

Sentiers Wakefield Trails

Draft Minutes Annual General Meeting

Tuesday Jan.9, 2018

7:30 – 9:30 PM

Wakefield Community Centre

Present:

Board: Ken Bouchard, Tom Reid, Bob Gibson, David Pritchard, Irene Richardson, Rolf Wesche, Kathy Hewlett Jobes (**Absent:** Dayna Chicoine, Dave Bradley, Karen Bays, Maurus Moore)

Members: approx. 15 members also participated

1. **Welcome of Attendees:** Ken Bouchard
2. **Adoption of Agenda:** moved by Rolf, seconded by Kathy, carried unanimously
3. **Adoption of Minutes of previous AGM** moved by Tom, seconded by David, carried unanimously
4. **President's Report:** Ken presented the attached report, discussing each of the elements. He highlighted the success achieved in attracting grant support. He also expressed our appreciation for the support of the Municipality of La Pêche noting however that they were only able to approve \$15,000 of our requested \$22,500 for this year. While SWT understands the difficult choices that must be made in such Council budgets, we also want to ensure that all members of Council (many of whom are new this term) are familiar with the role the SWT plays in helping La Pêche achieve its recreation, community well-being and tourism goals. To this end, Ken will be meeting with the Council to more fully brief them in the near future.

Some of this shortfall might be mitigated by funds from the provincial emergency funding set up to deal with the damage caused by the rains and flooding this summer. SWT will be applying for this in the near future.

Ken also emphasized the vital role of community support and volunteers. SWT has a core of some dozen long term volunteers and they were joined by an additional 10 new volunteers this past season. Corporate and community organizations are also volunteering on a group basis. This approach both promoted team building and also enabled SWT to tackle the kind of projects that need a lot of effort completed in a short time frame.

Other volunteers provide material, reduced fees for professional services as well as hours of administrative support.

Donations from the community also play a vital role, and will be even more important during the coming year when we may be faced with a budget squeeze. It should be noted that donations are tax deductible.

Ken also noted that given current municipal rules regarding transparency it is not possible for donors to both obtain a tax receipt and also remain anonymous. He will seek further clarification on whether there is some way to achieve both goals.

5. **Treasurers Report:** Tom presented the attached report, explaining the various categories. Adoption of the report: moved by Bob, seconded by David, carried unanimously.
6. **Discussion of upcoming projects (note: was combined with agenda item 8, Calendar of Events):** Ken led a more detailed discussion about the project to improve signage, particularly for the riverfront park section. This has been supported by combined grant funding from Keen Footwear/ Trans Canada Trails (\$4,250), the Gatineau Valley Heritage Society (\$1000). We have also applied for \$2,500 from the CLD to meet the costs of this project.

He also noted that with the exception of trail damaged by the heavy rains, most were in pretty good shape, however still required safety monitoring and ongoing maintenance. He described what is involved in this and emphasised the importance of volunteers reporting on conditions. A suggestion that some indication of 'who to call' if users notice issues on the trail was well received. Also, SWT undertook to follow up on a suggestion that QR codes be added to signs so that users could be directed to website resources.

7. **Presentation on Wild Apricot:** Bob Gibson led a discussion about the various internet and social media methods available to assist SWT in ensuring that information on all our activities is easily available to the public, that any potential volunteers have ready access to specifics on work programs and what is needed, and that overall volunteer coordination is as efficient as possible. In particular, he had researched possible use of Wild Apricot as a method.

He advised the meeting that after studying the usage of our existing site (which is very low) it seemed wiser to focus on building up a Facebook profile as this could leverage off of the Wakefield Folks Facebook group. The goals of informing the community about SWT activities and attracting volunteer interest could be well served by using this approach. With respect to volunteer coordination, he noted that the Wakefield Community Centre had a volunteer section on their site that was currently underutilized, suggesting a) starting another one might be similarly underused, and b) it would be more fruitful to focus on fully participating in the WCC efforts, using that approach to better manage our volunteers.

A wide ranging discussion among participants followed with several interesting ideas being presented. The potential for involving young volunteers was highlighted, particularly as many need this kind of activity to complete required community service credits. Some present also stressed that younger trail users had growing expectations that they could use websites and social media to obtain information. Bob undertook to continue his research into best ways to achieve our goals of ensuring that information on all activities and work programs were easily available to the public.

It was agreed that SWT needs a website upgrade because the current site at <http://www.wakefieldensemble.org/> is not only misnamed but hard to manage and out of date. This may require some investment. Bob undertook to research into best ways to achieve our goals of ensuring that information on activities and work programs were easily available to the public.

- 8. Assignment of Responsibilities:** Ken noted that volunteers were encouraged to indicate if they had particular interest in any of these areas:

Social Media (as noted above, a growing need)

Measurement Equipment (that will count trail usage)

Bench Program – led by Irene and Karen

Volunteer Registry – a key function currently being done ad hoc. While this has worked well to date, the expanded 2018 program may require a fuller system. Perhaps the new coordination with WCC site will offer potential

Liaison with Masham Walkers: Dominik Mignault has expressed some interest. Ken will follow up

- 9. Proposed Board Members for 2018:** All current members of the Board have indicated their willingness to continue to serve during 2018. The Executive will be: Ken Bouchard President, Bob Gibson Vice President, Tom Reid Treasurer, Kathy Hewlett-Jobes Secretary. One Board member, Maurus Moore will need to reduce his involvement somewhat but has agreed to stay on as a non-voting friend of the Board.

This leaves one seat vacant. Ken invited those present to indicate if they had interest in joining the Board. Patrick Boily responded and was enthusiastically endorsed by those present. Patrick is a graduate from the University of Ottawa and obtained his Ph.D. in Mathematics in 2006. He has taught over 35 courses as an Instructor at the University of Ottawa and the Université du Québec en Outaouais from 1999 to 2009, and worked on a number of projects as a federal public servant from 2008 to 2012, including the award-winning Canadian Vehicle Use Study. He joined Carleton University in 2012 to start and manage the Centre for Quantitative Analysis and Decision Support (CQADS).

The full slate of Directors is attached for reference.

- 10. Election of Directors:** The proposed slate was accepted unanimously by those present.

- 11. Next Board meeting:** This will be held during the week of April 15. Ken will advise details once determined.

12. Meeting Adjourned at 9:30