

Executive Board of Directors Meeting - Official Agenda

Date: February 25, 2021

Location: Zoom meeting space

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
 - a. Review of action items from last meeting

Minutes Approved.

Review of action items from last meeting:

- Camille met with Kelvin again regarding the pump-out project to explore how FOKLSS could play a role. Likely this would be with outreach. He will be connecting with the Kootenay Sustainable Boating Association and looping in Camille as needed.
- Camille made a wage allocation spreadsheet which has been sent to Greg for feedback.

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

1. Organizational Update
 - a. Board member update

Elizabeth has stepped down from the board due to personal reasons and limited capacity.

Board prospects:

- Lynn Trinh. Approval from Camille and Greg. Kelsey to gauge interest.
- Natasha Newman – Camille to reach out.

- b. Annual Report Released

Board members encouraged to read.

2. Program update
 - a. Kokanee monitoring
 - Received funding from FORTIS and FWCP for Year 2 of monitoring.
 - Applying for more funding for this project. Adding a groundwater study by Natasha Newman. Project will focus on groundwater dynamics in terms of shore spawning habitat. Natasha has a small amount of funding for capital costs from the province – for equipment (tubing/connectors), summer student to gather reading.
 - Receiving seepage meters from UBCO (working with Craig Nickels from UBCO and Nicole who has done graduate studies on Okanagan lake.)
 - b. CABIN monitoring
 - Camille had a delay getting into the CABIN database due to administrative issues. Now has access – will do modules to get the study set up on the CABIN database. Right now we just have data on water quality and quantity - we are still waiting on stream reports for lake samples. Taxonomy samples should be coming back soon.
 - Kayla has started to do watershed reports, research into background, land uses, interesting facts about watersheds that can be shared with stakeholders. Complete story of the watershed. Will be available after the 3 years.

- Asking for science committee meeting to go over year 1 and plan for year 2 – check objectives.
Camille will send an update and project plan by email and then will decide if they need to meet.

c. Outreach

i. Virtual Polar Bear Swim

- Camille and Kayla took part. Raised \$400. Good promotion for FOKLSS.

ii. Podcast

1. Overview of project progress – Kayla to present
- As of Tuesday, released 7 episodes with a total of 293 downloads.
 - Target – 2000 listens by the end of the year.
 - Episode that had largest was Norm – speaking about wetlands and wetland restoration project. Bill Green sent around an email to the Columbia Treaty work.
 - Episodes in cue: Kaylish Fraser (aquatic invasive), Cory Scott, Martin, Greg
 - Creating a survey for the podcast this upcoming week. Starting process of getting community feedback and asking them for questions – what are they interested in.

iii. Love Your Lake Program

- Shoreline assessment project along the west arm – snapshot assessment of what the shoreline looks like. Does seem like a good project, good potential to partner with RDCK. Some alignment with the KLDPA.
- Over 900 properties, so we would be eligible for \$7,500 if we can survey all of them. On-the-ground snapshot of what our shoreline looks like.
- Working on acquiring more funding from RDCK CIP.
- Camille reported that the home owner's association were supportive of this project and could also help with outreach to shoreline homeowners.
- Greg provided caution about the home owner's association – the director had previously tried to sue FOKLSS for another public survey project. The association is out to protect home owners from restrictions.
- Camille confirmed that we do not need home owner's permission to do the survey – Love your Lake program language will be clear that it is not meant to enforce regulation.
- Martin suggested that Swami and Greg become members of the association to see what their messaging it.

iv. Beach Clean-ups

- Kayla is planning them for 2021. First one will take place in the beginning of April.
- COVID-19 safety: small groups, 2 hour cleanups, taking place over 2 days, no carpooling, gloves, masks available.
- Invites will be sent to the board.
- Also looking at do more lake bed cleanups with divers at Prestige marina. Applying to CIP for more funding for this.
- Swami suggested the Balfour beach is a potential area for clean-ups – lots of microplastic.
- Suggestion to call out to community to let us know where they are seeing garbage.
- **Kelsey to connect Selkirk students to beach cleanups.**

3. Grant update

a. Awarded

- i. Fortis grant for educational outreach- \$7,000
 - Educational outreach, going towards the podcast (main outreach stream right now.)
- ii. Fish and Wildlife Compensation Program Grant - \$15,850
 - Monitoring, wages, any gravel stuff, hydrology study.
- iii. CBT Small Grants - \$10,000 WQM and Osprey
 - \$5,000 for water quality, \$5,000 for Osprey program.
 - Didn't get the funding for the podcast.

- b. Pending
 - i. Fish and Wildlife Compensation Program Grant
 1. Declined: Wetland Project \$14,850 - will meet to find out why we were denied.
 - ii. Habitat Conservation Trust Foundation \$10,000 – Harrop wetland assessment and monitoring project.
 - iii. Kootenay Lake Local Conservation Trust Foundation - \$11,500
- c. In progress
 - i. CIP/AAP funding for Kokanee, CABIN, Love Your Lake, Beach Clean-ups and Osprey Monitoring -\$17,400

REF – more information on reporting and deadlines – they are very flexible...don't need to spend all money by certain date, can change budget as needed, recognize that covid has impacted ability to monitor as many streams – opened up conversation to fourth year of funding if we need to.

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

1. Review financial summary December and January \

December

- Brought in \$30k less than we thought. Spent \$44k less than we thought. (Bigger grant from REF BC and less meeting expenses.)
- Net income of \$27k – budgeted \$12k so really 2020 was a good year financially. Set up well for 2021.
- Not as much sponsorship, but we didn't do the Summit.
- Expected to spend a lot more in meeting expenses.
- Professional fees – over budgeted the salmon restoration project.

Balance Sheet:

- Modifies the balance sheet from quickbooks because easier to see what is actually unrestricted vs. restricted. Removing the CEBA loan gives us a better sense of what it's at.
- We have dipped a bit into unrestricted funding – could be due to wages not being properly allocated when these numbers were generated.
- We had some grant rollover – grants that are in our bank account currently that are for 2021.
- **March 12 – Camille will be submitting requirements to claim GST.**

January

- Numbers look confusing because we only have ¼ of the first quarter
- Have \$20,000 in grants.
- We have \$750 in unrestricted.
- Restricted funds are at \$24,000.
- Have \$17,000 in our bank account.
- Current assets of \$50,000
- Owe \$26 on credit card.
- No red flags showing up in 2021 financials so far
- \$21,000 unrestricted net assets – lower than actual because
- \$8,000 – need to file for GST/HST to receive. The GST return will be quite a bit less than what is showing. Businesses collect GST and get 100% back. Non-profits do not collect GST so only get a percentage back. Update: May be able to claim for four previous years. Possible we could get full amount – clarifying with book keeper.

2. Approve financials

- 2020 year-end finances approved by: Rory, seconded by Greg.

3. Budget update



- Budget to be updated and resubmitted to bookkeeper – need to adjust funding per quarter and associated admin fees

4) Committees updates (6:50 pm - 7:10 pm)

1. Fundraising Committee
 - Kelsey will move into chair of fundraising committee in light of Elizabeth stepping down. Will set up more meetings and create diversified strategy for gaining sponsorships.
2. HR Committee
 - Camille's evaluation complete. Self-evaluation form can be updated to get better result. Scheduling Kayla's 6 month role. New form will be ready beginning of March. Camille's evaluation – reflection on ED role and what would look like: more admin, networking, fundraising, planning, policies, etc. Right now it doesn't fit the FoKLSS bottle because we are dependent on programs for funding.
 - Would be good to have an ED role but would need more staff. Interested in process of getting charitable status as a way to access more funding.
 - Reached out to Zoe Creighton from nonprofit advisors program – provided resource Camille will look into
 - Diversity and black lives matter – Reach out to EcoSociety and learn more about their pillars of diversity
3. Science Committee
 - do something general about lake and how lake levels operate and such. Have funding and interest on work for CRT to replicate/adapt for Kootenay Lake. Have study published under the name of FOKLSS.
 - Critical letter to editor: discussed informally and decided not to reply to avoid getting another response.

5) Other Business (7:10 pm – 7:25 pm)

1. Kootenay Lake Waterfront Homeowners seeking partnership with FoKLSS
 - Board member feedback on partner role – Camille to explain
 - offered we could review their CIP grant (never received). Want to have a study done by Masse. Board's opinion on FOKLSS's role in participating in this project: why does CKISS not consider it an issue if it's there. Pilot Bay has species that occur there and nowhere else.
 - **Camille: Reach out to Erin Bates to ask about Milfoil in Kootenay Lake.**
2. Next board meeting date
 - April 2021
 - Avoid Tuesdays for next board meeting

5) Closing (7:30 pm)
