

**DRAFT Minutes of Meeting  
BLBRA Board of Directors Meeting**

**Thursday, September 5, 2024, 1:30 – 4:00 PM**

**Location: Crane Cove Seafoods Boardroom, 4115 Shore Road, Eskasoni First Nation**



*Our mission is to improve balance in the Bras d'Or Lake Biosphere by encouraging community capacity building, conservation efforts, and sustainable development.*

Attendance:

<b>DIRECTORS (Member at Large)</b>		<b>DIRECTORS (Ex Officio)</b>	
Allison Mclsaac ( <b>Chair</b> )	Y	Amanda Mombourquette ( <b>Richmond</b> )	N
Liz Campbell	Y	Barbara Longva ( <b>Victoria</b> )	Y
Tony Sylliboy	Y	Steve Parsons ( <b>CBRM</b> )	R
Parker Donham ( <b>Treasurer</b> )	Y	Kirsty Lock ( <b>NSCC</b> )	Y
Veronika Brzeski	N	Stan Johnson ( <b>CEPI</b> )	Y
Bethsheila Kent	R	Tyler Mattheis ( <b>CB Partnership</b> )	Y
Terri Shobbrook ( <b>Vice-chair</b> )	Y	Bonnie MacIsaac ( <b>Inverness</b> )	R
Breah Sampson-MacDonald	R		
Megan MacInnis ( <b>Secretary</b> )	Y		
Kathleen Aikens	Y		

*A quorum for the transaction of business at any meeting of the Board shall consist of 50% of the Executive Comm. plus 6 non-executive Board members. (Y= Present; R= Regrets sent; N= none)*

Observers/Guests: Ron Newcombe (Trails Chair), Zoe Nicholas (Administrative Assistant), Pierre LaRoche (Communication Chair) Louis-Joe Bernard, Rod Thompson (Member), Adele Hunt (Member), Billy Taylor (Financial Services).

**1) Welcome and Introductions**

Chair Allison Mclsaac began the meeting by acknowledging that the Bras d'Or Lake Biosphere is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. Board members and guests in attendance shared a quick round of introductions.

**2) Call to Order:**

Chair, Allison Mclsaac, announced there is a quorum.

**3) Additions to the agenda**

Tyler Mattheis adds that the CBU management department is looking for opportunities/projects to get their classes involved.

4) **Approval of the agenda**

**Motion** to approve made by Barbara, second by Parker. **Motion passed.**

5) **Approval of minutes – Minutes Mar 21 , 2024**

The May 16, 2024 BoD meeting did not have quorum. In the March 21 BoD Lauren Somers talked about their Hydrological model. The next 2 years will focus on using the hydrological model with Fred Baechlar and EXP. The ECCC project has supported 4 undergrad students and Fred Baechlar will be defending his Ph.D thesis in October. **Motion to approve the March 21, 2024 BoD minutes by Tyler M. and second by Kathleen. (Stan J. abstains). Motion passed.**

6) **Preparations for the Fall AGM**

i. **Treasurer**  
**2023-2024 Financial Report**

Bras d'Or Lake Biosphere Region Association

Income Statement  
April 2023 - March 2024

	TOTAL
<b>INCOME</b>	
Canadian Biosphere Reserve Association	3,333.00
Destination Cape Breton	3,000.00
Donations	8,000.00
Environment & Climate Change Canada	231,570.00
Grants - TD Foundation	3,983.00
HST Rebate	2,004.37
Map Sales	1,112.37
Memberships	680.00
Sales of Product Income	189.58
<b>Total Income</b>	<b>\$253,872.32</b>
<b>GROSS SURPLUS</b>	<b>\$253,872.32</b>
<b>EXPENSES</b>	
ECCC Project	
ECCC Audit & legal fees	1,317.71
ECCC Communications	4,202.50
ECCC Contractors	5,000.00
ECCC Management & professional services	22,650.00
ECCC Materials & Supplies	8,235.53
ECCC Overhead 10%	433.20
ECCC Research Contract	51,000.00
ECCC Salaries & Employment Costs	117,502.00
ECCC Travel	11,568.43
<b>Total ECCC Project</b>	<b>221,909.37</b>
Explore the Bras d'Or Project	
Explore Bd'Or Expenses	1,250.00
<b>Total Explore the Bras d'Or Project</b>	<b>1,250.00</b>
Teaching Kits Project	
Teaching Kits Expenses	1,026.10
<b>Total Teaching Kits Project</b>	<b>1,026.10</b>
<b>Total Expenses</b>	<b>\$224,185.47</b>
<b>OTHER INCOME</b>	
...Revenue Deferred from Last Fiscal	14,535.14
Interest earned	122.61
<b>Total Other Income</b>	<b>\$14,657.75</b>
<b>SURPLUS FUNDS</b>	<b>\$44,344.60</b>

Bras d'Or Lake Biosphere Region Association

Balance Sheet  
As of March 31, 2024

	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Cash and Cash Equivalent	
1025 TD Canada Trust Community Plan Plus	135,976.44
1026 TD Business Investor Account	5,138.54
<b>Total Cash and Cash Equivalent</b>	<b>\$141,114.98</b>
Accounts Receivable (A/R)	
Grants Receivable	110,521.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$110,521.00</b>
<b>Total Current Assets</b>	<b>\$251,635.98</b>
<b>Total Assets</b>	
<b>\$251,635.98</b>	
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable (A/P)	
Accounts Payable (A/P)	156,164.28
<b>Total Accounts Payable (A/P)</b>	<b>\$156,164.28</b>
Credit Card	
Visa	-1,802.75
<b>Total Credit Card</b>	<b>\$ -1,802.75</b>
GST/HST Payable	-389.72
<b>Total Current Liabilities</b>	<b>\$153,971.81</b>
<b>Total Liabilities</b>	
<b>\$153,971.81</b>	
<b>Equity</b>	
Opening Balance Equity	53,319.57
Retained Earnings	0.00
Surplus for the year	44,344.60
<b>Total Equity</b>	<b>\$97,664.17</b>
<b>Total Liabilities and Equity</b>	<b>\$251,635.98</b>

Billy Taylor reconciled the accounts for the 2023 - 2024 fiscal year. Billy stated the accounts were set up using cash based accounting (Accounting for items as they are spent or received). The accounts have been changed to accrual accounting. Billy suggested using an income statement to determine what income goes with what expenses. NovaStream was sent a cheque to cover several invoices but the cheque has not been cashed and may be over the allowable time to cash. There is an uncashed \$50 cheque to Waycobah First Nation for use of their facility for a BoD meeting. Parker motions that Billy's amended financial statement be approved, second by Terri - **Motion passed.**

**Action Item:** Zoe to contact both NovaStream and Waycobah First Nation about uncashed cheques

## 2024-2025 Proposed Budget

Income		Budget Summary	
ECCC		\$	231,570.00
Trails Canada		\$	5,000.00
Credit Union		\$	5,000.00
TD Grant		\$	2,800.00
<b>Total Projected Income</b>		<b>\$</b>	<b>244,370.00</b>
Expenses			
Committee Budgets			
Trails Committee		\$	1,000.00
Membership		\$	500.00
CE&L (funded)		\$	7,800.00
CE&L (currently unfunded)		\$	17,815.00
		<b>CE&amp;L Subtotal</b>	<b>\$ 25,615.00</b>
Communications (core)		\$	2,553.00
Communications (currently unfunded)		\$	7,050.00
		<b>Communications Subtotal</b>	<b>\$ 9,603.00</b>
		<b>Subtotal (Committee Budgets)</b>	<b>\$ 36,718.00</b>

This is a consolidated proposed budget for the committees - CE&L, Membership, Communications and Trail. The budget shows the income money we have coming in minus what is reflected through in kind. Trails Canada has \$5,000 for information collected on the BLBRA signs, Keagan Parris, summer intern, had collected all the relevant information about our signs and reported back on them - there are some signs missing but all the signs intact are in good shape. We also received 2 grants - TD Friends of the environment and Credit Union. The expenses are the budgets each committee is seeking for the 2024-2025 fiscal year.

Allison read a **motion** from Parker: In seeking confirmation of FY2024-2025 Budget allocations, I move the adoption of the FY2024-2025 budget allocations as contained in the September 5, 2024 Treasurer's Report. second by Stan - motion passed.

### BLBRA-EFWC Agreement (ECCC)

The original EFWC and BLBRA agreement was created by the then BLBRA Chair Eileen Crosby and EFWC Executive Director Tom Johnson to help with the financial part of the ECCC project. The original agreement was for 3 years and the question is does the BLBRA want to continue the status quo and start transitioning over to the Biosphere. The agreement contributes to the Biosphere regarding in kind as well - \$75,000 worth of in kind from EFWC.

### Status of transition from TD to the Credit Union

There was an online motion to move the BLBRA account from TD to Credit Union that was approved. Parker stated he was waiting for the financial situation to be resolved before continuing with the switch.

## ii. Nominations Committee Report

There are 3 candidates to fill the 3 openings within the Board - Adele Hunt, Rod Thompson and Pierre LaRochelle. All three candidates shared some information about themselves with the Board. Terri **motions** to approve the 3 candidates for the addition to the Boards slate of directors, second by Parker - motion passed. Parker announces that he is resigning as Treasurer of the Board. The 3 candidates for the BoD position will be presented to the AGM for a vote on September 12, 2024. There will be a meeting in October to talk about Executive positions.

**iii. BoD meeting Schedule**

2024-2025			
Date	Time	Location	Format*
1. Thursday, May 16, 2024	1:30 – 4:00 PM	We'koma'q Volunteer Fire Hall (confirmed)	In person
2. Thursday, June 13, 2024	7:00 – 9:00 PM	Highland Village , Iona (confirmed)	In person
3. Thursday, September 5, 2024	1:30 – 4:00 PM	Crane Cove Seafoods Boardroom, Eskasoni	In person
Thursday, September 12, 2024	6:30 – 8:30 PM	Alexander Graham Bell Museum, Baddeck	In person- AGM
4. Thursday, Nov. 21, 2024	1:30 – 4:00 PM	Ross Ferry (TBD)	In person
5. Thursday, Jan. 16, 2025	1:30 – 4:00 PM	East Bay Fire hall	In person
6. Thursday, Mar. 20, 2025	1:30 – 4:00 PM	St. Peter's - Bonnie Brae	In person
2025-2026			
Date	Time	Location	Format*
7. Thursday, May 15, 2025	1:30 – 4:00 PM	We'koma'q Volunteer Fire Hall (confirmed)	In person
8. Thursday, June 19, 2025	7:00 – 9:00 PM	Alexander Graham Bell Museum, Baddeck	In person <b>AGM 2025</b>

The BLBRA BoD meets roughly every 2 months and our next AGM is scheduled for June 19, 2025. Barbara informed the Board that she is not reapplying for her position for Victoria County and that Eileen reached out about being on the Board as an Ex-Officio.

**iv. Package for membership (agenda, minutes, Bylaws and financial report?)**

There will be an email package sent to the Membership to prepare for the September 12 AGM. Included in the package will be the agenda for the AGM that includes the guest speaker, minutes from June 2023 AGM, income statement, balance sheet, bylaw amendments, and nominations.

**Action item:** Email agenda, minutes from June 2023 AGM, income statement, balance sheet, bylaw amendments, and nominations to BoD and Members.

**v. Project Management Position**

Allison, Terri, and Kathleen are on the committee for the Project Manager position. They are working on the questions and include a scoring card. The plan is to put out the job advertisement around the middle or end of October for roughly 3 weeks and the committee is looking for 3 interviewers. Tyler informs the Board that Cape Breton Partnerships HR can help with looking at the interview package to make sure it is suitable for the needs of the BLBRA. Rod and Liz offered to be involved in the interview process.

**vi. Bookkeeper (position or contractor)**

Billy Taylor submitted an overview of the work he has completed on reconciling the bank account and work completed in Quickbooks for the 2023 - 2024 fiscal year. The cost of Billy's services to bring the BLBRA to the end of 2023 - 24 is \$2,500.00. The services from April 1st 2024 to September 30 (Six months of bookkeeping) that Billy provides is \$2,000.00. The monies can be allocated from last fiscal year. Continuing on after September 30th, Zoe can complete entries and Billy can verify the work completed and his services are \$500/month. At the next BoD meeting (Nov 21) the finances will be all up to date and ready. Tyler motions that the BLBRA hires Billy as described in the proposal on a contract basis to the end of our 2024 - 2025 fiscal year, second by Terri - Motion passed.

## 7) **Outstanding from May meeting**

### i) **Map – update**

In the March meeting there was a suggestion to do a poll on which map to print but with Doug's departure Allison asked him to order 250 maps. Allison stated the map inventory was very low and didn't want to lose access to the map.

### ii) **Time sensitive Committee issues**

Kirsty, CE&L Chair, informed the Board that all of the teaching kits, except for one, had been delivered to the schools they needed to go to. The last kit is reserved for the Baddeck school. Kathleen, Breah, Veronika, Zoe and Keagan have been testing out the sample Water Ranger kit that will be funded by the Credit Union grant to test water parameters around the Bras d'Or.

Ron, Trails Chair, explained that the Trails committee has a series of 5 walks within the Bras d'Or Lake Biosphere. The first walk was well attended and there were unforeseen issues with the next 2 walks. The Trails committee is looking for more support from the BLBRA Board and Members to either join or help promote the walks. There is one walk left on September 28 at Uisiage Falls, Baddeck. The last walk will be highlighted at the AGM.

## 8) **Ex-Officio/Partner Updates**

- i. CEPI
- ii. Richmond County
- iii. Victoria County
- iv. Inverness County
- v. CBRM
- vi. Cape Breton Partnership
- vii. NSCC
- viii. PHP

### i. **CEPI – Stan Johnson**

Stan mentions that they are going to look into the state of the Bras d'Or, as the last one was completed in 2009. There were talks with Oceans North that will take care of the satellite portion and they will be including the recommendations from 2009 and to see what has been done since then.

- ii. **Richmond County – Amanda Mombourquette**  
Sends regrets
- iii. **Victoria County – Barbara Longva**  
Barbara informs the Board that they are still in discussions about zoning. The elections are coming up and 3 of the councillors are not reoffering. They hired consultants to conduct a feasibility study. There is a job open in the county for Executive Assistant to the county CAO.
- iv. **Inverness County – Bonnie MacIsaac**  
Sends regrets
- v. **CBRM – Steve Parsons**  
Sends regrets
- vi. **Cape Breton Partnership – Tyler Mattheis**  
There is an opportunity with CBU. CBU has also partnered with UINR researching a new technique regarding aquaculture.
- vii. **NSCC – Kirsty Locke**  
Kirsty met with the Student Innovation Coordinator who is under the umbrella of NSCC Innovation department and they are also looking for opportunities for their students to get real world experience and supplement their learning.
- viii. **PHP – Megan MacInnis**  
PHP is renewing/upgrading for hardening operators teaching them about prevention and updated the qualified logging professional training that hasn't been updated since 2014.

**9) New Business & Correspondence Requiring Action**

**10) Adjournment**

**Next meeting:**

Next meeting will be on November 21, 2024 at the Ross Ferry Volunteer Fire Department, Kempt Head Road, Ross Ferry from 1:30pm - 4:00pm.

Minutes by Zoe Nicholas verified by Megan MacInnis. Please email any corrections, clarifications, or omissions to Megan MacInnis by email [secretary@blbra.ca](mailto:secretary@blbra.ca).