**BoFEP 2023 AGM, Minutes of the Meeting, Nov. 30th, 1930-2100 hr. On-line.**

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1. **Welcome and Introductions**

**In attendance -** Bertrum MacDonald, Peter Wells, Susan Rolston, Brian Martin, Jon Percy, Jack Fife. Bronte Thomas, Dani Deonarine, Guy Melville, Emilie Butler, Michael Butler, Katie Schleit

**Regrets:** Jeff Ollerhead, Heather Breeze, Sean Brilliant, Karal Allard

The on-line Zoom meeting was called to order at 7:40 PM by Dr. Peter G. Wells, Chair, BoFEP. There were general words of welcome and introductions of all those persons in attendance.

1. **Review of Agenda**
* A motion to accept the agenda was tabled. Mike Butler approved the motion, Jack Fife seconded it. The Agenda was adopted.
1. **Minutes of the 2022 AGM**
* The Minutes of the 2022 AGM were tabled. A motion was made to accept the Minutes. Guy Melville accepted, Luke Bertram seconded.

**4a. BoFEP Chair’s Report**

This report, and those that follow, update the BoFEP community on our collective activities since Fall 2022. This meets our continued core mandate of “creating, sharing and using information and knowledge about the Bay of Fundy” in this time of much environmental change and concern.

As noted in the 2022 AGM, in collaboration with ACCESS, we had a very successful biennial conference that year. The Proceedings are now published on the BoFEP website as BoFEP Technical Report No 12, March 2023. I thank all contributors to that meeting. One of the papers celebrates BoFEP’s 25th Anniversary. It was also encouraging to have so many students at that meeting, a trend we hope continues.

We are now in the early planning stages for the next BoFEP/ACCESS Workshop, for 2024, collaborating with the Huntsman Marine Science Centre in St. Andrews, NB. Details follow as part of this AGM program.

The work of BoFEP continues under the over-arching theme of ocean and climate literacy. We emphasize this as it supports the ongoing UN Decade on Ocean Science and Sustainability, the sustainable development goal SDG 14, and many ongoing global efforts on ocean literacy. It fits in with what we have been doing over all these years. Our work plan for 2023-24 focusses on communication, new WG initiatives, new projects, and the next Workshop.

This is BoFEPs 26th year of operation. Our management team meets monthly to guide the organization and its program. BoFEP has a Steering Committee of 26 members and a mailing list of 400-500 “members” maintained by Dr. Jon Percy, our long-serving Communications member. A number of people or organizations are paid members of BoFEP, the paid membership still being optional.

Our new Treasurer, Ms. Katie Schleit of Oceans North, has recently expertly navigated our move to a new bank (TD) to facilitate us being able to have e-transfers for all monetary transactions. Susan Rolston is thanked for her many years as our past Treasurer; we are grateful that she continues to serve as a Steering Committee member.

Our new mailing address is in Parrsboro, NS – BoFEP, PO Box 536, Parrsboro, NS. B0M 1S0. It is monitored by our Vice-Chair, Sandra Currie, who lives there.

From March to August this year (six months), we employed a Dalhousie student, Lauren Lowther, as our BoFEP Coordinator. She worked closely with the OCL WG, helping us prepare for the 2023 Coastal Zone Canada Conference where we gave a paper and a poster, building on our ocean literacy work to date. Lauren has since moved on, becoming a graduate student at Queens University in Kingston, Ontario.

In her place is Ms. Emilie Butler, of HRM, who as our new BoFEP Coordinator will be assisting with the work of the Ocean Literacy WG and aspects of next years’ BoFEP Workshop. Welcome to the BoFEP Team, Emilie.

We have also successfully moved ahead with the Fundy Video Project, thanks to members of the management team assisted by Michele Tremblay of NH. You will hear more about this project from Sandra Currie.

At this AGM, you will hear about all our current activities (three active programs and WGs) and importantly about some of our immediate needs to ensure that our projects and working groups continue to move ahead with success.

Please note – organizations like ours always need more people such as you and your colleagues to volunteer for some of the vacant positions and jobs that need to be done. Organizations need renewal of people in key positions to stay viable. BoFEP is no exception – please volunteer and/or give your suggestions as to new people, new projects and new funding opportunities.

To conclude, I thank you for your valuable time attending this meeting. Our management team appreciates your expertise and dedication to what we can achieve together, in the spirit of protecting and conserving the biodiversity, ecology and habitats in the truly remarkable Bay of Fundy and its watersheds. Please enjoy this meeting and follow up with us afterwards with suggestions and your time.

Peter Wells, Chair BoFEP, 2022-2023, Dalhousie University, Halifax, NS.

**4b. Treasurers Report**

The BoFEP Treasurer, Katie Schleit, presented the report, along with the financial statements. Her summary included mention of the following:

* Transition has been made to a new bank, Toronto Dominion (TD), so as to use E transfer for all incoming monies, including memberships.
* Our paid auditor, Kevin…… in Saint Andrews, was keeping track of our finances monthly, as required by law (the CRA) and in alignment with our work plan.
* BoFEP is in a positive financial status but we are spending more money than our income. We need more paying members and overhead monies from projects, to stay viable.
* A vote of thanks is due to the people who are paid members and/or donors.
* Please see the following financial tables for FY 2023-2024:
	+ Comparative income statement.
	+ Comparative balance sheet.
	+ Project budget detail report.







**4c. BoFEP Work Plan 2023-24  (August 2023)**

This work plan for FY 23-24 guides our work in this FY. Allocations have been set in discussion with management committee members.  It needs to be discussed by the management committee and formally approved at the 2023 AGM.

* 1. **BoFEP Management:**
		1. Conduct monthly management committee meetings/call (on-line).
		2. Conduct of the 2023 Fall AGM (on-line).
		3. Conduct of one meeting of the Steering Committee (on-line).
	2. **BoFEP Coordinator (part-time**)–Oct. 2023 – March 2024.  Work to include assisting with specific work for the Ocean and Climate Literacy WG; assistance with the ongoing Video project; assistance with the 2024 workshop preparation. **3K**. (**sufficient?**)
	3. **Financial Affairs** - Use the new e-transfer payment system on the website to facilitate payment of BoFEP membership fees, and other transactions as required **(e.g. the auditor, 2.5K/yr; PO Box fee; bank monthly fee; other? 1K).**
	4. **Membership** - Invite all recipients of the BoFEP newsletter to become paid members. Maintain membership data base; send out welcome letter and receipt to new and renewing members. Ensure that all members of the Steering Committee are paid members. **(This is an ongoing high priority; the committee needs members.)**
	5. **Communications and Website**
		+ 1. Continue the periodic *Fundy Tidings* Newsletter. Solicit contributions from the wider BoFEP membership. **(1K)**
			2. Website – renew website. Continue social media initiatives, e.g. provide items for Facebook page. **(2 parts, 2 persons; 5K. Sufficient?)**
	6. **BoFEP Biennial Bay of Fundy Science Workshop, June 5-7th 2024**  – Set aside **5K** for the next biennial BoFEP workshop, in NB, for Spring 2024. Travel and coordination with NB organizers, as required **(1K).**
	7. **New or Continued Initiatives on the Bay of Fundy**:
		1. Continued production of videos on Fundy Issues – on-line Fundy Q/A talks (Fundy Minute Series). Two completed to date. Support others. Budget needed. **3K**.
		2. Bay of Fundy/Minas Basin Colouring Book (re Sondra Eger) - purchase and distribute copies (**2K. Sufficient?**)
		3. Ocean and Climate Literacy WG – develop specific projects (underway). Complete discussion paper and place on website. **2K**.
		4. Discuss and initiate a new WG on the risks of coastal flooding. **1K**.
		5. Activate another “on the ground environmental project”, with partners from the Steering Committee and other interested organizations. **2K**.
		6. Presentation of posters and/or talks at other local meetings, including planning e.g., the FSRS, RARGOM/GOMC annual meetings, Coastal Zone Canada Conference 2025 (PEI).

Summary - financial commitments for FY 23-24: $28,500.  (discussed and prepared by Katie Schleit (Treasurer), Peter Wells (Chair), August 28th, 2023). It was discussed by mc, sept 12th, 2023, and approved as a working document to guide our continued work.\_

A motion was made that the Work Plan be approved. Bronte Thomas moved the approval, Jack Fife seconded.

**4d. Communications**



**4e. Workshop 2024 report**

**BoFEP/ACCESS Workshop 2024. From Chris Bridger, HMSC, St. Andrews, NB, Nov. 28th, 2023. Preliminary Description for the BoFEP AGM Nov. 30th.**

The Huntsman Marine Science Centre, St. Andrews, NB., is pleased to be a Presenting Host Sponsor for the joint BoFEP/ACCESS workshop as detailed below. We will soon have a group call to answer any questions about the details below and to discuss some of the logistics in operating this meeting – particularly with respect to registrations and finances.

**Proposed date**: Tuesday-Friday, June 4-7, 2024, to maximize availability of resources, i.e. space, for the workshop and student accommodations.

**Suggested theme/title**: *Tides of Change: Accelerating Conservation and Protection Efforts in Atlantic Canada’s Estuaries and Coastal Waters*

**Format**: Sessions addressing general ecology and research in the Bay of Fundy and estuaries throughout Atlantic Canada, the science-policy interface, natural and anthropogenic stressors, risks to local marine biodiversity, among others. Anticipated to be 10 sessions (not overlapping to maximize participation/discussion) and subject to program committee decisions.

**High level schedule for consideration similar to the previous joint BoFEP/ACCESS workshop in 2022** (<http://www.bofep.org/wpbofep/wp-content/uploads/2023/07/2022BoFEPProceedings_Final2_web.pdf>):

Tuesday afternoon: pre-conference student/young professional short course in the Dunn Theatre (Fundy Discovery Aquarium)

Tuesday evening: opening social in Fundy Discovery Aquarium (cash bar)

Wednesday – Friday: full day conference activities (talks, nutrition breaks [morning and afternoon], lunches, poster socials (cash bar)) throughout Fundy Discovery Aquarium

Thursday evening – Town Hall option open for public attendance in Fundy Discovery Aquarium (cash bar).

Facilities noted in above bullets are highlighted on the following website with a short presentation video (<https://www.huntsmanmarine.ca/symposia>)

**Accommodations (more description here**: <https://www.huntsmanmarine.ca/studentliving>):

Dormitory style accommodations – entire building available in Needler Hall within walking distance of the venue for student registrants @ $35/night/person (double (35 students) or triple (51 students) occupancy options are available in this hall (roommates either self chosen or we assign as we do often for visiting school groups)

Hotel style accommodations – limited number of 10 rooms available in Anderson House & Nancy Hall also on Upper Campus @ $115/night. We don’t usually open these for public bookings but happy to discuss housing for guest speakers or organizing committee members, etc.

As a Presenting Host Sponsor, we will work with the core organization(s) and other sponsors to provide the best rates possible to host the workshop. More information will come as it becomes organized, including early in the new year, the Call for Papers, Posters, Panels, and a topic for a Public Session. Stay tuned.

**4f. Special Projects**

**Video Project Working Group Report, Sandra Currie, Vice-Chair, BoFEP AGM, November 30th, 2023.**

Thanks to Michelle Tremblay and Bronte Thomas, both of BoFEP, we had a wonderful conversation with Chief Hugh Akagi posted to the BoFEP YouTube channel. Please take some time and listen to Chief Hugh’s words and reflections on the Bay of Fundy.

<https://www.youtube.com/channel/UCZE4X7Wn7_lC33v_riL9QvQ>

We are continuing to work on this item and are scheduling a meeting for the new year to continue the project. Anyone wishing to be involved is welcome!

**Fundy Coloring Book (Sondra Eger)**

This project is proceeding but no formal report was given.

**4g. Working Groups**

**Ocean Literacy Working Group Report, 2023.**

1. The Working Group had been a major focus of BoFEP activities this year, following the Editorial two years ago in the Proceedings of The Nova Scotian Institute of Science. Ocean Literacy is the ongoing theme behind BoFEPs current work.

2. With reference to the first Canada-wide Coastal Zone Conference (CZC) in 1994, and specifically the output of a working group on ocean education, a paper on Ocean Literacy was presented by Peter Wells at the 2023 CZC Conference in June in Victoria, B.C. A poster was also prepared that highlighted BoFEP activities, including ocean literacy. As well, a blog about our participation in that conference was posted on the EIUI website, an example of how our working groups are working together on a common theme.

3. Ongoing discussions with Ms. Kerri McPherson in the Nova Scotia Department of Education and Early Childhood Education, has resulted in a proposal to design and deliver a one-day workshop on Ocean Literacy for a Professional Development day. We consider this initiative to be a pre-cursor (or beta test) for an enlarged workshop at the various faculties of Education in Nova Scotia for B.Ed. and M.Ed. students in training. As part of this contract, recommended age-specific resource material, including classroom activities and curated field trips, will be identified.

4. Our last draft of the paper by Butler and Wells, entitled "Promoting Ocean Literacy with Communities around the Bay of Fundy and its Watersheds" has been posted on the BoFEP website. It awaits final comments from BoFEP membership and others, prior to submission for publication.

5. Other ongoing WG activities:

a) We plan to participate in next years’ BoFEP-ACCESS Workshop in St. Andrews, NB.

b) We continue to interact with members of other ocean literacy groups in Canada, track international activity on this topic, and maintain a compilation of relevant literature on the topic.

c) Importantly, we seek more members for our working group, as well as welcoming comments on our activities to date.

Submitted by:

Mike Butler, International Ocean Institute-Canada, Dalhousie University, Halifax, NS.

  

**Environmental Information: Use and Influence Report**

The Environmental Information: Use and Influence (EIUI) interdisciplinary research program evolved from the nascent BoFEP Informatics Working Group (2007-09). It is based in the Faculty of Management at Dalhousie University and continues an active research agenda exploring the pathways and roles of information in marine science-policy interfaces. This research is currently supported by an Insight Grant from the Social Sciences and Humanities Research Council of Canada (SSHRC), which will conclude on 30 March 2024.

**Funding and Leadership Transition**

The EIUI team contributed to the development of multi-institutional grant application to the Canada First Research Excellence Fund (CFREF) in August 2022. Confirmation was received earlier this year (2023) that the application for $154 million was successful. This large research venture, titled Transforming Climate Action (TCA), involves researchers at four universities (Dalhousie as lead, Memorial, Laval, Université de Québec à Rimouski). Research that will continue along the EIUI theme and focus is included in Cluster 3.2 (Co-Constructing Knowledge to Engage and Empower Diverse Actors in Decisions and Solutions). Drs. Sandra Toze, Isabelle Caron, and Philippe Mongeon in the Dalhousie Faculty of Management are co-leading the policy and bibliometrics components of Cluster 3.2; the research will begin in 2024. The new TCA funding will facilitate both a funding and leadership transition for the EIUI program.

**Current Projects and Publications**

Several projects supported by our third SSHRC grant are coming to a conclusion with research reports being prepared for publication. Two papers were published earlier this year, others are in review with journals, and drafting of other manuscripts is continuing (see Appendix). All of these initiatives highlight the importance of understanding how credible, relevant, and legitimate information finds its way (or not) into decision processes for marine environmental sustainability.

**Public Lectures, Twitter, and Website**

On 29 November 2023, EIUI co-sponsored an Information Science Public Lecture, entitled “Open Science: A Shifting Paradigm, a New Reality,” by Dr. Maria Pawlowska, a noted expert on this subject. EIUI maintains an active Twitter account ([twitter.com/EIUI\_Dal](https://twitter.com/EIUI_Dal)) averaging about 200 views / post. Further details about the research team’s work are available at the EIUI website ([www.eiui.ca](http://www.eiui.ca)). Notably, numerous blog entries are posted on the website.

**Conferences**

The research team participated in the Coastal Zone Canada Conference in Victoria, British Columbia in June 2023 with a poster that provided an overview of EIUI’s case studies (see Appendix). Two researchers presented a paper at the Twenty-Fifth International Conference on Grey Literature in Amsterdam, 13-14 November 2023; twenty years earlier, Ruth Cordes, Peter Wells, and Bertrum MacDonald won the International Grey Net Award for a paper presented at the 2003 conference in this series in Amsterdam.

**Graduate Course**

Another iteration of the graduate course, Information in Public Policy and Decision Making, was offered during the Winter 2023 term to Masters students from four graduate programs at Dalhousie University. The participation of several prominent guest speakers based in Canada and the UK continues to be a strength of this important course about evidence-informed decision-making. Several blog entries prepared by the students are posted on the EIUI website. In the winter term 2024, Dr. Rachael Cadman, a member of the EIUI research team, will teach the next iteration of this course.

To summarize, the research of the EIUI team continues in support of the overall mandate of BoFEP – to utilize scientific and social information more effectively at the science-policy interface in support of a more sustainable ocean.

**Appendix**

**Papers Published**

Castillo, D. J., Vicary, T., Kalensits, M., Soomai, S. S., & MacDonald, B. H. (2022). Ensuring equitable access to ocean and coastal information to advance knowledge and inform decision-making: The global Aquatic Sciences and Fisheries Abstracts. *Ocean and Coastal Management,* 231, 106399. <https://doi.org/10.1016/j.ocecoaman.2022.106399> [Open Access].

Toupin, R., Melnick, K., Moharana, T., Curry, B., Gracey, C., Richards, N., MacDonald, B. H., & Mongeon, P. (2023). Measuring engagement with shark research in science, news and social media, and policy: A bibliometric analysis. *Marine Policy*, *157*, 105829. [https://doi.org/10.1016/j.marpol.2023.105829 Get rights and content](https://doi.org/10.1016/j.marpol.2023.105829%20Get%20rights%20and%20content)

**Papers Submitted**

Eck, K., Soomai, S. S., & MacDonald, B. H. (2023). Evaluating the effectiveness of technical working groups for marine conservation and fisheries management in Belize. (In review).

Watson-Wright, W. M., Wells, P. G., Duce, R. A., Gilardi, K. V., Girvan, A. S. T., Huber, M. E., Kershaw, P. J., Linders, J., Luit, R. J., Vivian, C. M. G., &. Vousden, D. V. (2023). The UN Joint Group of Experts on the Scientific Aspects of Marine Environmental Protection (GESAMP) - An ocean science-policy interface standing the test of time. (Submitted to the Mar. Pollut. Bull., currently in review). [Now published]

**Conferences**

MacDonald, B. H., Soomai, S. S., De Santo, E. M., & Wells, P. G. (2023). Understanding information pathways for evidence-based policy and decision making in coastal and ocean management. Poster presented at the Coastal Zone Canada conference, Victoria, British Columbia, 11-14 June 2023.

MacDonald, B. H., & Manuel, P. (2023). Information, public decision-making, and climate change: The many roles of grey literature. Paper presented to the 25th International Conference on Grey Literature, Amsterdam, 13-14 November 2023.

Bertrum MacDonald, Dalhousie University, for the EIUI Research Team, 30 November 2023.

**Coastal Erosion Working Group**

The Terms of Reference for the Coastal Communities – Marginalized and Under-Represented Populations Resource Collection Committee have been developed. It is a working document. A call to action was sent out for BoFEP members to respond to a government of Nova Scotia’s survey on Coastal Protection.

BoFEP members with information about Coastal Communities and Environments are encouraged to pass along links. This committee needs some involvement from BoFEP members, as with the damage from extreme weather in 2023, we feel there is an opportunity to help people understand how things are changing and connect with resources.

Sandra Currie, BoFEP and FORCE, November 2023.

1. **Other business and discussion**

There is no record of what was discussed.

1. **Report of the Nominations Committee (Mike Butler)**

The following list is the slate of people who have agreed to be members of the SC for 2023-2024. SC members are thanked for their participation over the past year.

As per our By-laws, at this AGM we will proceed with confirming this slate and move to accept it.

Following confirmation of the new SC, we will proceed with voting in the new Management Committee (MC) for 2023-2024. The names identified are persons who have agreed to continue in their roles, if confirmed by the SC. Note that this does not preclude other persons stepping forward for these positions, either at the AGM or at a future meeting of the Steering Committee. We have several key vacancies that must be filled to help us move ahead efficiently and with a shared workload.

Respectfully submitted,

Michael Butler, Chair, Nominations Committee

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## **BoFEP Steering Committee – Nominations for 2023-2024. All are confirmed, or otherwise noted. As per our bylaws, we are allowed 24 members.**

Hugh **Akagi**, Passamaquoddy Nation, akagih@nb.aibn.com, 506-529-3402/4657.

Karel **Allard,** CWS-ECCC, Karel.allard@canada.ca, 506-364-5188

Laura **Barrett,** HMSC, laura.barrett@huntsmanmarine.ca, 506-529-1226 TBC

Tony **Bowron,** tony.bowron@gmail.com, 902-802-1261

Sean **Brillant,** CWF (Can. Wildlife Fed.),seanb@cwf-fcf.org, 902-237-9692

Michael **Butler**, IOI-Canada, michael.butler@dal.ca, 902-494-1977

Levi **Cliché**, CARP, levicliche@annapolisriver.ca, 902-532-7533

Sandra **Currie,** Fundy FORCE, visitor.centre@fundyforce.ca , 902-254-2510

Graham **Daborn**, Acadia Univ., graham.daborn@acadiau.ca , 902-585-1118

Sondra **Eger**, Univ. Waterloo, seger@uwaterloo.ca, 519-998-2973

Jack **Fife**, SABS, St.Andrews, jack.fife@dfo-mpo.gc.ca, 506-529-5902.

Claudette **LeBlanc\***, ACZISC ret., leblancc@ca.inter.net, 902-667-3087.

Bertrum **MacDonald**, SIM, Dalh., bertrum.macdonald@dal.ca, 902-494-2792.

Kerri McPherson, CPA High School, kmcpherson@hrsb.ca, 902-755-1330

Jon **Percy**, BoFEP/SeaPen, jon-percy@ns.sympatico.ca, 902-532-5129, (cell 955-0251)

Jeff Ollerhead (invited, waiting to reply, TBC)

Susan **Rolston**, Seawinds Cons./BoFEP, seawindscs@eastlink.ca, 902-823-2191.

Katie **Schleit,** Oceans North, kschleit@oceansnorth.ca, 902-488-4078

Alexandra (Allie) Scovil, Alexandra.Scovil@dfo-mpo.gc.ca, 782-640-5633

Bronte **Thomas,** Peskotomuhkati, nomehs@qonaskamkuk.com **,** 506-440-0452.

Peter **Wells**, Dalh.Univ./IOI/BoFEP, Oceans2@ns.sympatico.ca, 902-237-0600 cell/home 902-477-3674.

[\*\*Note that some persons are alternates as representatives of their organizations]

**Voting for the New BoFEP Management Committee**

(in brackets – persons willing to continue in these positions, or volunteering for the first time; this does not preclude others attending the AGM from putting their names forward for any of the positions)

**Chair –** (Peter Wells)

**Vice-Chair –** (Sandra Currie)

**Past Chair-** (vacant)

**Treasurer –** (Katie Schleit)

**Secretariat-** (vacant)

**Members at Large (4) –** (Hugh Akagi) (Mike Butler) two vacancies

**Member, ex-officio –** (Jon Percy)

Note: At our next MC meeting, we should once again confirm our official Directors, required for our continued registration with the NB government as a not-for-profit NGO as well as for our banking arrangements.

1. **Conclusion of the 2023 BoFEP AGM - Adjournment**

A motion was tabled to adjourn the meeting. The meeting closed.

1. **The new steering committee** of those present met and the officers were approved. [no record by whom].
2. **Conclusion of AGM.**