

**MINUTES OF MEETING NO.46-23**

NAME Executive Board PAGE Page 1 of 9  
 LOCATION WIWD Office DATE September 21, 2023

PRESENT: N. Brandstrom Chairperson Dog Lake Sub District  
 M. McLelland Board Appointee/Vice Chair WIWD  
 J. Stefanson Director Shoal Lake Sub District  
 B. Fleury Director Lake Francis Sub District  
 J. Cruise Provincial Appointee WIWD / MAW  
 B. Sigfusson Board Appointee WIWD  
 D. Timmerman Watershed Planner MECP  
 K.A. Richmond Manager, Watershed Planning and Programming MECP  
 K. Benson Manager WIWD  
 K. Christensen Financial Administrator WIWD

REGRETS: J. Nickel Director Dog Lake Sub District  
 J. Bittner Director Lake St. Martin Sub District  
 T. Nevakshonoff Director Swan Creek Sub District

WRITTEN BY: K. Christensen Financial Administrator WIWD

ITEM		ACTION BY
1.0	<b>CALL TO ORDER</b> N. Brandstrom called the meeting to order at 9:00 a.m.	
2.0	<b>APPROVAL OF AGENDA</b> <b>392-23: B. Sigfusson – M. McLelland</b> <b>BE IT RESOLVED THAT</b> the Board approved the agenda as presented.	<b>CARRIED</b>
3.0	<b>APPROVAL OF MINUTES</b> <b>393-23: B. Fleury – J. Stefanson</b> <b>BE IT RESOLVED THAT</b> the Board adopted the minutes of the Executive Board Meeting #45-23, August 18, 2023 as presented.	<b>CARRIED</b>
4.0	<b>FINANCIAL REPORT</b>	
4.1	<b>Bank Activity</b> K. Christensen presented the financial report:  Access Credit Union Statement of Accounts from August 1 <sup>st</sup> to August 31 <sup>st</sup> , 2023; Account Reconciliation Summary Report from August 1 <sup>st</sup> , 2023 to August 31 <sup>st</sup> , 2023; Bank Account Transactions Report from August 16 <sup>th</sup> , 2023 to September 19 <sup>th</sup> , 2023; CIBC Credit Card Details from June 22 <sup>nd</sup> , 2023 to July 21 <sup>st</sup> , 2023; Collabria Credit Card Details from June 29 <sup>th</sup> , 2023 to July 28 <sup>th</sup> , 2023; Expenditures to Date – September 19 <sup>th</sup> , 2023; Comparative Income Statement April 1 <sup>st</sup> , 2023 – September 19 <sup>th</sup> , 2023.  <b>394-23: J. Stefanson – M. McLelland</b> <b>BE IT RESOLVED THAT</b> the Board approved the expenses of August 16 <sup>th</sup> , 2023 to September 19 <sup>th</sup> , 2023 \$140,823.44 (cheques # 1173-1181, 1182-VIODED, 1183-1228); Access Credit Union Statement of Accounts from August 1 <sup>st</sup> to August 31 <sup>st</sup> , 2023; Account Reconciliation Summary Report from August 1 <sup>st</sup> , 2023 to August 31 <sup>st</sup> , 2023; Bank Account Transactions Report from August 16 <sup>th</sup> , 2023 to September 19 <sup>th</sup> , 2023; CIBC Credit Card Details from June 22 <sup>nd</sup> , 2023 to July 21 <sup>st</sup> , 2023; Collabria Credit Card Details from June 29 <sup>th</sup> , 2023 to July 28 <sup>th</sup> , 2023; Expenditures to Date – September 19 <sup>th</sup> , 2023; Comparative Income Statement April 1 <sup>st</sup> , 2023 – September 19 <sup>th</sup> , 2023.	<b>CARRIED</b>

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	<p>K. Christensen proposed M. McLelland be added to the online banking with Access Credit Union.</p> <p><b><u>395-23: J. Cruise – J. Stefanson</u></b>  <b>BE IT RESOLVED THAT</b> the Board approved to add M. McLelland as a signatory member for all online banking activities with Access Credit Union.</p>	<b>CARRIED</b>
<b>5.0</b>	<b>Reports</b>	
<b>5.1</b>	<p><b>Financial Administrator Report</b></p> <p><b>Payroll</b>  <b>Financials</b>  <b>Community Tree Nursery Program</b></p> <ul style="list-style-type: none"> <li>➤ Emails with Sabados Greenhouse, updated application.</li> <li>➤ Emailed application to RM's on August 31<sup>st</sup></li> <li>➤ Started processing applications, approximately 130 applications have been received to date.</li> </ul> <p><b>GROW</b></p> <ul style="list-style-type: none"> <li>➤ Worked with I. Zotter on projected budget tables for 2023-24 projects, funds spent to date.</li> <li>➤ Processed GROW project payments to landowners.</li> <li>➤ Projected calculations for the upcoming GROW LOI/proposal.</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>➤ MBFI Bus Tour – August 24<sup>th</sup>.</li> <li>➤ LGC meeting September 11<sup>th</sup>.</li> </ul> <p><b>Fish &amp; Wildlife Enhancement Fund (FWEF)</b></p> <ul style="list-style-type: none"> <li>➤ Completed and submitted LOI's for the "Aquatic Ecosystem Restoration on Mercer Creek" and the "Restoration of Fish Passage in the Sheringham Drain".</li> <li>➤ Acceptance notifications will go out on September 22<sup>nd</sup>, proposal intake opens on September 27<sup>th</sup>.</li> </ul> <p><b>Nominating Committee</b></p> <ul style="list-style-type: none"> <li>➤ Created a fact sheet "WIWD Membership Roles &amp; Responsibilities", and a letter to RM's for their appointments to the WIWD board. Reviewed with J. Cruise and M. McLelland. Will be reviewed at the September Executive meeting.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>➤ Phone calls/meeting with producers regarding current and future applications.</li> <li>➤ WIWD monthly newsletter, will be sent on the 1<sup>st</sup> of every month to all members and RM's.</li> </ul>	
<b>5.2</b>	<p><b>Managers Report</b></p> <p style="text-align: center;"><b><u>Project Updates</u></b></p> <ul style="list-style-type: none"> <li>• Well sealings being completed</li> <li>• Watersheds Canada- Natural Edge (shoreline restoration)- no interest from beach associations- told them we are unable to assist with the program</li> <li>• Pollinator gardens- soil placed or being placed into boxes, waiting till spring to plant seeds</li> </ul> <p style="text-align: center;"><b><u>Summer Students</u></b></p>	

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	<ul style="list-style-type: none"> <li>• Summer Students finished last week of work in August.</li> <li>• Canada Summer Jobs final forms completed</li> <li>• Green Team to be submitted by Nov 30</li> </ul> <p style="text-align: center;"><b><u>NWIWMP</u></b></p> <ul style="list-style-type: none"> <li>• 40 surveys completed</li> </ul> <p style="text-align: center;"><b><u>IRNR</u></b></p> <ul style="list-style-type: none"> <li>• Waiting on confirmation that the date to submit the budget will continue to be April 15<sup>th</sup></li> <li>• Waiting for signature from IRNR</li> </ul> <p style="text-align: center;"><b><u>Building</u></b></p> <ul style="list-style-type: none"> <li>• The well is being shared with the building being built next to us</li> <li>• As a curtesy for the work that's being done next door and hooking up to our well, new gravel has been partially placed in our parking lot</li> <li>• Painting completed by summer students; new curtain purchased to replace broken one in board room</li> </ul> <p style="text-align: center;"><b><u>Workshops</u></b></p> <ul style="list-style-type: none"> <li>• MFBI/WIWD bus tour on August 24<sup>th</sup> was successful</li> <li>• Planning bus tour or workshop on October 12, 2023</li> </ul> <p style="text-align: center;"><b><u>Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Staff Meetings</li> <li>• MHHC brand launch- now Manitoba Habitat Conservancy (MHC)</li> <li>• Managers meeting- discussion on PWCP and advertising</li> </ul> <p style="text-align: center;"><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• The truck is fixed</li> <li>• HR</li> <li>• Emails/phone calls</li> <li>• Social Media</li> </ul>	
<b>5.3</b>	<p><b>Resource Technician Report</b></p> <ul style="list-style-type: none"> <li>• <b>GROW</b> <ol style="list-style-type: none"> <li>1. Site Visits: Annual checks on completed projects; assessment of '23 projects</li> <li>2. GROW site map creation (schedule B). 25 additional (95+ total complete)</li> <li>3. GROW Sisal vs Plastic Twine proposal shared with MHC/GROW.</li> <li>4. GROW coord. meeting; database &amp; linking ArcGIS to groups</li> </ol> </li> <li>• <b>PWCP</b> <ol style="list-style-type: none"> <li>1. Created new participant profiles for 2023-2024</li> <li>2. Created additional proposals</li> <li>3. Identified feature type, BMP's, establishment cost(s)</li> <li>4. In the process of creating over 150 site maps; 150+ complete</li> <li>5. Summarized invoice eligibility for retroactive projects</li> <li>6. Calculated projected PWCP reimbursement per project</li> <li>7. Created project descriptions to be submitted to PAg. All approved applicants have descriptions complete. Most unapproved also complete.</li> <li>8. Created "Grazing Plans" for Rotational Grazing submissions</li> <li>9. Approximately 92 applications reviewed/approved by PAg on August 14<sup>th</sup>; Currently 60+ awaiting PAg review.</li> <li>10. Bi-weekly PWCP meetings with Andres &amp; Brett (MAW)</li> <li>11. Submission of bi-weekly reports for PWCP</li> <li>12. In contact with Andres/Brett multiple times per week regarding producer questions</li> </ol> </li> </ul>	

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	<p>13. Contacting producers regarding PWCP invoice submission, application interest, eligibility</p> <p>14. Complete revisions on proposal submissions where required</p> <p>15. All Agreements/AGR1's for 2022 have been signed; all of these repayments should have been received by this meeting.</p> <ul style="list-style-type: none"> <li>▪ Approved for 300k additional funds to the 605k initial (905k total); currently \$905,220.09 has been budgeted to applications – multiple producer contacts the past week. We currently have a waiting list developing for additional applications.</li> <li>▪ Proposals are being approved as I submit them. Agreements will be created and distributed with AGR-1's for producer signing, and then returned to MAW to receive payout. They project to begin payouts in October.</li> <li>▪ Over 160 LGC approved applications, 6 dropped out due to inability to complete, 1 application submitted awaiting LGC approval, 7 potentially wait listed applications.</li> <li>▪ Cumulative values within current applications:            Cover Crops – 3552 acres            Rotational Grazing – 55.23 miles of cross-fencing            Nitrogen Management – 23680 acres</li> </ul> <ul style="list-style-type: none"> <li>• <b>2 Billion Trees</b> <ol style="list-style-type: none"> <li>1. Working on budgets with multiple landowners</li> <li>2. July 25<sup>th</sup> meeting with Jeff Renton (AWES);               <ol style="list-style-type: none"> <li>a. Contacted Jeff/AWES on pricing list/potential cost-share cap changes regarding seedling cost as cited last report. Jeff is on leave. No return contact from AWES via phone or email attempts.                    Sourced other tree suppliers; Jeffries Nurseries, LA Quality, Lincoln Oaks,</li> </ol> </li> </ol> </li> <li>• <b>WIWD</b> <ol style="list-style-type: none"> <li>1. The community tree program is in full swing. Dropped off a couple applications to applicants who don't have internet access. Posted some applications in Access CU.</li> <li>2. Attended RogerKimLee event in Eriksdale on Saturday, August 19<sup>th</sup> promoted our additional PWCP funding availability, as well as other WIWD programming.</li> <li>3. Attended a bus tour in partnership with MBFI on August 24<sup>th</sup> (Mason Farms Ltd./EUR Ranches Ltd.). The presentation by landowners was thorough, and allowed the WIWD to speak to our programming. Of the approximate 30 attendees, multiple landowners applied with PWCP programming the following week, and had additional questions about WIWD programming.</li> <li>4. Collected water sample from Burnt Lake Drain.</li> <li>5. Website updates.</li> </ol> </li> </ul>	
<b>5.4</b>	<p><b>GROW Project Coordinator Report</b></p> <p><b>Implementation:</b></p>	

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	<ul style="list-style-type: none"> <li>• The GROW Program continue accepting new applications.</li> <li>• Accepted 4 new applications and calculated Projected Cost for 6 locations:             <ul style="list-style-type: none"> <li>○ 2 Cover Crops (3 locations for 130 acres);</li> <li>○ 1 Perennial Forages Project (5 locations for 365 acres);</li> <li>○ 1 Cross Fencing Project (2 miles of permanent cross fence)</li> <li>○ Total Projected cost - \$ 107,390; Projected GROW Payment - \$ 28,250</li> </ul> </li>   <li>• Continuing to communicate with remaining applicants in order to monitor the ongoing projects (73 locations). Up to date:             <ul style="list-style-type: none"> <li>○ Updating Schedule A for projects on 26 locations.</li> <li>○ Working on preparing Schedules A, B and Agreements for 10 producers (15 locations);</li> <li>○ Agreements sent to 7 applicants for 11 locations, waiting to be signed</li> <li>○ Agreements (including all schedules) are signed with 12 producers (20 locations), waiting for the invoices</li> <li>○ One project did not pass the inspection, in the review by the Committee</li> </ul> </li>   <li>• In summary:             <ul style="list-style-type: none"> <li>• Projects in progress: 73 locations</li> <li>• Projected total cost: \$816,843</li> <li>• Remaining Projected GROW Payment - <b>\$382,305</b></li> </ul> </li>   <li>• Processing documentation submitted by the applicants for the Project establishment, calculating the submitted project cost, preparing all documentation in order to issue a payment, recording data, mailing packages with copies of Agreement, payment calculations and cheques to the producers:             <ul style="list-style-type: none"> <li>○ 30 claims for 49 locations have been processed to date. GROW Payment issued for the amount of <b>\$159,292.36</b></li> </ul> </li> <li>• <b>Perennial Forages: 2206 acres; \$101,980.95</b></li> <li>• <b>Cover Crops: 568 acres; \$36,516.75</b></li> <li>• <b>Watering Systems: 2 AWS; \$20,794.65</b> <ul style="list-style-type: none"> <li>○ Additional 5 claims have been processed for the amount of <b>\$32,940</b> but have not been paid yet</li> </ul> </li>   <li>• Merging data: projects on the contract, projects approved but not completed in 2022; projects approved in 2023. Analyzed data and updated GROW Committee members at the meeting on September 11, 2023.             <ul style="list-style-type: none"> <li>➤ GROW Funds allocated for the Project Establishment 2021-2025: <b>\$1,146,762.00</b></li> <li>➤ GROW Funds Paid from April 1,2021-up to September 11<sup>th</sup>, 2023: <b>\$448,480.53</b></li> <li>➤ GROW Funds available for the expenditure up until March 31, 2025 <b>-\$698,281</b></li> </ul> </li>   <li>• Up to date:             <ul style="list-style-type: none"> <li>➤ GROW Funds Paid from April 1,2021-up to date: <b>\$492,380.36</b> (increase from September 11<sup>th</sup> in the amount of \$43,899.83)</li> <li>➤ GROW Funds available for the expenditure up until March 31, 2025 <b>-\$654,381</b></li> <li>➤ GROW Funds allocated towards approved projects - <b>\$415,245</b></li> <li>➤ GROW Funds remaining and available for future projects (until March 31, 2025) - <b>\$239,136</b></li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>• Preparation for the GROW Committee Meeting on September 11<sup>th</sup>, 2023: composing agenda and minutes, preparing and presenting supporting documentation, recording and filing.</li> <li>• Communication with Nardos Kidane, Water Management Planning Technologist (Hydrologic Forecasting &amp; Water Management   Technical Services &amp; Operations, Manitoba Transportation and Infrastructure) pertaining to a permit to construct a low flow crossing on Burnt Lake Drain and Wagon Creek.</li> <li>• The application has been reviewed. On August 9, MTI requested drawings and asked us to verify that the sub-cutting of the rock for the crossing would not impede the stream flow. I contacted Stan McFarlane, Senior Water Operations Technician, who assisted with drawings. Drawings were submitted on August 23, 2023. Sent a follow up email on September 11. The Response has not been received yet.</li> <li>• Working with landowners involved in the Riparian Area Management Project through RALP. Submitted information to MB Ag with names and locations</li> <li>• Obtained a quote on fencing supplies from Moosehorn CO-OP, confirmed with producers, and placed an order.</li> <li>• Attended the GROW coordinators meeting.</li> <li>• Promote and refer projects to the PWCP.</li> <li>• Meetings with staff</li> </ul>	
<b>5.5</b>	<p><b>Chairperson Report</b></p> <ul style="list-style-type: none"> <li>➤ Stopped at the office to sign cheques</li> <li>➤ September 6<sup>th</sup> – attended the DU survey/tour – 15 people in attendance, 6-7 hours.</li> <li>➤ Looked at S. Kinhead’s Alternative Watering System.</li> </ul>	
<b>5.6</b>	<p><b>MAW Rep Report</b></p> <ul style="list-style-type: none"> <li>➤ Attended a short zoom meeting September 12<sup>th</sup>. There has not been a firm confirmation of PWCP program extension.</li> <li>➤ Discussed with the MAW board how the WIWD expansion would affect our share of funds.</li> </ul>	
<b>5.7</b>	<p><b>HR Report</b></p> <p>K. Benson and K. Christensen were asked to leave the meeting at 10:07 a.m.</p> <p><b><u>396-23: B. Fleury – B. Sigfusson</u></b>  <b>BE IT RESOLVED THAT</b> the Board moved to go In-Camera for discussion at 10:08 a.m.</p> <p><b><u>397-23: J. Stefanson – B. Sigfusson</u></b>  <b>BE IT RESOLVED THAT</b> the Board moved to go Out-of-Camera for discussion at 10:13 a.m.</p> <p>K. Benson and K. Christensen returned to the meeting at 10:14 a.m.</p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p>
	<p><b>B R E A K</b>          10: 14 a.m. – 10:24 a.m.</p>	
<b>5.8</b>	<p><b>Watershed Planner Report</b></p>	

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	<p>L. Kontzie, K. A. Richmond and D. Timmerman gave a presentation on the WIWD expansion (proposal includes the RM's of Portage la Prairie and Rockwood joining the WIWD).</p> <p>The Executive Board raised their questions and concerns about the expansion.</p> <p>Information on the WIWD expansion is on file at the WIWD office.</p>	
<b>6.0</b>	<b>Sub District Recommendations</b>	
<b>6.1</b>	<p><b>Narcisse DU Project</b></p> <p>Letter written by T. Nevakshonoff and reviewed by the board at the August 17<sup>th</sup> meeting was sent to D. Johnson, it was then forwarded to the appropriate minister, K. Klein.</p> <p>Duck's Unlimited conducted a survey of the project on September 6<sup>th</sup> and 7<sup>th</sup>. Data will be provided to the WIWD in the beginning of October.</p>	
<b>7.0</b>	<b>Old Business</b>	
<b>7.1</b>	<p><b>GROW Policy</b>          The board reviewed SECTION 2.21, Standing Committee.</p> <p><b>398-23: B. Fleury – J. Cruise</b>  <b>BE IT RESOLVED THAT</b> the Board approves changes to SECTION 2.21 Standing Committee.</p>	<b>CARRIED</b>
<b>7.2</b>	<p><b>Nominating Committee</b></p> <p>Proposal of the creation of a Nominating Committee for the purpose of educating new, and existing, members on the structure of the WIWD board was provided and presented to the Executive Board for review and discussion. A fact sheet "WIWD Membership Roles &amp; Responsibilities" and a letter "Letter to RM's" was created for the purpose of providing the RM's with information on the structure of the board to provide to their appointees.</p> <p><b>399-23: J. Cruise – B. Sigfusson</b>  <b>BE IT RESOLVED THAT</b> the Board approves the "WIWD Membership Roles &amp; Responsibilities" fact sheet and the "Letter to RM's" for WIWD appointees.</p> <p>The board did not vote on the creation of the Nominating Committee as not all Executive Members were present.</p>	<b>CARRIED</b>
<b>8.0</b>	<b>New Business</b>	
<b>8.1</b>	<p><b>National Day for Truth and Reconciliation</b></p> <p>National Day for Truth and Reconciliation is September 30<sup>th</sup>, which lies on a Saturday, therefore the Office will be closed on Monday October 2<sup>nd</sup> in lieu of the National Day for Truth and Reconciliation.</p>	
<b>8.2</b>	<b>Remuneration</b>	

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	<p>The board previously decided remuneration would be paid semi-annually, March and September. It has been recommended by some members that we pay quarterly instead.</p> <p><b>400-23: J. Cruise – B. Sigfusson</b>  <b>BE IT RESOLVED THAT</b> the Board approves to pay remuneration to Executive members quarterly (March, June, September, December). Sub-district members are remain being be paid semi-annually (March and September).</p>	<b>CARRIED</b>
<b>8.3</b>	<p><b>Vacation Entitlement</b></p> <p>Staff have requested two changes to the vacation entitlement policy.</p> <ol style="list-style-type: none"> <li>1) The employee may take their full vacation time consecutively if the following conditions are met:           <ul style="list-style-type: none"> <li>-It is taken during the off time</li> <li>-The employees' absence will not affect the employee from completing their job duties on time.</li> </ul> </li> <li>2) After continuous employment, (part-time employment minimum of 60% of full time) employees shall receive:           <ul style="list-style-type: none"> <li>- 3 weeks (6%) vacation entitlement after 3 years of employment</li> <li>- 4 weeks (8%) vacation entitlement after 5 years of employment</li> <li>- 5 weeks (10%) vacation entitlement after 10 years of employment</li> <li>- 6 weeks (12%) vacation entitlement after 15 years of employment</li> </ul> </li> </ol> <p>The current Policy does not have a 3-week (6%) vacation entitlement.</p> <p>The board reviewed SECTION 19, Vacation Entitlement.</p>	
<b>8.4</b>	<p><b>Meal Coverage</b></p> <p>Staff requested the lunch rate be increased from \$15.00 to \$20.00.</p> <p><b>401-23: B. Fleury – B. Sigfusson</b>  <b>BE IT RESOLVED THAT</b> the Board approves to raise the lunch rate to \$20.00 with a receipt provided.</p>	
<b>8.0</b>	<p><b>In-Camera Discussion</b></p> <p>N / A</p>	
<b>9.0</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>➤ Advertisement at the Eriksdale Boyz and Bullz</li> </ul>	
<b>10.0</b>	<p><b>NEXT MEETING:</b></p> <p style="text-align: center;"><b>October 19, 2023</b>  <b>9:00 a.m.</b>  <b>WIWD Office</b></p>	
<b>11.0</b>	<p><b>ADJOURNMENT</b></p> <p><b>402-23: M. McLelland</b>  <b>BE IT RESOLVED THAT</b> we adjourn at 12:03 p.m.</p>	



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	<p><b>These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors</b></p>	
	<p>_____ <b>Neil Brandstrom, Chairperson WIWD</b></p> <p>_____ <b>Kelsey Benson, Manager WIWD</b></p>	