***MINUTES***

***Bluewater Wood Alliance***

**Board Meeting**

Minutes

Location: Conference Call 416-548-6023 Access code 7879031

Date: Friday, April 3, 2020

Time: 1:30:00 pm -3:30 pm

**Board Members Present**: Chris Martin, Bill Goethals, Jon Wilms, Dennis McGlynn, Kyle Roseneck, , Bob Nadon, Ryan Meade, Scott Burton, Amanda McQueen

**Regrets**: Michael Landman, Simon Lloyd, Simon Pett, Dennis McGlynn, Bill Goethals

**Also attending:** BWA Executive Director, Mike Baker; Upcoming new board member Mark Corker and Blair Tullis, and Dave Emmerson for the budget portion.

**1. Opening of Meeting/Opening Comments.**

Mike Baker called the meeting to order in absence of Dennis McGlynn, and welcomed everyone to the meeting.

**2. Approval of the Agenda.**

Mike Baker provided overview of agenda. **Motion to approve agenda without amendments was made by Bob Nadon, and 2nd by Mark Corker and carried.**

**3. Approval of Minutes from Previous Board Meeting.**

Minutes from the Dec 12, 2019 board meeting were distributed prior to the meeting. **Motion to approve minutes was made by Kyle Roseneck, and 2nd by Chris Martin, and carried.**

**4. Finance Committee Report/Year-End Financials**

The finance committee conducted a conference call prior to the meeting to review the upcoming fiscal budget for 2020-2021. It was discussed that due to the COVID19 crisis that emerged very quickly while planning, the budget resulted in several reiterations. The final of which included an expected 50% reduction in membership revenue and proportionate expense cuts. Fortunately, BWA can leverage the NRCan funding from the Export Readiness Project. With approximately $207, 000 in reserves, the final version to the board carried a $16,922 over-spend. It was finally noted that this budget will need to be revised upon the confirmation of additional funding possible with OMAFRA RED, SWODF, NRCan IFIT, or NGen.

**Motion to approve the current financials made by Chris Martin, 2nd by Amanda McQueen, and carried.**

**5. By-Law Changes Proposed: Associate Board Members**

A proposed change to By-Law #s 4.1 and 8.7 to increase the Associate member compliment to 3 was tabled to be moved at the June AGM.

**Motion to accept proposed changes to be submitted for approval at AGM made by Bob Nadon, 2nd by Chris Martin, and carried.**

**6. Member Dues Deferrals**

It has been noticed that a few members have declined renewing membership at this time due to uncertainties of the COVID19 situation. In those situations, we have offered a 4 month deferral and keeping them on as members.

This was brought to the board and after discussion it was decided that BWA would offer this on an individual company basis; not offered our cart-blanche, since a number of companies are still running and able to pay their membership.

**7. Group Insurance Purchasing Program: Woodsure/Cowan**

The BWA has been approached by 2 associate members: Woodsure and Cowan to develop a program for members to save them money and optimize coverage. Mike Baker requested the board for some assistance/guidance to develop a committee to review this, since he personally does not have the expertise. Board members were requested that they refer personal contact they have that may have expertise to help. After consideration, it may require BWA to hire an external consultant to review the opportunity. This will be looked at more carefully as COVID19 crisis levels out.

**8. Executive/Finance Committee: Process for Employment Contracts**

It was discussed that contract renewals for contract employees be discussed at budget approval time to be reviewed and presented to the board as part of the budget approval process.

**Action item: This will be brought to the policy committee to be included going forward.**

**9. Cluster Update Report**

The cluster update report was sent prior to the meeting and highlights reviewed. An additional copied is circulated with these minutes.

**Next BWA Board meeting: June 26th, 9:00 am, Walkerton Clean Water Centre**