

FRIENDS OF HULLETT

MINUTES FROM BOARD OF DIRECTORS MEETING

August 26, 2025 @ 7:30 PM – FofH Office, HPWA

Present: Mat Shetler, Steve Dalrymple (remote), Mario Coniglio, Donna Taylor, Craig McDonald, Mark Penhale

Guests: Justin Johnson, Ben Elliott, Emily Dearing,

Regrets: Ryan Bayne, Duane Inkpen, Barb Orchard

1. Meeting called to order – Mat Shetler: 7:34 pm

- Minutes from the July 29 meeting were approved.

Action Items from July 29 meeting

Most action items from the previous meeting were followed up, many are ongoing and updated in the August Marsh Report and elsewhere in this agenda.

- AODA legislation regarding if AGM meeting on Teams satisfies requirements

ACTION: Mat (will report at a future meeting)

- Action items assigned to Ryan deferred to a future meeting
- MNR and trolling motor – Justin reached out to Dave and will wait to hear more
- Mulching – Drake will come out in the near future to examine the fields in question
- AODA – reported on below (agenda item 5.b)

2. Treasurer's Report – Ryan Bayne

- Ryan provided the report by email.

3. August Marsh Report – Justin Johnson

Stewardship

1. TD FEF Turtle Project

- All materials have arrived, photomonitoring stands to be deployed ASAP.
- Replacement stands/panels to be purchased with granted funds.
- Remaining TD funds will be used for nesting mounds pending reallocation.
- FoH will be attending the Turtle Release at Morrison Dam on Aug 28th.

>>QR code on signage does not work properly.

ACTION: Justin will get stickers made up that have the correct code. Three signs are already placed in the marsh. There will be a total of 10 signs.

2. Grassland Restoration

- Flynn still working on solution; working with crop specialist. Remains committed. He admittedly used 3x as much RoundUp as he anticipated. He is planning to cut the Bluestem as a crop; says it “looks good”.
- Ben and Justin to meet with Drake to discuss potential for mulching.
- 1-20 Parking Lot Implementation Plan has been distributed to the BoD for review.

ACTION: Justin will apply for funding when we have an accessibility plan for the 1-20 Parking Lot initiative

3. OFAH Community Conservation Fund - Invasive Species Control

- Grant has been spent out; storage locker, mixing table, cane cutters purchased
- Phragmites surveys continue, control to begin soon with assistance of ABCA
- Support of ABCA to be paid for in part by ABCA's Invasive Phragmites Control Fund

4. Huron County Phragmites Management Area Working Group

- Justin presented on the *Phragmites* control program at Hullett.
- ABCA to prepare a funding proposal for the Ontario Phragmites Action Program.
- Hullett to be included in the proposal, may receive funding as part of the collaboration.
- Another meeting (MVCA, ABCA, Huron County, NCC) is scheduled for this winter.

Hunt Management

4. Pheasant Challenge

- 209 tickets have been sold to date (\$2090).

>>Update: 309 tickets sold

5. OFAH Community Project Fund – _Accessible Hunting Blind

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

>>Project likely to come in under budget and remaining funds could be put towards more signage.

6.Trappers

- Advertisement provided to Huron-Perth Trappers; Matt Duncan to distribute at OFMF gathering in late August
- One potential trapper has called with interest in the spot
- Matt Duncan has requested the Board consider reallocating the area around Pintail poll back into his area

>>Board agreed to reallocate the area around Pintail poll back into Matt Duncan's area

7.Mallard Pool Hunting Stakes

- Stakes have been removed from their current locations, will repair and redeploy

8.Youth Waterfowl Clinic

- 10 spots at YWC; some youths had to drop out due to other commitments

>> 11 attendees. Ben experienced some issues with Cabela's not being able to provide gifts for the participants as planned

9. Science

- Collections by UWaterloo Researchers continue in Butterball Pool
- Macroinvertebrate sampling of the Marsh's wetlands underway; using OBBN protocol. Insights could be used in future grant applications re: water health or baiting

>>Macroinvertebrate sampling is now complete

Maintenance

10.Property Maintenance

- Mowing of dykes completed.
- All trails and parking lots have been mowed.
- Plantation has been mowed again.
- DUC has repaired the Woodie Pool dyke and Satellite Pond Nine water structure.
- Channels inspected for debris.
- East pheasant pen is removed.
- Water structure trimming underway.
- Ag Access and Field Edge improvements underway.

11.Financials

- General Donations to Date - \$3619
- Membership Donations to Date - \$5378

Outreach/Communications

12.Hullett User Guide

- Blyth Printers are preparing test copies for Staff review

>>Order will be put in tomorrow (August 27, 2025)

13. Ontario Woodlot Association Workshops

- OWA to host two, two-day workshops in September and October
- Costs will likely be shared between OWA and FoH, specifics still to be hammered out

>>Costs will mostly be food

Other/Staffing

14. Chainsaw Training

- The anticipated instructor is no longer available, other instructors are prohibitively expensive.
- Could investigate alternatives for the future; Ontario Woodlot Association could help.

>>Will plan to do this next year

15. Website Revamp

- Justin looked into Akira Studios for a Website refresh – quoted \$5400.... May investigate building a new site on Wordpress and host out of WebStarts
- May investigate funding under the OFAH Community Projects Fund next year
- Built-in accessibility will be the key to finding funding opportunities

Staff Retention

Justin discussed a variety of initiatives that could serve to retain staff:

- Continuing education: professional development, leadership, interpretation, etc. Have funds or time set aside to pursue this. Could include conferences.
- Establishing salary bands – and related pay or vacation
- Increasing RRSP contributions after a set number of years
- Certifications for shorter term staff
- Chainsaw or interpretive training (e.g., public outreach, graphic design)
- Automating processes
- Mapping technology training
- Rabies titer – offsetting costs
- Nature days for staff (paid and non-working)

Action: These initiatives will be discussed at a future Board meeting (probably October) - Mat

4. Report from MNRF/DU

Justin has not heard anything back. Ben indicated there are 20 hours left on contract #1

5. New Business

a. Personnel Policy edits update – Mat Shetler

- Will be deferred to the September meeting

b. AODA – Donna Taylor

The notes below, provided by Donna, formed the basis of discussion on this topic.

AODA

Five areas –

information and communication

Employment

- Transportation – not applicable
- Design of public space
- Customer service

Training policy plan

Board and Full-time and part-time staff – training required

Tracking of completion, annual Status reports, and updates every 5 years are also required

Communication if accessible information is available – must let public know

make workers and public aware that the information will be made available upon request

Ensure that the website is fully accessible as well as any digital or printed information

If website is not accessible an explanation is required along with a summary of the information in an accessible format.

Employment

Mostly this will not affect Hullett unless we are looking for new staff.

In that event we do, we will need to decide whether, or in what way, we could provide accommodation for disabilities.

This will depend upon the position needed to be filled, and the requirements of the position.

Transportation

Not applicable to our situation.

Design of Public Spaces

Essential to consult on renovating recreational trails and public spaces with the public and with persons with disabilities to ensure that the changes will meet the main criteria for their enjoyable use of the space. This includes allowing for viewing, resting, passing on trails and amenities.

We should consider, if not already available, whether accessible washroom facilities should be installed. This may be a provincial responsibility.

Customer Service

All employees and volunteers should have AODA training to be able to interact and communicate with disabled persons. They should be trained in the use of any equipment or devices provided.

Staff and volunteers should know how to handle a situation when a disabled person is having difficulties. They also need to be aware that they are to have direct communication with the disabled person themselves, not a caregiver.

Promotional videos should be closed captioned. Notice of repairs or the unavailability of services for the disabled should be posted in as many formats and ways as possible.

There should be a process to receive from and to respond to any complaints from the disabled community.

ACTION: Donna will provide link to the AODA training board members are required to take.

ACTION: Donna will initiate the process of developing FoH policy related to AODA requirements

c. Roundtable

- Mario raised the issue of creating a comprehensive document archive for each Board meeting, so all materials that were brought to the table are readily accessible going forward.

ACTION: Justin will set up a shared Google Drive space for this.

- Justin provided an update on the FERMA battery project. FERMA personnel have been non-responsive to the local Council's questions. Justin clarified the Friends of Hullett board is interested in collecting information on the project and is not in a position to comment on this initiative at this stage.
- Pheasant Challenge: Steve recommended Justin reach out to Royal soon and inform them of our proposed release schedule and determine if it makes sense financially for them to deliver birds or for volunteers to pick them up.
- 1-20 parking lot implementation plan: Justin is working on a monitoring protocol, for implementation next year.
- Justin indicated that he is planning to create an emergency response plan this winter and will share it with the board in due course

- Justin is putting together an onboarding checklist for staff
- Steve indicated that this coming weekend as a NAVHDA test and that he would be involved.
- Steve suggested we raise profile for the pheasant challenge by creating a video. Will work with Emily to get this done soon. Mario and Mark could join in if they choose to.

6. In Camera

- No issues were identified that required In Camera discussion.

Meeting adjourned @ 8:48 pm