

Executive Board of Directors Meeting - Official Agenda

Highlighted text = action items.

Date: August 25th, 2021

Location: <https://us02web.zoom.us/j/89366419599?pwd=U3U2TWc0aV2NU9odlZqUmRYQkxkUT09>

Meeting ID: 893 6641 9599 Passcode: 653817

Time: 5:30 pm-7:30 pm

Meeting Participants:

Regrets:

1) Arrive and opening (5:30 pm – 5:45 pm)

1. Welcoming
 2. Check-in with Board members
 3. Approve minutes of last meeting
- **Approved by Greg, seconded by Tina and Martin**
- a. Review of action items from last meeting
- **Martin will send RDKB CABIN video when it comes available.**

2) Update from Program Manager (5:45 pm – 6:30 pm)

1. Organizational Update
 - a. Hiring new Environmental Outreach Coordinator
 - i. Kieran departed 2 weeks early

Joelle Bernie – very qualified, professional, passionate, energetic, experienced with non-profit organization, volunteer recruitment, event organization etc. Very excited for her to start on September 13th. One-year contract.
 - b. Still searching for office space
- New SHARE Nelson office we are pursuing is slipping through but still possible to get the space - CBT application unsuccessful. Fortis BC might provide some funding. Contacted NDCU requesting support, was encouraged to complete application. Budget would be around ~\$20,000 for renovations. Around 20% of renovations can be covered, leaving us with ~\$16,000 to fundraise for. Juliet Craig informed Camille on a few other available office spaces – will follow up on those.
- Everyone: Keep your eyes and ears peeled for available office spaces for rent!**
2. Program update
 - a. Kokanee Habitat Restoration
 - i. Monitoring starting mid-September
 - ii. Planning for egg-to-fry survival study round II without fish netting. Possible the netting smothered the eggs and reduced survival.
 - iii. Seepage metre installations will happen soon with help of Natasha Neumann and her Intern.

Everyone: Let us know if you want to come and see kokanee spawning! Board members welcome to join us for monitoring.
 - b. Harrop Wetland Monitoring and Assessment
 - i. Community meeting and planning sessions

Detailed assessments/measurements taken. Significant community buy-in and support. Tom Biebighauser is developing site prescription and already sent us the draft budget. Project is shovel-ready. Funding application process coming up quick.

 - ii. Amphibian calls workshop with Kat McGlynn planned for September
 - iii. Water level logger installed
 - c. Beach Clean ups
 - i. Cleanup at Nelson Dogwalk
 - ii. Lakebed cleanup
 - d. Osprey Monitoring
 - i. Monitoring and documentary creation – smoke interference

May need to postpone to next year for documentary due to smoke and COVID.



Arndt

- e. Kootenay Lake Watershed Monitoring
 - i. Training to take place this week
 - ii. Monitored three sites: Kokanee, Redfish, and Duhamel
- f. Outreach
 - i. Podcast- Kayla to provide update
Three new episodes released since last meeting.
 - ii. Education programs at Creston Wildlife Center
And with cornerstone daycare. Both were a huge success and we received much gratitude.
 - iii. Creston and Kaslo markets
Going to Kaslo for outreach on Aug 28.
- 3. Grant update
 - a. Awarded
 - i. Wage Funding – Eco Canada Science Horizons Internship
 - ii. Columbia Power Corporation -\$2,000 Kootenay Watershed Monitoring Program
 - iii. CiCan wage funding for Kayla
 - b. In progress
 - i. CBT Large Environment Grant for Harrop wetland Project
 - ii. FWCP Large grants for kokanee monitoring and wetland project
 - iii. HCTF for Harrop wetland project
 - iv. KLLCF for Harrop wetland project

3) Quarterly financial review (6:30 pm - 6:50 pm)

- 1. Review financial summary June and July

Budget Vs Actuals: we're in good shape. We are right on track with where we projected we would be.

Camille and Rory will start on 2022 budget next week. Will come back to CEBA loan during that meeting.

We are 60% of the way through the year... all following percentages should be around 60%.

Income: 55% through non-government grant fundraising. Ahead in Government grants. Wage funding is at 19% - looks bad but isn't because we have more coming.

Expenses: expenses are in really good shape. No large expenses projected that could curveball budget. Saved \$\$ on professional fees. We are at 77% of payroll –not a cause for worry, but Rory and Camille will investigate in the next meeting.

Rory will work with Clelie to have certain figures better represented.

Net income is doing really well –great numbers to see.

Profit Vs Loss

Have \$35,000 in the bank

\$43,000 in accounts receivable (small grants and wage funding)

Liabilities: Owe \$960 on credit card

GST Payable nearing \$9,000. Good news – book keeper is changing how they structure their business – charging per piece rather than per hour. One of their services is that they will take care of our GST. (yay!)

We owe a negative value. Numbers are slightly off because we will only get 50% of GST back.

Net worth = \$78,000

- 2. Approve financials

Approved by Ben, seconded by Tina and Greg

4) Committees updates (6:50 pm – 7:00 pm)

- 1. Request for committee updates

No Updates.

5) Other Business (7:00 pm – 7:25 pm)

- 1. FoKLSS Kootenay Lake Brochure discussion – call for all board members to provide feedback and input.

Circulated for comments. Will be re-circulated after revisions.



Decision: will consolidate comments and send to graphic designer, then re-circulate brochure

for final revisions.

Camille will send out a hard deadline for comments before next revision.

2. Greg's report on hydrology of Kootenay Lake - project plan update

Can remove Greg's honorarium from budget.

Current approach sounds good.

Camille will send to the board for review in a follow-up email.

3. Next board meeting date

- October 2021 – 26th – 29th 5:30-7:30 pm

Everyone: Looking BM to take on secretary role. Any volunteers?

Everyone: We are looking for more board members. Let Martin know if anyone comes to mind!

5) Closing (7:25 pm)
