



Minutes



CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)
Board of Directors Meeting
5 January 2010

The 5th January 2010 meeting of the Board of Directors of Crane Mountain Enhancement Inc. (CMEI) was held at the KBM, Westfield Road and was called to order at 6:00 p.m. by Chair Tom Simpson.

In attendance: Dave Calvin, Sandy Coffin, Paul Crilley, Peter Kierstead, Roberta Lee, Roger McKenzie, Elmer Mersereau, Tom Simpson, Steven Stackhouse & Jim Stubbs

Absent: Mike Bonga, David Bowen

FRSWC - Richard McLean

FRSWC

Richard McLean reported the capping has been done for Cell 4, covering it with soil and planting will occur in Spring. Numbers for compost are down 8-10%. Final numbers for the year are not yet available. At a FRSWC meeting discussing the budget, it was decided the cost of composting would be reduced from \$35 down to \$28, to hopefully bring up compost deliveries. Overall for the year FRSWC finished up \$200,000+ with the overage to be transferred. Mr. McLean discussed with Marc McLeod the subject of odor, and he said he hadn't received any complaints, although he had been away recently. There was discussion whether wind is a factor and the exact location of the odor. Mr. McLean was optimistic once the electrical conversion system is installed that will eliminate some of the odor. Roberta Lee inquired if the list of dates and concerns should be brought forward by CMEI to the next FRSWC meeting. Tom Simpson agreed and suggested Mr. McLean bring the information forward. Elmer Mersereau is to telephone Mr. McLean with the dates and information and he will bring it up in the closed meeting.

Mr. McLean also reported the scales are up and running and a second road has been installed to handle the overflow of traffic on Saturday mornings. Recycling numbers have been fairly good and with all the changes with the new system the numbers are back to where they were. The markets for paper, plastic and metal are recovering and the new system can separate out aluminum that can be sold as well.

Minutes from last meeting:

Corrections & Additions - corrections to Correspondence and New Business.

MOTION 1: Jim Stubbs / Paul Crilley - That the minutes be accepted as amended.

MOTION 1: CARRIED

BUSINESS ARISING FROM THE MINUTES

- 1 Tom Simpson and Roberta Lee attended the FRSWC open meeting of December 17, 2009 and delivered a presentation based on what was voted on at the last CMEI meeting. Mrs. Lee reported the FRSWC voted to refer it to the General Manager to come back with some type of report for their March meeting. The CMEI Executive will meet with Marc McLeod on January 13, 2010 to establish a dialogue about this. The Executive and a member of the Monitoring Committee (Peter Kierstead) will meet with Sid Lodhi on January 11, 2010. Another meeting will be set up with Jeff Porter, New Brunswick Department of the Environment. Mr. Simpson suggested members from the Monitoring Committee along with the Executive should meet prior to the J. Porter meeting to decide what questions should be submitted.
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ACTION: The Executive and Monitoring Committee to have the above-mentioned meetings and report back to the Board.

BUSINESS ARISING FROM THE CLOSED MEETING

Tom Simpson read the following into the minutes:

- Motion: The Executive be empowered to determine whether an item or items be moved to closed meeting and included on agenda – Motion Carried.
- General Consensus that representatives of CMEI attend next FRSWC meeting requesting a timely response regarding the Commission's action, item by item to be taken on the recommendations from the ADI Report.

CORRESPONDENCE

Received:

- bill for advertising from December for the January issue of the River Valley News, a one-half page ad (\$200.00) for Special Projects and a one-eighth page ad (\$80.00) for the General Meeting on the 19th of January. The River Valley News is now published once a month and CMEI must remember new deadlines for content and the date of issue. The Rate Card with deadlines is on file;
- bill for \$150.00 for the rental of the room at the KBM for the next six months;
- bill of \$500.00 from Lori Boakes for web design services.

Other correspondence includes a Benefits grant application from the Westfield School.

Sandy Coffin submitted to file a Christmas card thanking CMEI for continued support from UNBSJ.

CHAIR'S REPORT

Tom Simpson and Roberta Lee attended the December 17, 2009 open meeting of the FRSWC and made a presentation on the Follow-up to the 2009 ADI Update Review, per *Business Arising From the Minutes*. Copy on file.

TREASURER'S REPORT

Roger McKenzie submitted a written report for the January 5, 2010 meeting. (copy on file)

Balance in Current Account as of 1 January 2010 is approx. \$8,575.20 as shown in the Ledger.

Balance in the Savings Account as of 31 October 2009 - \$22,359.09.

Mr. McKenzie contacted Teed Saunders and Doyle regarding their review of CMEI accounts. All documentation including the CMEI chequebook are to be left at their offices for about two weeks, no cheques can be written or bills paid, and they have to be delivered and collected once the review is complete. Mr. McKenzie will be away from the end of January until mid April and would like to meet with his replacement and discuss everything before he leaves.

Mr. McKenzie also reported the aerial survey photos have been done by Jamie Wilson. Fifty percent of the invoice will each be paid by CMEI and the FRSWC. Mr. McKenzie stated he had spoken with Marc McLeod, General Manger of the Landfill, and is concerned the FRSWC does not want to pay for two aerial surveys per year. Mr. McKenzie suggested CMEI pay for the aerial survey that FRSWC doesn't want to pay for if the price returns to \$500.00 when/if a plane becomes available to Mr. Wilson. Richard McLean questioned whether or not this matter has come before the FRSWC Board, and will follow-up on the matter.

ACTION: Roger McKenzie to meet with replacement interim Treasurer to discuss review of CMEI accounts by Teed Saunders and Doyle.

ACTION: Richard McLean to inquire to FRSWC Board re: second set of aerial survey photos.

COMMITTEE REPORTS

Education

Sandy Coffin reported the need to resolve the guidelines for what items the schools can apply the \$600.00 host community school grant toward and the absolute final deadline needs to be met. Mr. Coffin suggested the end of June. Tom Simpson suggested it would be something to speak to individual schools about since the general

deadline is October 1st. Mr. Simpson advised Mr. Coffin to approach schools about the February deadline, the money will be available by March, and the schools should let Mr. Coffin know what items they will be applying for, if they are relevant (environmental in nature) and get the Special Projects Committee involved if necessary. **ACTION:** Sandy Coffin to contact principals, direct them to the CMEI website for the Benefits application, and tell them to get the applications in, the money spent and receipts in by the end of school year.

Monitoring

Refer to **Business Arising from the Minutes**.

Special Projects

Tom Simpson submitted for file the Final Accounting spreadsheet for the 2009 CMEI Special Projects. There was \$82,629.00 in the FRSWC Budget and \$82,629.00 spent. The Martinon Community Clubhouse project from the B-List was cut off at \$1,300.15 + HST on their project to meet the \$82,629.00 budget. The spreadsheet is also posted to the CMEI website for anyone to review. All of the advertising is published and to date two applications from Westfield school have been received.

Going forward receipts for grant projects will be delivered to the CMEI Special Projects Committee for collection and review to make sure applicants were complying with what they applied for and not billing the FRSWC for something else. The Committee will create a spreadsheet and then pass everything on to Mr. Harned at the Landfill for processing. This would allow for an extra level of scrutiny of the applications and a monitoring of funds spent at any given time. Mr. Harned was in agreement. Mr. Simpson suggested when the notifications are sent out this year applicants will be directed to send their receipts to CMEI.

NEW BUSINESS

- 1 General Meeting, January 19, 2010 - 7:00 pm, KBM: At the 2009 AGM there was a Motion to have a general meeting between AGMs. It was recently agreed the meeting should be held after the ADI Review. General discussion on agenda items and topics (i.e. follow-up on odor and seagull problems raised at AGM), advertising and distribution ensued.

ACTION:

Poster design: Tom Simpson, Marlene Abbott
PSAs: Peter Keirstead
Agenda: Executive
Refreshments: Jim Stubbs

Poster copies/distribution: Jim Stubbs
Telegraph Journal: Roberta Lee
Set Up: Paul Crilley, Steven Stackhouse
Overhead projector/laptop: Mike Bonga

- 2 Special Projects sign is ready to be ordered - needs approval: Paul Crilley submitted artwork created by Fundy Graphics & Iron Ltd for approval by the CMEI Board. The signs are 18" x 24" to be displayed at Special Project sites to give credit to CMEI and FRSWC for funding. Mr. Crilley reported the cost per dozen is \$29.05/sign and requested the quantity to be ordered. Mr. Simpson suggested ordering two dozen and put them away for use over the next few years, however, the final quantity will be left up to the Special Projects Committee, and the signs will be paid for from General Operating funds.

MOTION 2: Paul Crilley / Jim Stubbs – That the final wording of signs be circulated to all members, discuss FRSWC colours with Brenda McCallum, and once artwork is finalized, to purchase 24 signs.

MOTION 2: CARRIED

ACTION: Tom Simpson to discuss FRSWC artwork with Brenda McCallum

- 3 Scholarships: Tom Simpson brought up the terms of reference on letter received from UNB which states, "The Fundy Environmental scholarship is awarded to two students of the Saint John campus who reside in the South Bay to Welsford to Brown's Flat area, and who are graduates of high school in the Saint John region. ...". Mr. Simpson stated the host community no longer includes the area up to Welsford and Brown's Flat and asked if the terms of reference should be redefined for both UNB and NBCC-Saint John.

MOTION 3: Sandy Coffin / Roberta Lee – That scholarships should be available to UNB and NBCC- Saint John students residing in the host community from South Bay through to Grand Bay-Westfield area.

MOTION 3: CARRIED

ACTION: Tom Simpson to write a letter to UNB and NBCC-Saint John revising terms of reference for Fundy Environmental Scholarship.

Discussion ensued over terms of reference regarding candidates in the host community as well as the narrowness of the faculty of Environmental Studies and another Motion was made.

MOTION 4: Roberta Lee / David Calvin – That the wording of terms of reference for scholarships be revised by Sandy Coffin and Tom Simpson and be brought back to the next meeting of CMEI.

MOTION 4: CARRIED

ACTION: Sandy Coffin and Tom Simpson to revise terms of reference for scholarships and present them at the next meeting.

4 Nomination of Temporary Treasurer: Roger McKenzie will be away until mid-April.

MOTION 5: Roberta Lee / Paul Crilley – That Jim Stubbs be appointed to the position of temporary Treasurer.

MOTION 5: CARRIED

5 Martinon Community Clubhouse funding shortfall: Elmer Mersereau added the issue of CMEI indicating to the Clubhouse executive that they would be receiving approximately \$1,800.00 for their project. The money was spent and they received only \$1,300.15. Mr. Mersereau suggested the CMEI pick up the difference. Steven Stackhouse noted the importance of fostering community spirit by the CMEI and requested the shortfall be covered.

MOTION 6: Elmer Mersereau / David Calvin – That CMEI pay out of the Operating Budget the difference between what was promised (\$1,740 + HST) to, and the \$1,300.15 which was received by, the Martinon Community Clubhouse. This is a specific case and not a precedent.

MOTION 6: CARRIED

ACTION: Tom Simpson to calculate the difference including HST owed to Martinon Community Clubhouse and send total to Treasurer for payment.

6 Committee members to attend FRSWC open meeting: Tom Simpson volunteered that either he or Roberta Lee could attend. Jim Stubbs stated he too would be able to attend.

ACTION: Roberta Lee and Jim Stubbs to attend the next FRSWC open meeting.

7 Potential Office Space: There was discussion regarding moving the CMEI files from Landfill offices to KBM for storage. Item to be brought forward to the next meeting of CMEI.

MOTION 7: Steven Stackhouse / Roger McKenzie – Moved the meeting be adjourned at 8:29 p.m.

MOTION 7: CARRIED

The next regular meeting is scheduled for 5:30 p.m. February 2, 2010 at the KBM.

Respectfully submitted,
Marlene Abbott
Recording Secretary