

## Executive Board of Directors Meeting - Official Agenda

**Date:** June 24, 2020

**Location:** Zoom meeting space

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

**Meeting Participants:** Elizabeth Quinn, Martin Carver, Greg Utzig, Allison Lutz, Swami Sukhananda, Kelsey Baerg and Camille LeBlanc

**Regrets:** Rory Gallagher, Chad Luke and John Betts

### 1) Arrive and opening (6:30 pm – 6:45 pm)

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1. Welcoming
2. Check-in with Board members and welcome to Kelsey -
3. Approve minutes of last meeting – **minutes approved.**
  - a. Review of action items from last meeting

### 2) Update from Program Manager (6:45 pm – 7:30 pm)

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1. Board development
  - a. Resignations
    - i. **Julia left after 2 years** Message of thanks from Julia
    - ii. **Erica after 3 years service**
    - iii. **David stepping down but still meeting with Camille**
  - b. Board roles to fill
    - i. **Kelsey will be joining FOKL**
    - ii. **Chair – Martin will stay on as Chair**
    - iii. **Secretary – Kelsey Baerg**
    - iv. **HR Committee Chair & Board Development Committee – Sukhananda will be chair, Allison will join HR and chat with Sukhananda and send out evaluations and continue to develop policy. Martin will connect with Sukhananda and Allison**
2. Grants update
  - a. **Real Estate Foundation BC (REFBC) – Approved! 3 years of funding \$56,900, will allow us to offer bursaries for Field Technician Training, more education programs, more water quality. Camille will circulate the proposal so we can see what has been funded.**
  - b. **RDCK Community Initiatives Program (CIP) - We were awarded \$2000 for 2021 Summit, \$5200 for Water monitoring, \$1800 for osprey monitoring.**
    - i. **Liz suggested chatting about the 2020 Summit at the fundraising committee meeting. Camille will see if there is the possibility of an extension on the funding (up to 1 year).**
  - c. **Other grants – eg, CBT Large Environmental Grants Camille has been talking to Kelvin Saldern., about our Education program against the shoreline home owners, podcast – will need an extra staff member.**
3. Program update

**Camille has created a COVID 19 Risk assessment – especially useful for field work, Sukhananda will review it.**

  - a. **Osprey monitoring – yesterday was the first osprey monitoring program. Camille paired with documentary film maker to tell the story of monitoring, heading out tomorrow and then in July and Aug**
  - b. **Water quality monitoring – booked workshop for the end of July 27,28/ disposable masks and gloves, medium to low risk., ordering equipment, Raegan and Kyle will help run the workshop. 3 creeks in area F and E Duhamel, Laird,Kokanee, Redfish, 49 creek, Lasca Creek and Narrows**
    - i. **Science Committee will meet to review creeks and water monitoring project. Camille will send out grant application to science committee.**
  - c. **Kokanee project – every thing is coming together we have \$\$ and contractor coming to look at gravel with fisheries biologist – Jeff Burrows and Ico DeZwart**
  - d. **Kootenay Lake Education program**
    - i. **Webinars & podcast – Erica connected Camille with Anthony Sana – giving advice on equipment and editing software – Applying for funding to CBT small environment grant for \$5000.**
4. Staffing



- a. Camille intent to pursue FOKLSS Executive Director position - spoke with David and identified what that role looked like. One thing that could be improved is sending timely financial reviews  
Liz could help distinguish ED and program manager.  
Camille will send out some dates to meet with HR committee and meet to discuss.
  - b. Job posting for part-time Assistant Program Manager - no wage funding from Eco Canada – they are oversubscribed. – we have enough funding to hire someone and pay wages.
  - c. Idea for a 25 hr a week position at 20\$ an hour – workshops coming up – GIS training and CABIN would be an asset
5. Martin brought up that we still need a couple more board members.

### 3) Quarterly financial review (7:30 pm - 7:45 pm)

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1. Review financial summary- Camille and Rory
2. Revised 2020 Budget – Rory and Camille still need to consult on some of the updates. Camille asks if she needs to get approval from the board for changes to budget.
3. CEBA loan budget – \$40,000 needs to be spent by Jan 1. / Liz says this is complicated and needs David, the treasurer and someone else in on the conversation. Do we really need it and what kind of liabilities does it set up for us.

The rules for CEBA were just relaxed. They are here: <https://ceba-cuec.ca/>

It is the Canada Emergency Business Account

Liz suggest contacting community futures for accounting advice.

### 4) Committee updates (7:45 pm - 8:00 pm)

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1. Science Committee – will meet and report out
2. Human Resources Committee – Sukhananda has taken on role, merging with board development committee for the next while
3. Board Development Committee - could dissolve.
4. Fundraising Committee – loss of 2 members, membership drive, sprinkler and water tolerant plant pack to motivate folks to renew

Martin reminds directors to renew their membership

-Expecting reports from all committees after meetings

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

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1. Next board meeting date  
- August 2020 – 10? 12? 14? 6:45 meeting time. Camille to send our doodle poll

### 6) Closing (8:30 pm)

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