

Executive Board of Directors Meeting - Official Agenda

Date: October 7, 2019

Location: Erica's place - 721 Sproat Drive, Nelson

Time: 2:00pm-4:00pm

Meeting Participants: Rory Gallagher, Claire Pollock-Hall, Elizabeth Quinn, Erica Konrad, Swami Sukhanada, Julia Cedar, Greg Utzig.

Regrets: Allison Lutz, Martin Carver, Chad Luke

1) Arrive and opening (2:00 pm – 2:20 pm)

1. Welcoming

Claire to chair meeting

2. Updates from Board members/ story sharing from summer adventures
3. Approve minutes of last meeting

- Review of action items from last meeting

- We will continue to invite public reps (ie John Dooley and councilors) to the Summit

- Claire to confirm CRA representation, but this is a time-consuming phone call

- Decided to put hold on Julia's brochure

- Claire changed her hours from 24 to 20 hrs/week

- CBT change of project to education program accepted.

Grant to be resubmitted for restoration next year

- Claire to work on terms of ref with Martin for the fundraising committee

- Rory called bookkeeper, still has to meet with them.

- Get the cost for monthly membership renewal, Camille to find out from Simon

- Greg, Allison and Martin met to discuss WQM equipment and are looking at editing the report.

- John and Martin still following up with LAC

- Need to have a discussion on grants, set up strategic planning meeting

– minutes accepted

2) Update from Program Manager and staff (2:20 pm – 2:40pm)

1. Project highlights
 - a. Kootenay Lake Summit Update

-Camille to give everyone an update on the Summit

- b. KLS Committee

- Camille could use one or two board members to act as advisors for the Summit

-Greg and Erica volunteered to review schedule of events

- Erica to donate a painting for a silent auction and work with Camille to develop a list of businesses

2. Non-Profit Advisors Program Update

- Fundraising was a priority for this report

-Claire and Camille have signed up for 2 workshops fundraising and financial reporting

3. Grants overview

- 1) -Pacific Salmon Foundation

- a. have until the end of the year to use funding, \$1,500

- b. David: we could contract this out and take an admin fee

- 2) -FWCP due Oct 25th

- a. Funding goes towards the direct impact of the dams on the lake/river.

- b. Our salmon project is more of a Fortis project.

Greg: the Duncan has impacted stream spawners, therefore supporting shore spawners could be a way to compensate.



- i. Elizabeth: we should go for the bigger grants to make our efforts worth it.
 - ii. David: keep the shore spawner project small
 - c. **Want to go for a small amount of funding from this grant**
- 3) -CBT Large environment grant
- a. -Project idea could be a lake education program/ stewardship document
 - b. A watershed report on KL: we should have a brochure, a map to discuss what KL is and how it works
 1. -Hire consultants and conduct monitoring to get a baseline of the impacts of the lake.
 2. -Telling the story of KL through video.
 - c. **Claire and David to develop a short one page priority list of this Lake Education Document** in the next few weeks
Greg will review
- 4) A strategic planning meeting should happen to lay everything out and decide what we want to focus on.
4. Summer highlights

3) Quarterly financial review (2:40 pm - 2:55 pm)

1. Review quarterly financials

-David to review:

- a. -Oct 1st \$7,000 deficit
 - i. -before the Summit
- b. Projected \$12-15,000 deficit by the end of the year, we have \$30,000 dollars in the bank, project to have \$8-15,000 to carry us throughout the year.
- c. We have the money in reserve to cover it, although we are going into the next year weak.
- d. Programs aren't running over the winter, we only have the salmon funding and unrestricted
- e. Diversify our funding, and have projects from June-June instead of having a winter lull
- f. **David to work with Camille and Claire to create a picture of where we are at**

2. Approve financials

- P & L sheet to be sent out by David to board members

4) Committee updates (2:55 pm – 3:10 pm)

1. Science committee update – Claire to read notes from most recent Science Committee meeting
2. HR committee update – Erica to cover

-Claire is leaving November 15th 2019

3. Fundraising Committee update – Camille to cover

- 1) **-David and Camille to look into programs like nation builder** to have monthly donations and automatic renewals
 - a. **Claire to send out sponsorship package to the board for review**
 - b. Is it worth it to meet with Living Lake Canada?
 - c. -Board to look at when or if they want that meeting.
 - d. **HR Committee to** arrange and exit meeting for Claire

4. Membership update

- 1) **Want to go ahead with setting up automatic renewals for memberships and monthly donations**
 - a. **Camille to consult with Simon on this again**

5) Other Business (3:10 pm – 3:40 pm)

1. Announcement - Claire holiday to Australia (Dec 14 to Jan 14) and Camille holiday 3 weeks (December 22- January 12)
2. Changes in staff titles e.g. Executive Director and Program Manager
 - **Discuss at a later date**
3. Approve to have Camille replace Claire as signatory on the CRA account
 - **Approved**
4. Feedback from Board on programs and plans for 2020
 - Water quality monitoring program reinstated?
5. When to review strategic plan for 2020 as a Board? Nov. 26 Board Meeting?
6. Dredging concerns from community member
 - 1) **Camille to send board the assessment on the dredging project from Masse**



Friends of
Kootenay Lake
Stewardship Society

- a. Refer community members to the report
- i. They may show up at the Summit or the workshop at Balfour

7. Next board meeting date

- November 26, 2019

- 1) 2-4 pm is the suggested time, although we could possibly use the COOP meeting space after hours
 - Sukhanada leaving on the 28th

6) Tea and Socializing (3:40pm – 4:00pm)
