



Executive Board of Directors - Meeting Minutes

Date: Thursday, November 23rd, 2017

Location: 721 Sproat Dr (down on Johns Walk)

Time: 9:00AM-Noon

Meeting Participants: Martin Carver, Heather Lescheid, Greg Utzig, Erica Konrad, David Reid, John Betts, Avery, Nina, Chris Black

Regrets: Chad Luke, Sukhananda, Allison Lutz

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

1. Meet our newest employee
 - New office 511 Front Street
2. Distribute agenda
3. Approve minutes of last meeting
 - Review of action
4. Updates from Board members
 - Kootenay co-op giving tree has chosen FOKLSS

2) Update from Program Manager (9:30am – 9:45am)

1. AGM date change (will hold in 2018 - TBD)
2. Upcoming projects and grants - Avery will email these out
3. Summit update - Thinking about the next summit location, theme, speakers

3) 3rd Quarter financials(9:45pm-10:00pm)

1. Review
 - Overall cash position is good
 - We need to address taking admin fees from grants (split funding into unrestricted and restricted)
 - We need to update budget every summer to balance grant funds (economic forecast).
2. Discussion and questions
 - Board agreed to go over budget conventions later.
3. Approve
 - The Treasurer and Program Manager reported on the third quarter report to the board

4) Strategic Planning final discussion (10:00pm – 11:00pm)

1. Discuss most recent version of strategic plan
2. Approve working copy, subject to specified minor revisions
3. Discuss next steps to finalize
 - Comments sent to Avery and Nina to review and update draft with board suggestions

5) Green Shores (11:00pm – 11:30pm)

1. BC Sustainability Network Green Shores partnership overview
2. Potential partners and funders
 - RDCK director has shown interest
3. Feedback from board
 - Board would like specifics to better understand this program
 - Would this program be as effective as others?



- Board would like to see past examples of program successes.
- What is co-branding scheme? Recognition?
- This could potentially hit the target for shoreline homeowner outreach.

6) Break (2:30pm – 2:45pm)

4. Eat and socialize

7) Board Development Committee (1:45pm-2:00pm)

1. Update – evaluation policy for Directors and Program Manager
 - We have working draft policies (to be reviewed and approved by the board).
 - Individual self-evaluation by directors.
 - Staff evaluation - staff requesting more feedback from board.
 - Evaluations to be reviewed by the Human Resources Committee.
 - We need a mechanism for review from board
2. Discussion on “email etiquette” to ease communication.
 - We will try and use specific deadlines for feedback emails.
 - Board members please try to respond to every email (to the group or individual).

8) Miscellaneous? (2:45pm – 2:55pm)

1. Purcell Wilderness Society – How do we decide which community initiatives/campaigns we support?
 - This requires further discussion, see action item.
 - Proposed Purcell Wilderness Park inclusion will be tabled until new document is published.
2. Update from Science Committee
 - a) membership of Committee
 - b) water quality report – update; discussion/input from Board
 - Board brought up issue where report is not feeding into FOKLSS vision and FOKLSS results are not being properly reported out.
 - Should FOKLSS summarize their own report? - Science committee to discuss.
3. Kootenay Lake Control Board
 - Overview from John, board is urged to visit Kootenay Lake Control Board website and view presentations.

9) Upcoming meeting dates (2:55pm – 3:00pm)

1. Discuss future board meeting location, regularity/frequency and length
 - Potential informal board meetings - Avery will propose her ideas via email.
 - Avery will pre-determine meeting dates for the year.

Discuss potential dates for next Board meetings through 2018

Action Summary

- 1) **Board:** develop policy on donation and sponsorship
- 2) **Board:** Explore options and timing regarding charitable status
- 3) **Avery:** develop proposal for osprey monitoring program redesign (ongoing)
- 4) Mind map or list of lake stewardship groups (**Avery** talk to Martin)
- 5) Upcoming projects and grants - **Avery** will email these out
- 6) Board training for budget spreadsheet and explanatory notes (next board meeting)



- 7) **Avery and Nina** to work on draft 4 from board suggestions
- 8) **Board members** fill out self-evaluation (Martin will email out details)
- 9) **Martin** sending the board a criteria document on how we support documents (are we neutral, supportive, or against). Consider overlap from sponsorship policy
- 10) **Martin** to send thank you to Caroline regarding proposal and upcoming draft
- 11) Potential informal board meetings - **Avery** will propose her ideas via email along with proposed meeting dates for the entire year. **Avery** will send out poll for next board meeting and AGM
- 12) **Heather** would like to bridge a conversation regarding Kootenay Lake Water Quality Report. We need the data from the report to summarize our own report. Martin will share correspondence with science committee.

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