



MINUTES



CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)
Board of Directors Meeting
12 October 2010

The 12th October 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 6:05 p.m. by Chair Tom Simpson.

In attendance: Ken Anthony, David Bowen, Paul Crilley, Peter Kierstead, Kathy Lawrence, Roberta Lee, Elmer Mersereau, Tom Simpson, Jim Stubbs

Regrets: M. Bonga, D. Calvin, R. McKenzie

FRSWC - Richard McLean

FRSWC

Richard McLean reported that the remote hazardous waste pickup was successful. Thirty five thousand litres of paint and 6,000 litres of oil were picked up. This was the first time the FRSWC has offered a remote hazardous waste pickup. Due to the amount collected FRSWC is now considering an annual or semi-annual pickup to make sure that type of hazardous waste is being collected. Compost numbers continue to be in decline over the past few months with no explanation and Moncton continues to experience the same trend. The Salvation Army vegetable project worked out well. They donated 300 lbs of vegetables to Romero House. Marc McLeod will appear before the Rothesay council tonight to discuss the possibility of curbside pickup for that area. The FRSWC budget has been finalized and is out to the municipalities for review. Mr. McLean expects it will be returned in the next three weeks to be finalized and voted on at the November 2010 meeting. The hotline conversion continues to be outstanding and with the generator project settling down, Mr. McLean expects Mr. McLeod will be able to turn his attention to other projects such as the conversion. Mr. McLeod will also be getting back with further information on the underdrain monitoring system and Mr. McLean will pass that information on to the Chair.

Mr. McLean also offered another tour of the Landfill prior to Winter to those who may have missed the June tour and asked if there have been odor complaints in the community since the generator has been up and running. Tom Simpson noted the odor complaints were at their peak when Cell 4 was being drilled and the gases were escaping. During those times would be when the monitoring should be heightened.

Minutes from last meeting:

Corrections & Additions – additions and corrections noted by Roberta Lee.

MOTION 1: Ken Anthony / Elmer Mersereau - That the minutes be accepted as amended.

MOTION 1: CARRIED

BUSINESS ARISING FROM THE MINUTES

- 1 Roberta Lee reported that she had been in contact with Doug Craig, and he was presently dealing with an oil spill in Halifax and was unable to respond to her request for an update. At this time Mrs. Lee did not have a report to submit to the Board, but expects to have one by the next meeting.
- 2 Roberta Lee updated the Board on the purchases for the new CMEI office. Mrs. Lee purchased a filing cabinet from Eastern Office Products, six folding chairs from Canadian Tire, and a folding table from Canadian Tire for a total of \$332.00. This total was well below the \$600.00 spending limit allotted in Motion 2 from the 7th September meeting. Mrs. Lee reported that although Tom Simpson, Jim Stubbs and she did a substantial purge of items from the previous office and cleaned and set up the new space at Shades of Green there are still more items to be sorted and destroyed or put away.
- 3 Tom Simpson reported that he registered the CMEI on the Province of New Brunswick Community Non-Profit Organization Secretariat website to have access to the Secretariat's online database. In response to Roger McKenzie's request for a five-year analysis of the budget at the last meeting, Mr. Simpson noted that he had been away for three weeks and expects to work with Jim Stubbs to have that ready for the next meeting.
- 4 Mr. Simpson was also in contact with the photographer, Jamie Wilson, regarding the aerial photos and Mr. Wilson plans to arrange the airplane and take the photos towards the end of October. Mr. Wilson quoted the same price he charged for the Spring photos. CMEI will be fully financially responsible for this set of photos, with no financial support from FRSWC.

CORRESPONDENCE

Tom Simpson reported he had received an invitation from the Greater Saint John Community Foundation to celebrate the 225th anniversary of the City of Saint John and 150th birthday of the Town of Rothesay on November 6, 2010 at the Marco Polo Lounge.

ACTION: Tom Simpson to e-mail Greater Saint John Community Foundation newsletter and invitation to Board members.

As well, Mr. Simpson received the insurance invoice for the Director's Insurance. Last year, CMEI signed up for a three-year package of \$1,150.00/year and that is the total of the invoice from Huestis Insurance. The invoice for the KBM from September to December 2010 for \$100.00 and an invoice of \$56.50 from City & District for website registration was also received. Mr. Simpson submitted an expense claim for the Net Objects software he purchased to update the website and a \$2.00 filing fee for submitting the CMEI Annual Return online. The two invoices for claim total \$142.24.

MOTION 2: David Bowen / Kathy Lawrence – That the invoices be paid for Huestis Insurance, the KBM rental, City & District, and Tom Simpson's Expense Claim.

MOTION 2: CARRIED

MOTION 3: Elmer Mersereau / Peter Kierstead – That Kathy Lawrence be paid \$125.00 for the meal provided to the Board at this meeting.

MOTION 3: CARRIED

Mr. Simpson submitted to the Treasurer, Jim Stubbs, the copy of the online New Brunswick Business Corporations Act Annual Return for 2010 to be submitted to the accountants at tax time. There is no fee for the Annual Return for registered non-profit organizations, however, there was a \$2.00 fee for filing online. (Submitted in expense claim.)

Mr. Simpson also received documentation from the New Brunswick Community College (NBCC-SJ) asking if the CMEI will be supporting the scholarships again this year. Mr. Simpson responded via e-mail that yes, CMEI would. The Fall awards will take place on November 26 and the cheques will be made out directly to the students. If the CMEI would like to recognize the expense of the \$2,000.00 scholarship prior to the October 2010 fiscal year-end, the cheques could be made out to the Minister of Finance, sent to NBCC-SJ, and held in trust for the recipients. Discussion ensued whether the scholarships should be paid out of 2010 budget or carried over to the 2011 budget due to the NBCC-SJ awards date.

MOTION 4: David Bowen / Roberta Lee – That the Treasurer pay \$2,000.00 Scholarship monies to NBCC-SJ prior to the end of October, 2010.

MOTION 4: CARRIED

E-mail correspondence was received by the recording secretary from Rachel Watters, ... requesting contact names and addresses of CMEI members responsible for ... to acknowledge the scholarship contribution of CMEI. The recording secretary sent Tom Simpson's, and Kathy Lawrence's names and contact information to Ms. Watters. Mr. Simpson requested the PO Box address also be forwarded to Ms. Watters as neither Mr. Simpson, nor Ms. Lawrence has received any acknowledgement.

ACTION: Marlene Abbott to e-mail CMEI general post office address to Ms. Watters.

CHAIR'S REPORT

Tom Simpson gave a brief report of the Chair's activities. Mr. Simpson worked on finishing off project work (see Special Projects Report) and had discussions with Roberta Lee over monitoring concerns (see Monitoring Committee Report). Since September, there were no meetings with FRSWC to report.

TREASURER'S REPORT

Treasurer, Jim Stubbs, submitted a written report for the October 2010 meeting. (copy on file) Tom Simpson read the report into the minutes. Opening balance \$46,588.60; expenses of \$4,239.36; interest income of \$4.75. Closing balance, \$42,353.99. No comments on Treasurer's Report.

MOTION 5: Elmer Mersereau / Paul Crilley – That the Treasurer's Report be accepted as submitted.

MOTION 5: CARRIED

COMMITTEE REPORTS

Education

Kathy Lawrence reported that she visited all of the area schools and met with the Principals to make sure the projects were on track, the invoices had been submitted, and who had and had not

received their cheques. There is talk that Morna Heights, Westfield Primary, and Inglewood School will eventually be joined together at another location in the future so the \$600.00 environmental project funding is on hold until the schools know more about the amalgamation. Ms. Lawrence also reported that the River Valley Middle School (RVMS) Fish Friends project was on hold since they were awaiting news on the incubator needed for the project. Tom Simpson added that Grand Bay Primary and Inglewood did not submit projects for the \$600.00 environmental funding. Discussion ensued on how to get the schools interested in creating environmental projects for their students that could be funded through the \$600.00 environmental projects funding. Mr. Simpson suggested sending a promotional letter to the Principals and teachers of the area schools. Richard McLean suggested FRSWC staff members could meet with school staff and review or make suggestions for project ideas.

ACTION: Tom Simpson and Kathy Lawrence to draft a promotional letter to the Principals and School District 8, send it out to the Board for comments and suggestions. Marlene Abbott to find out how PRUDE Inc. got Assumptions & Stereotypes awareness campaign into School District 8.

Monitoring

Roberta Lee reported the Monitoring Committee met on September 28, 2010 at the new meeting space at Shades of Green. There are target deadlines from Doug Craig which are to be met and will be reported on at the next meeting. One of the suggestions brought forth is the economical use of graduate students from UNBSJ to work with the Monitoring Committee to help with some of the monitoring, i.e. reviewing the Gemtec reports. Mrs. Lee was in contact with Dr. Kelly Munkittrick, Rivers Institute at UNBSJ. Dr. Munkittrick is one of the top people on water quality in Canada. He has three or four graduate students and there may be the possibility of one of them working with the Monitoring Committee. There are several advantages of working with graduate students: the cost is low as these students have Fellowships; they have time to work out in the field to do testing; they report to their thesis advisors or supervisors who are authorities in their field; and the expertise of these supervisors would be available. Mrs. Lee requested the endorsement of the Board to set up a meeting with Dr. Munkittrick and offer up to a \$5,000.00 stipend for a graduate student (limit would vary on what the student would be able to accept due to terms of their Fellowship). Discussion ensued on the parameters of the project, which would include a second opinion, interpretation and analysis of the monitoring well results; setting parameters for water quality testing; the interaction between ground and surface water; quarterly report statistics, etc.

MOTION 6: Roberta Lee / David Bowen – That Roberta Lee have the authority to contact UNBSJ to offer no more than \$5,000.00 to hire a graduate student to work with the Monitoring Committee, and report back to the Board after the meeting.

MOTION 6: CARRIED

Mrs. Lee also reported that the Monitoring Committee is trying to set up a meeting the week of October 26th with Marc McLeod of FRSWC to discuss the contingency plan that was requested in writing from the June minutes, and the possibility of contacting an Engineering Professor from UNBF to hire a graduate student to do a study on flow patterns from the Landfill which is an item Mr. McLeod put in his action plan.

Mrs. Lee submitted the final total for the 2009 ADI Report - \$25,259.44 including HST.

Special Projects

Tom Simpson reported all of the invoices for the special projects have been received. There were difficulties with two of the invoices. Mr. Simpson reported on an accounting error with the Nature Trust invoice and he is expecting a replacement invoice for the same amount. The other project invoice needing consideration is the RVMS Fish Friends project. All invoices were submitted to Dave Safford at the FRSWC on September 20, 23, and October 1st. The Martinon Clubhouse project invoice was submitted on September 23rd and the cheque should be cut this week. Elmer Mersereau mentioned the Martinon Clubhouse project came in under budget. Mr. Simpson reported there would be \$3,609.97 for B-List projects if all of the invoices were paid as submitted.

NEW BUSINESS

Tom Simpson reported the problem with the RVMS Fish Friends projects is the incubator for the fish is not going to arrive until January 2011, after the completion deadline of the projects. Discussion ensued on how this problem could be addressed.

ACTION: Tom Simpson to contact Wendy at the Landfill to see if funding arrangements may be made to accommodate this project and to set up a procedure how projects that fall between the deadlines can be accounted for and funded.

MOTION 7: David Bowen / Jim Stubbs – Moved the meeting be adjourned at 7:40 p.m.

MOTION 7: CARRIED

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

Respectfully submitted,
Marlene Abbott
Recording Secretary