

## Executive Board of Directors Meeting Minutes

**Date:** Tuesday, February 20, 2018

**Location:** Nelson Chamber of Commerce - 91 Baker St, Nelson, BC V1L 4G8

**Time:** 9:00AM-Noon

**Meeting Participants:** Erica Conrad, Heather Leschied, Greg Utzig, Chad Luke, Martin Carver, Avery Deboer-Smith, Allison Lutz, David Reid, Nina Sylvester

**Regrets:** Swami Sukhananda, Chris Black, John Betts

**Actions from meeting highlighted in red throughout meeting minutes.**

### 1) Arrive and opening (9:00am - 9:30am)

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1. Welcoming and updates from Board
  - Add to agenda: to include update re. Argenta from Greg + Martin
2. Approve minutes of last meeting
  - Review of action items from last meeting
  - M/S/C
3. Updates from Board members
  - Water Data Hub
    - Heather recap
    - Martin – BC gov creating own version of data hub for BC available at end of March – Question to think about if we want to share Kootenay Lake Data
    - Science Committee: to talk about data sharing

#### Upper Columbia Basin Environmental Collaboration (UCBEC)

-FOKLSS will be facilitator, leadership of the group

-note that it exists

-primary focus: to influence Canadian negotiations to derive ecological benefits out of negotiations

-will be document coming out shortly from Martin + Greg

-once official negotiations starts non-gov. will not be included until asked because negotiator has changed therefore FOKLSS to try and influence Canadian negotiator

- Update on Duck Bay
  - Avery update on what Chris is doing, GIS project on Duck Bay, involvement with Gregoire Lamoreux
  - Show of map Chris has made at Selkirk

### 2) Update from Program Manager (9:40am – 9:45am)

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1. AGM (to be held in March 2018)
  - a. March 25 2018 in Kaslo Chamber of Commerce
2. Upcoming projects and grants
  - a. Update already sent out from Avery

### 3) 2018 Budget (9:45am-10:05am)

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1. Tutorial of reading financial statements
  - No yearly audit for FOKLSS but every month David goes through financials with Avery, every year he also does own review of all financials
  - On board as well to do individual reviews of finances
  - **Action: Board** review financial explanation from David before next meeting to bring questions
2. Review of financial statements by Treasurer
3. Budget discussion and questions
  - Allison asked about wage increase, David says %1 increase/year. Nothing concrete in the budget right now
  - Avery to look into wage increase for herself
4. Approve budget
  - **Action: board** approve budget over email
  - Look into financial training for Avery
  - Avery + David will talk about new bookkeeper

#### 4) Review 2018 Work Plan (10:05am – 10:30am)

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1. Review
  - Updated Work Plan to be provided to board before each board meeting
  - Avery: Make memo in email of highlighted changes from previous work plan
2. Discussion and questions
3. Approve 2018 work plan
 

**Action: Board** to approve through email in bundle with financials

#### 5) Environmental Damages Fund Proposal Review (10:30am – 10:40am)

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1. Project proposal overview
2. Potential partners and funders
3. Feedback from board
 

**Action: Board** review EDF proposal and give feedback before draft submission to EDF supervisor

#### 6) Break (10:40am – 10:55am)

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1. Eat and socialize

#### 7) Director/Board Evaluation (10:55am – 11:10am)

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1. Director self-evaluation - result overview and discussion
  - Every board member did do it – thank you
  - Emergent themes: financials (why David was asked to speak), time was an issue → goal: everyone attends at least one event this year, distribute workload taken on by chair, everyone very passionate about FOKLSS
2. Board evaluation next steps – request for participants
  - Each board member sign-up for one FOKLSS event/year
  - Subcommittees take on work per committee responsibilities
  - **Action: board** members send in background info/interests **Avery & Nina** create board map of interest groups/other boards/members of organizations/what they represent,
  - **Action: board** create board work plan after AGM
  - \*already have list of Non-profit advisory review
  - Have meeting after AGM to cover board skillsets etc. to identify gaps/representativeness
  - **Action: Avery & Nina** complete evaluation of board

#### 8) Committee Planning (11:10am – 11:20pm)

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1. Update from Committees
  - a) Membership of Committees
    - Martin gives overview of committees (there are 6)
  - b) Identify the Chair of each committee
 

**BDC: Chair; Martin**, Allison, Sukhananda  
**HR: Chair; Erica**, Martin, Sukhananda  
**Fundraising: Chair; Heather** → committee focus on memberships + donations (unrestricted funds)  
 \*board recruiting note: somebody who is good at fundraising/donations  
**Finance/Audit: Chair; David**  
 \*board recruiting note: somebody with financial background  
**Science: Chair; Allison**, Vice Chair; Greg, Martin, Heather, Chris  
**LAC: Chair; TBD (John)**, 30 members from around the lake

Chad Luke: questions re. science committee: what type of science? Indigenous science included in this? Wants to be part of outreach in Creston area.

**Action:** further discussion on clarifying Chad's role on the board over next couple of months  
**Action: (who?)** Ask John if he will be chair of LAC
2. Discuss standard structure for committee reporting at Board meetings and discuss ToR preparation



## 9) Other Business (11:20am-11:50am)

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1. Proposal to strike ad-hoc planning committee for Kootenay Lake Summit –
  - Erica agrees to be part of this steering committee, Chad – outreach
2. Kootenay Lake Summit 2018 – location, theme planning, alignment with Strategic Plan
  - Avery book Balfour golf course, if not move on to Kaslo
3. Endorsement policy – discuss draft and next steps
  - Board to discuss “3. Initiative does not comprise political neutrality of FOKLSS”
  - Develop threshold of each decision – staff decision or need to go to board as well as scope of policy
4. Board recruitment
  - Julia Cedar still very interested in joining board
    - Outreach coordinator and now works in HR at Kootenay Co-op
5. Science committee discussion (if we have time) – future meeting about EcoAction Funding for H2O Monitoring
  - Can invite committee members that are not on board
  - Also great way to recruit new board members
  - Additional names on science committee adds credibility to FOKLSS project
  - Need lead to sit down and draft rewrite for water quality monitoring
    - Jolene Ragat – works at FLNRO to review water stewardship orgs
  - **Action: Greg** to head, decide on creating water quality report by end of April

## 10) Future Meetings Planning (11:50am – 12:00pm)\

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### Actions carried over from last meeting:

- 1) Avery to complete work plan by making into PDF and posting to website etc.
- 2) Regarding policy discussion:
  - Part of Secretary’s duty is to be in charge of official documents & that files are stored in way that are required: work plans, board minutes, financial, strategic plans, → archive
  - Chris would manage the Board section of the Dropbox, all this would be held here.
  - **Action: Avery:** ask Chris to make a proposal for file structure, how this would all this be organized – board can review
  - To keep in mind: individuals losing too much space on own computer
  - **Action: Avery** will look into Dropbox premium for parameters on how much individual will lose memory & transparency and public availability of monthly meetings, motions, etc. to be accessed regardless