this hassle. Chris looked into the token but had trouble scheduling an in-person meeting with RBC to get the token.*

ACTION: Ryan will look into this and report back to Board.

5. *As per a conversation that I <<Scott>> had with Duane recently maybe the BOD should consider increasing my <<Scott's>> hours from 20 to 25 per week for August to December this year. With an increase I will be better able to support the staff with habitat mowing in August to October.*

MOTION: To allocate Scott additional hours, up to 85 hours for the period August 1, 2025 to December 31, 2025. Ryan moved, Barb seconded. Passed.

July Marsh Report – Justin Johnson

Stewardship

1. TD FEF Turtle Project

- MarshReach stands arrived, deployed when final pieces are available [soon]
- FoH will be attending the Turtle Release at Morrison Dam on Aug 28th.
- Will be reallocating funds towards nesting mounds (gravel/sand), likely 2-3.

ACTION: Justin will investigate getting more stands and their cost

2. Grassland Restoration

- Flynn's RoundUp application had no effect on the bluestem, working on solution.
- Lindsay has secured funds through HSP, more to come from other sources.
- Open to planting mixes of cool and/or warm season grass mixes to fit objectives.
- Has asked FoH to prioritize site prep through mowing and spraying through summer
- Discussing mulching services; Merner's, Drake Jefferson are possibilities
- 1-20 Parking Lot Implementation Plan has been distributed to the BoD

3. OFAH Community Conservation Fund - Invasive Species Control

- Backpack sprayers and three-point sprayer for tractor purchased to support control
- Storage locker and pesticide mixing table to be purchased with remaining funds.
- Phragmites surveys underway ahead of control in the fall.

NOTE: Justin will oversee some macroinvertebrate surveying along with the Phragmites surveys

Hunt Management

4. Pheasant Challenge

- 146 tickets have been sold to date (\$1,460).

5. OFAH Community Project Fund – _Accessible Hunting Blind

- Scott Dale has visited the site, will begin construction of blind and ramp soon.
- Old blind has been removed ahead of construction.

6. Trappers

- Met with Doug and Matt to discuss trapping in the Marsh Matt: Small boat use for trappers?
- Doug: Will be adding a family member as trapper designate.
- Have been in contact with Ontario Fur Managers Federation and MNR:
- OFMF: Trapper competitions need to be facilitated by MNR.
- MNR: FoH can select a trapper and have them apply to Aylmer-Guelph MNR.
- Will proceed with advertisement through Huron-Perth Trappers and compete.

ACTION: Justin will follow up with MNR to get their take on using a small electric trolling motor in the marsh.

7. Mallard Pool Hunting Stakes

- Still waiting for final approval from Aylmer, Guelph MNR.

8. Youth Waterfowl Clinic

- 13 spots at this year's Clinic are already full.
- CO's will not be able to attend; Deane and Mike have been contacted.

Science

9. Titley Acoustics and Hoskins

We were featured on Titley Scientific and Hoskins Scientific for our bat work: <https://hoskin.ca/bat-survey-titley/>
<https://www.titley-scientific.com/elementor-14925/>

Links have been posted on our website as well.

Maintenance

10. Property Maintenance

- Mowing of dykes and trails complete.
- South loop of Red Trail closed.
- Stake 33 walk-in trail reopened.
- Brush removed from dykes and trails.
- Channels inspected for debris.
- New “You Are Here” Signage deployed in parking lots.
- Gurgler dyke repaired; Woodie dyke repaired by DUC.
- East pheasant pen is nearly removed.
- Ag Access improvements underway.

11. Financials

- *General Donations to Date* - \$5,127.12
- *Membership Donations to Date* - \$3,181.18

Outreach/Communications

12. Hullett User Guide

- Blyth Printers prepared the second draft; distributed to BoD for review.
- \$6,150 in ad revenue so far; \$6,765 expected in total for 2025 ad revenue.

ACTION: Board to provide Justin and Emily with edits for the HUG by end of workday July 31.

Other/Staffing

13. Tony Morrison

- Memorial Donations continue to roll in; \$1,320 so far received in memory of Tony.

14. Chainsaw Training

- All staff have expressed interest in Chainsaw Training.

MOTION: Approve spending up to \$700 for chainsaw training for staff. Donna moved, Steve seconded. Passed.

15. Website Revamp

- Justin looking into [Akira Studio](#) to upgrade our website.
- Based in Bayfield, Akira has developed great looking websites for local organizations.
- Websites are built in WordPress; we would still be able to edit as needed.

ACTION: Justin will get more information.

Other items brought to this meeting by Justin not included in the Marsh report

1. FERMA issue. Board will wait for more information before deciding if it can take a position.

ACTION: Justin will stay updated on this issue and keep Board informed, and if there is an opportunity to attend an open house, he will go.

2. Ontario Woodlot Association meeting

ACTION: Justin will come back to Board if there is a request for funds to pay for food.

3. Ag access from Burns Line: Merner's repair work is delayed until the wheat harvest is complete.

ACTION: Justin and Ben to meet with Drake Jefferson to discuss possibility of some mulching on the property.

New Business

Personnel Policy edits – Mat Shetler

- AODA – Justin recently completed training and informed Board of its obligations in light of AODA legislation.

ACTION: Barb and Donna will investigate what the Board needs to do to be compliant with AODA legislation.

- Hiring: Board agreed with ideas proposed by Mat.
- Staff retention:

ACTION: Mat will clarify wording regarding when a posted job ad is not required.

ACTION: Mat will include staff retention as a discussion item in a future meeting

- AGM

ACTION: Mat will look into AODA legislation to see if TEAMS meetings satisfy requirements for the AGM (to address issue of proxy votes)

- Duration of Board appointments: discussed – no changes proposed

In Camera

- No issues were identified that required In Camera discussion.

Meeting adjourned @ 9:57 pm