

Executive Board of Directors Meeting - Official Agenda

Date: October 28, 2020

Location: Zoom meeting space: <https://us02web.zoom.us/j/87892314502?pwd=THdUZyszeG0wRXAvWEZVWEVWWGFwdz09>

Meeting ID: 878 9231 4502 | Passcode: 941811 | Dial-in: +1 778 907 2071

Time: 6:45pm-8:45pm

Meeting Participants: Kayla, Camille, Martin, Greg, Sukhanada, Elizabeth, Kelsey, Rory

Regrets: Allison, Chad and John

1) Arrive and opening (6:45 pm – 7:00 pm)

1. Welcoming
2. Check-in with Board members
3. Approve minutes of last meeting
 - a. Review of action items from last meeting

2) Update from Program Manager (7:00 pm – 8:00 pm)

1. Program update
 - a. CABIN
 - i. Monitoring & data entry

Current Status:

- July Cabin workshop - 6 volunteers trained
- 6 streams monitored – Duhamel Creek, Cottonwood Creek, Slater Creek, Laird Creek, Eagle Creek and 49 Creek
- Winter: Data processing will be occurring; fillable forms will be processed into Cabin database; samples will be sent out before the third week of December to find out abundance in the streams which will be included in the data entry.

Looking Forward:

- Wanted to monitor Harrop Creek, but unable to this year – Harrop is interested in us coming out to help them with their monitoring. Bill McPherson is the contact for this (Board Member of Harrop-Proctor Watershed Protection Society)
- b. Kokanee Project Presentation
 - i. Camille to present photo slide show

Current Status:

- Gravel installation has been completed.
- Next week the eggs will be going into the gravel.
- Camille held an information session on October 15.
- Before installation, gravel was sorted and created 27 truckloads of fill which resulted in \$1,600 decrease off the invoice from Rocky and the total project cause.
- Monitoring was done by Joanne Siderius and Gary Munro – 279 spawners utilizing the restored site. Time between gravel installation and observation was ten days.
- There was an environmental monitor doing turbidity samples throughout the project to ensure levels were under the threshold.
- Fisheries did a complementary survey for alternative data (reduce bias).

Looking Forward:

- Next year will complete red counts.
- Interest from fisheries in doing thermal imaging and photography across the west arm to see where ground water was as a way to target potential spawning sites.
- Saxon (volunteer) also found some new spawning sites while completing monitoring for the project.
- Fortis is interested in funding this project in future – more gravel.
- Natasha Newman would like to incorporate another research study about ground water (to understand the rate of infiltration at depth using seepage meters) with the Kokanee project.

Health of Kokanee Salmon:

- Two populations of Kokanee: west arm and main lake



- West arm: Wiped out in the 70s by overfishing and mismanagement.
- Main lake – 10% of what would be considered reasonable.

c. Podcast

- i. Kayla to provide an overview of project progress

Current Status:

- Drafted internal guiding docs, goals and values
 - Includes a protocol/framework for sharing Indigenous stories
 - Release waiver for interviewees
- Social media posts callout to local musicians and artists for submission of pieces to supplement podcast will be released in November
- 6 interviews completed, 3 scheduling interviews, 5 prospects to reach out to
- Possible tagline: “Voices of the Lake”
- Sponsorship packages to be developed by Fundraising committee

d. Wetland Restoration

- i. Camille to provide summary of project proposal
 1. Feedback on this project requested from Directors

Legacy Project – Harrop Wetland Restoration at Sunshine Bay (2014):

- Two wetland ponds were restored so that they could better rear western toads.
- Over the last 5 years 2 volunteers go out and do amphibian monitoring. Started to notice that ponds after restoration began bouncing back and producing more toadlets.

New Project:

- Concerns are building around ponds drying up in late summer when toads are emerging and many are being lost to predation due to the lack of cover.
- Identify if ponds could be improved through further restoration.
- Create informed assessment and monitoring program for the Harrop Site.
- Create network of hydrologists, biologists, scientists to complete site visits to see what else could be improved at the site.
- Area E has expressed interest in revisiting the site and involving the community in a citizen science monitoring program.
- Kootenay Lake Conservation Fund and FWCP are potential funders.
- Benefits: Great way to reengage with folks who are doing wetland monitoring work. Utilize the site again for additional outreach to community; expand out to wider circles as opportunity to create capacity or create ops for Indigenous technicians.

Resolution: Board supports project. Kayla will submit proposal to FWCP and KLCF.

e. Other activities

- i. Foreshore clean-up recap

Summary:

- Completed in partnership with Kootenay Sailing Association on October 17
- Sediment in the water made it a bit challenging.
- Very successful – Camille would like to make an annual event – but over a few days to resolve sediment issue.

Action Item: Camille to share photo of garbage on social media or paper.

f. Organizational development

- i. Staff manual

Summary:

- Flesh out roles for Program Manager vs. Assistant Program Manager
- Procedures for day-to-day tasks
- Creating policies and protocols that they can turn to when they are unsure of what direction to take things

- ii. Contingency plan

See below (HR Committee Update)

2. Grant update
 - a. FWCP
 - \$16,000 for Kokanee Project for monitoring
 - \$15,000 for wetland project for monitoring equipment, consultants
 - b. KLLCF
 - \$12,00 for wetland project (typical grant value)
 - c. Fortis
 - \$10,000 for KOKANEE PROJECT – Received Today
 - d. CBT Large Environment Grant
 - i. Camille to review feedback from Michael Hounjet
- Denied for expression of interest for education program. Explained that this year due to COVID funding reallocations through CBT only 6-7k available so the project didn't see cost of budget matching the outcomes of the project. Wanted to see more clearly how the relationship between this project and other documents (like partnership shoreline guide, etc.) were related. But similar deliverables can be done through the podcast.
- Related - RDCK planner Nelson White has approached FOKLSS about creating an online site for the shoreline guideline documentation to make it easier to follow. Similar project in the Okanagan. Camille will reassess this when there is more time over the winter.

Action Item: Camille to send example to board.

3) Quarterly financial review (8:00 pm - 8:20 pm)

1. Review financial summary
 - Approve financials

Budget vs. Actual

Points of Note:

- Fees to consultants – Barge fees were significantly less than anticipated for the shoreline project.
- Small tools and equipment – used up since they had to purchase more data loggers – needed to put in more egg tubes for better distribution at the restoration site.
- Payroll expenses – We have more than \$6,000 left for the year because wage subsidies are in place for both Kayla and Camille.
- Overall it is looking good.

Balance sheet

Points of note:

- Unrestricted and restricted numbers are not accurate – unrestricted funds come from the 15% that comes off every grant (grant admin fees)
 - Need to figure out why so much payroll is being coded here, when it really should be coming from specific projects.
 - When Camille has been submitting timesheets, she has been putting allocations for wages based on where they spent most of their time. However, the bookkeeper has not been seeing these notes.
 - Unable to say what is actually restricted vs. unrestricted at this time.
 - Timesheets were historically reviewed by Martin and Allison, but this has not occurred for some time.

Action Items:

- Rory, Camille and bookkeeper to look more deeply at this and figure out a better system.
- Greg to send Camille template of his hours per project spreadsheet.
- Camille to start sending the link to timesheets to HR committee routinely so board can have oversight when desired.

2. CEBA loan strategic plan delayed



4) Committees updates (8:20 pm - 8:35 pm)

1. Human Resources Committee
 - a. COVID-19 Worksafe policy complete
 - i. Approve policy
- Board has requested that Camille elaborate on what support for EI looks like.

Action item: describe what that support looks like a bit more.

Resolution: Moved to approve with finalized edits.

2. Science Committee
 - generally there to backstop any discussions/issues that have scientific edge to them.
 - Reviewing grant applications
 - Reminding board that we are a member of Columbia Upper Basin Network – advocating for environmental concerns over negotiation of that treaty, engaged with provincial level process with First Nations; Greg is sitting on the committee, monitoring impacts of the treaty

5) Other Business (8:35 pm – 8:45 pm)

1. New logo voting results

Vote is that the original logo stays!

2. Next board meeting date
 - December 2020

9th of December.

Camille is gone from November 13-30; Camille available for Kayla if she needs her. Working in the mornings, but taking some time off and unwinding.

5) Closing (8:45 pm)
