

## Executive Board of Directors Meeting – Meeting Minutes

**Date:** February 20, 2020

**Location:** Kootenay COOP, Coop meeting space

**Time:** 6:30pm-8:30pm

**Meeting Participants:** Allison, Martin, Greg, Rory, Erica, Julia, David, Elizabeth and Camille .

**Regrets:** John, Sukananda and Chad

### 1) Arrive and opening (6:30 pm – 6:50 pm)

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1. Welcoming
2. Updates from Board members
3. Approve minutes of last meeting
  - **Martin, Alison Approved**
  - Review of action items from last meeting
    - **Camille - could not get detailed information on past REFBC project in time for applying for their 2020 intake. We don't have a copy of a 2017 grant that we submitted.**
    - **Camille – sent out a document for the board to prioritize**
    - **David – Camille's timesheet, budget and work plan currently align financially.**
    - **Camille - approached Zoey with CBT's No-profit Advisory program – we are not eligible for strategic planning, though we can get access to other's strategic plans. **Camille will pursue further financial management training.****

### 2) Update from Program Manager (6:50 pm – 7:10pm)

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1. Projects for 2020
  - Recurring programs
    - Osprey Monitoring program.
      - **Camille is questioning the value of this project**
      - **Kat McGlynn will do a preliminary analysis of the data as a volunteer**
      - **Kat suggested that monitoring built wetlands for osprey nests may be valuable.**
        - **Kat may develop a citizen scientist program for duck bay and sunshine bay.**
      - **Alison – we get reliable funding to run this program.**
        - **Camille – We generally get \$5,000 of funding, but if we don't get funding then it may be hard to justify it.**
        - **David – perhaps we could have a recurring attendee to volunteer to take over the interpretation portion.**
    - Water quality monitoring program
      - **Raegan will be conducting the training**
      - **Camille will be gathering volunteers and coordinating the monitoring after that.**
      - **We will be monitoring one stream per month after the training.**
      - **All the inflows to Kootenay lake are candidates.**
      - **Paying Raegan \$1,300, and \$1,500 is required to pay to CABIN and we have \$10,000.**
        - **Alison – we should charge at least \$50 per person to train them.**
      - **This project is delegated to the Science Committee meeting**
      - **Camille – Will submit a grant to REFBC for water quality monitoring**
        - **Alison, and Rory will meet tomorrow to discuss this (i.e. the CABIN monitoring)**
    - The education program
      - **Camille needs further clarity on its purpose**
      - **Camille will contact CBT (Michael) on why we did not receive their grant.**
      - **Gregg – The applications that were submitted were really good this year.**
        - **Michael did not respond to NKWLMPs turned down request for the grant.**



- Erica – Getting clarification will help up next year.
- 2. Grants overview
  - **FWBC and BC hydro may fund a small amount of monitoring at duck bay**
- 3. Future staffing
  - Volunteer capacity building
    - **A fundraising & volunteer coordinator is planned**
    - **This is a volunteer position.**
  - Summer student/intern
    - **Funding is available from Eco-Canada for 50% of a summer student's wage**
    - **May to Aug is the time period for the position.**
    - **\$5,000 is required to cover the position**
  - Contact with the board representative
    - **The board provides their input as requested**
    - **Camille will be more forward about asking for feedback from the board.**
    - **This has been common feedback from other's in this position**
    - **Julie – The board could make the effort to reach out**
    - **David – Can do lunch weekly**
    - **Martin – Can meet with Camille bi-weekly**

### 3) Quarterly financial review (7:10 pm - 7:40 pm)

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1. Review year end financials (David Update)
  - **Spending over the next past three years has plateaued**
  - **If we do not receive funding from CBT, then we will have to be fiscally tight.**
  - **We did not get January Financials from Clelie**
    - **This was not necessary Clelie's fault as Camille was unsure of what to ask for**
  - **David will come to the next meeting with Clelie to clarify the process**
  - **Our current financial position is unknown and we may need to hold an emergency meeting once we know.**
  - **David, Claire & Rory will deliver:**
    - **Cashflow projection**
    - **2019 P&L**
2. Approve financials
  - **Not approved**

### 4) Committee updates (7:40 pm – 8:00 pm)

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1. Science Committee update – any updates
  - **We will update at the next meeting as a committee meeting will be held soon. CABIN will be discussed.**
2. Fundraising Committee update – Camille to cover
  - **Erica – The Race to Alaska in June. They will be fundraising for FOKLSS. \$10,000 is the first place prize which will be donated to FOKLSS if they win. They would also like to start a go-fund-me campaign for FOKLSS as part of the publicity. They will also ask for sponsors to match the go-fund-me meeting.**
  - **A meeting will be held next week to discuss the above**
  - **A movie will be made about the peddle wheelers (Race to Alaska participants)**
  - **Having a movie at the Civic is also a fundraising initiative. The date not decided yet.**
  - **Creating a speaker's series in the fall is another discussed initiative.**
  - **Greg - The East shore is wealthier and may be a good community to target for donations.**
    - **David – having charity status is important for this.**
    - **David – a similar project was taken on by the EcoSociety which took a couple years to develop.**
    - **David – developing relationships is the key to this success. Going door to door may be the way to conduct outreach.**
  - **Camille – The Love your lake program may be a program to look into**



- Group – Paddling to each person’s house would a way to conduct outreach
- David – Paddling around the lake could be a fundraiser
- Erica – A new brochure may be needed for this.
  - Camille – Fern S. would volunteer to design a brochure
- **Outreach on the east shore will be discussed at the next fundraising committee**

#### 5) Other Business (8:00 pm – 8:15 pm)

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1. When to review strategic plan for 2020 as a Board?
  - **To connect on “where we want to go” as our strategic plan ends in 2021**
  - David – sitting down as group once a year on this required to build cohesion.
  - Alison – There are many different water based organizations in the area which could be causing inefficiencies
    - Perhaps sharing an office space would be efficient
  - Martin – When does this need to happen?
    - David – we need to plan when we’re deciding which grants to apply for.
    - Camille – Community Initiate Program (CIP), & REFBC are due at the end of the month
      - David – CIP usually is Osprey Monitoring, and the Summit – The CIP is best for on the ground projects.
      - **Martin – May 10<sup>th</sup> – 18<sup>th</sup> Camille will send out a doodle poll**
  - Martin – A Grants meeting is needed this week. REFBC is the grant that needs to be discussed
  - Martin – All board members should be on the grants committee.
  - David – Ramona F is the REFBC rep.
  - Elizabeth - You can email your idea to them to pitch your idea and they will give feedback on if your project is applicable.
  - **To Dos for grant/REFBC committee meeting:**
    - **Camille will get her draft ideas on paper for the REFBC grant**
    - **Martin will meet with Ramona on Tuesday where he will recommend that Camille speak with her**
    - **Camille will speak with Ramona to confirm that their idea is applicable**
2. Next board meeting date
  - **April, 2020**
  - **Wednesday the April 29<sup>th</sup>.**
3. Secretary
  - **Julie will explore the taking on the role.**
4. The office
  - **Coffee shops will be used at meetings**
    - **Board members will pay for coffee**
  - **Board member’s offices can be used as well**
  - **Camille will give notice at the office and which will end on March 31<sup>st</sup>.**
  - **Camille’s Internet will be partially paid for by FOKLSS.**

#### 6) Tea and Socializing (8:15pm – 8:30pm)

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