

# Executive Board of Directors Meeting - Official Agenda

**Date:** April 29, 2020 **Location:** Zoom meeting space **Time:** 6:30pm-8:30pm

**Meeting Participants:** Camille, Erica, Greg, Elizabeth, Martin, Rory, Chad, Allison, Julia

**Regrets:** Sukananda, John

## 1) Arrive and opening (6:30 pm 7:00 pm)

1. Welcoming
2. Check-in with Board members
3. Approve minutes of last meeting

### **Minutes approved**

- a. Review of action items from last meeting

**Stage 2 of Real Estate Foundation BC grant application. Will hear back in June**

## 2) Update from Program Manager (7:00 pm – 7:45 pm)

1. Programs affected due to COVID-19
  - a. Community engagement/citizen science postponed

**No markets nor festival affects presence and advertising for FOLKSS including its following programs:**

- i. Osprey and Water quality monitoring

**\_Osprey: Camille to work with Joanne Siderius to make it a virtual tour + Webinar where people can ask questions. Date: May 18.**

**Camille and boat driver Eugene could go on boat (create video for future online engaging).**

**Promotion: posted on web, facebook and ig, also using partner organizations to help advertise with their newsletters.**

**\_Water quality monitoring : was going to be 12 participants in June. Instead, Reagan from LLC, is helping Camille;**

**Postponed until August, if not 2020, then it will be in June 2021. More video engagement in the meantime. CBT funding has been very supportive.**

- ii. Youth Water Festival

**Camille: ideally postponed until 2021 (because next september might be when every other community event is postponed). Possibility of bringing a virtual festival to school (fun video presentation for teachers to bring to their students). CBT interested in sponsoring: Camille to**

**talk more to Kelvin to see how we can broaden communication and education programs and adapt it to such educational events.**

## 2. Moving forward

### a. Virtual AGM

**Already online for a few partner organizations. CAMILLE to watch one of them to see how we could adapt for ours. Maybe an inspiring video at the end.**

**Elizabeth: suggest to keep it simple, one hour to satisfy our requirement.**

**Martin: agrees, stick to requirements, instead of trying to make a fun event.**

**Erica: agrees, keeping focus on Osprey monitoring is better, suggesting we all dress up :)**

**David: with 10 board directors, best practice would be 20 participants to online AGM.**

**DATE: All directors agree on JUNE 3 at 7pm**

### b. Webinar series

**Camille applied for funding Kootenay Savings and Osprey Foundation to create podcasts.**

**Will hear back in June about receiving funding.**

**Content ideas: Speakers from our Lake summit; Kootenay Lake specific & unique to our area;**

**Format: Focus of the week maybe 10 min long (lake water level/ sturgeon, shore spawning, invasive plants, history, native ...etc).**

**Camille Talking to CBT if willing to redirect their sponsorship to this.**

**Camille to contact Directors for ideas, developing questions for contents + develop plan**

**David: Video is more effort than podcast to produce something compelling. KCR might help.**

**Volunteers may help.**

### c. Kootenay Lake Summit planning (November)

**Camille is preparing to make it virtual & engaging. Have the option of streaming it live even if we can host the event in person.**

**Location : Ashram = space + catering = ease of one booking.**

**Martin: good chance event in person; maybe hybrid event online & virtual**

**Alison: maybe no event in person for a year (Selkirk College's plan)**

**David: keep our options open, be adaptable plan A & plan B ready; how to keep people engaged?**

### d. How to connect as an organization

**Camille asked about monthly meet ups with directors (Ecosociety is doing it weekly)**

**Directors spend lots of time on zoom already.**

**Time & resource: We prefer to use our funding on other things, i.e. social media engagement (pictures, stories).**

**Erica, Julia and Allison to share their beach clean up pictures.**

**David: build our social media following with contest , reward for people to share & post with a \$50 gift card**

**Erica: call out what citizens are doing for the Lake (see example from Koot. Mountain Culture magazine)**

### 3. Staffing

a. Program manager position (CERB benefits for employers)

**Waiting for wage funding from the Government and how it works for non-profit?**

**We are eligible according to Clelie and could apply because it would cover 75% of wages.**

**David- 3 different subsidies we could apply for**

1. **CEWS = up to 75% of wages covered. Ethic of applying for this (our revenue is not necessary lessen, our donations may be)**
2. **Temp 10% wage subsidy is easy to access -> for everyone! Let's apply.**
3. **Small business 40k loan: Camille to talk to Brenda at NDCU.**

b. Assistant hiring moved to August

**Delayed from May which is good because busier times between Aug and October (monitoring, shore spawning). To be funded by EcoCanada.**

### 3) Quarterly financial review (7:45 pm - 8:10 pm)

#### 1. Review financials

**Rory & Camille: FOKLSS is in good shape. Shore Spawner is well funded.**

**CBT 16k has been received and another 4k after the final report in 2021.**

**Cash flow is not worrisome. 30k in bank, 40k in receivable.**

**Line of credit may be to be used for Shore Spawner project expenses since funders won't give total funding until the project is completed.**

**Some businesses might be OK to get paid later (once we get \$) and we may have enough cash in the bank. Too early to get anyway.**

**Board to discuss borrowing against our line of credit at next board meeting.**

**Rory & Camille explained the financial spreadsheet. No cause for concern at the moment.**

**Erica & rest of Board: super impressed by Camille's financial confidence, and amount of work with Rory and Clelie and the new set up is amazing.**

**PS: New QuickBooks online so Rory, David, Clelie and Camille can access it / download it anytime.**

### 4) Other Business (8:10 pm – 8:30 pm)

#### 1. Letter writing policy for FOKLSS

**Camille was contacted by Andy Shadrack for FOKLSS to write a support letter. Martin shared the location of our existing policy on this, called "Endorsement Guidelines, version 4 May 24/2018".**

**Camille to look at it and Martin to discuss with Camille at the next biweekly meeting too.**

2. When to review the strategic plan for 2021 as a Board?

- Could this happen in a virtual space?

**Camille to send a doodle poll for 2 hours meeting at the end of may, with Agenda.**

**David: we could just update existing Strategic planning which is pretty recent? What is useful for Camille to know what to apply for...etc?**

**Camille: often wondering if we are using the most effective tactics, would find it useful to know what the Board's voice is.**

3. Additional items

**Erica:**

**R2AK is cancelled but people want to do it next year & fundraise for FOKLSS = more time to plan.**

**HR 6 month evaluation due for Camille. HR Committee members to look for Questionnaires, refer to documents and policy (Allison has a copy of questionnaire).**

4. Next board meeting date

**June 24th 2020 6:30 to 8:30**

**Retreat 2021 : postpone until further notice.**

**5) Closing (8:29 pm)**