

## Executive Board of Directors Meeting - Official Agenda

**Date:** December 9, 2020

**Location:** Zoom meeting space

**Time:** 6:45pm-8:45pm

**Meeting Participants:** Camille, Kayla, Allison, Martin, Greg, Kelsey, Rory

**Regrets:** Elizabeth, John

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

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

Minutes approved.

**Action Item – Carry forward action item from last meeting’s minutes – Camille and Greg to connect re. wage allocation timesheets.**

### 2) Update from Program Manager (7:00 pm – 7:30 pm)

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1. Program update
    - a. Virtual Polar Bear Swim
      - i. Request for board member network outreach
- KCR is launching a virtual polar bear swim
  - FOKLSS will advertise to member base – for anyone recruits, FOKLSS to take 60% of revenue, KCR will take 40%
  - Swims can take place between Dec 18-Jan1
  - KCR will provide information to Camille along with link to polar bear swim website, Camille will provide this information to board members.

**Action Item – Board members recruit “swimmers” from their networks to raise donations on behalf of FOKLSS.**

- b. Podcast
  - i. Overview of project progress – Kayla to present

Progress:

- Promotion strategies have been identified.
- Strategic document has been created – purpose, timeline, budget, goals, sponsorship strategy, etc.
- High engagement of local music submission – 11 musicians.
- 7 episode interviews recorded.
  - Cultural history of the region (Indigenous knowledge incorporated into stewardship of ecosystems)
  - Kokanee Green Nature Centre
  - BCWF – Wetlands, provincial policy
  - Climate change
  - Wetlands – history and importance to community, restoration of wetlands
  - Fortis – lake levels, contribution to local area
  - Youth and local advocacy for climate change
- Intro for the podcast to be recorded early December.

Board Recommendations

- Include conversations with artists focused on lake.
- Interview Saxon for episode.

- c. Love Your Lake Program



- i. Potential program for shoreline homeowner outreach – Camille to present
- ii. Board Decision: If capacity and funding allow should we pursue this program?

- Link to program: <https://cwf-fcf.org/en/explore/love-your-lake/>
- Outreach program focused on looking at shoreline properties of small lakes.
- Lead organization (Canadian Wildlife Federation) is based on Ontario – they reach out to engage regional partners to do on the ground surveys of shoreline properties.
- \$5,000 available to partner organizations for survey of 250 properties (this number can increase with # of surveys).
- CWF creates shoreline profile reports for homeowners based on the data collected. Property owners will receive a letter inviting them to opt in to receive the report once the data is collected.
- Camille believes this would be a moderate time commitment (if on west shore estimates could complete 50 properties per day) and could be a good project for a summer student and a way to engage homeowners. Possibility to work with KLP.
- Board comments:
  - Greg – use mapping to choose an area where there are a high number of docks. Could be a useful tool to ground truth the SHIM.
  - Martin – concern is that only those who are already engaged and considerate of lake health would opt in to receive the report.
  - Allison – seems like a good way to learn about the lake. Recommends setting up a tablet to avoid data entry.

**Resolution: consensus to move forward and proceed.**

2. Grant update

a. Awarded

i. BC Gaming Grant

- \$4,000 for osprey program

ii. Columbia Basin Trust Small Environment Grant

- \$5,000 from CBT for next year's CABIN monitoring.
- Camille also working on getting matching funding for REFBC grant.

iii. RDCK discretionary funding

- \$3,000 for podcast.

b. Applied for

i. Fish and Wildlife Compensation Program Grant

1. Kokanee project \$15,850 – monitoring and maintenance of gravel; see how wave action has affected gravel

2. Wetland Project \$14,850 – assessment of Harrop wetland site

ii. Habitat Conservation Trust Foundation \$10,000 – wetland project

iii. Kootenay Lake Local Conservation Trust Foundation - \$11,500 – wetland project

- Area E and Ramona Faust have expressed good interest in the Harrop project.

**3) Quarterly financial review (7:30 pm - 8:10 pm)**

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1. Review financial summary

- Numbers were based as of October
- Overall doing very well, especially compared to last year.
- Revenue is on track with what we expected, expenses are less than we expected – earned \$35k more than we have spent.
- \$10,000 carry over is from Fortis – to be used for next year's monitoring.
- Kokanee shore spawners, osprey monitoring and water quality monitoring projects have lots of budget left.
- Unrestricted is currently running a deficit – this may be adjusted once the new system for allocating wages is developed and implemented.

2. Approve financials

**Approved.**

3. Draft budget presentation

Camille presented budget draft which will be supplied to board members with these minutes. Comprehensive notes are included in the budget, but there were a few items of note:

- Admin fees are expected to grow once reallocation of wages is completed in December.
- Fundraising:
  - Will be asking Fortis for \$10,000 in core funding
  - Membership - Forecasting 8 member acquisitions per quarter with the goal of bringing up more premium memberships (currently sitting at 86 members).
  - Summit has been included in the budget even though a decision has not yet been made.
- Education Funding:
  - Mainly the podcast but also applied for large NSERC grant to expand program
- Skipping youth water festival – not logistical this year
- Large portion of the budget is wetlands project as there will be lots of professional fees. Camille is developing contingency plan to run parts of the program if we only get pieces of the funding.
- Water monitoring – major question will be whether we want to hire someone next year to complete this. Has set aside money to pay for volunteers who want to become CABIN program managers.

**Resolution – Approval in principal, subject to finalization of year-end numbers. To be reviewed again in February once year-end numbers are available.**

#### 4) Committees updates (8:10 pm - 8:20 pm)

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1. Fundraising Committee – Camille to present summary
  - Podcast sponsorship – working on the sponsorship plan. Strategy is to secure core funding first, release some episodes and then approach sponsorships.
  - Summit – still weighing options. Have CIP funding available but could request extension or request to reallocate to podcast.
2. HR Committee
  - Camille’s six month evaluation is upcoming.

**Action Item: Complete six month evaluation before the holidays.**

#### 5) Other Business (8:20 pm – 8:45 pm)

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1. Board Decision: What is FOKLSS position on advocating for pump-out stations?
  - Kelvin Saldern from CBT approached Camille to gauge FOKLSS for advocating for pump-out. In the past had talked to boating association to advocate for more pump-outs but they didn’t have capacity or funding. Kelvin wanted to find out if we were comfortable using our admin and organization to bring the conversation to the table. He thinks he could find funding to move the project forward.
  - Difficult project because no one wants the liability of maintaining these pump-outs.
  - Jay Blackmore is a good resource – was instrumental in getting pump-out at prestige and does the diving maintenance.
  - Envisioned role of RDCK – installing pump-outs and developing contingency plans for pump-out stations.

**Board Comments:**

- Greg - thinks there will not be a huge buy-in for the regional district. Not directly in their purview and would probably argue that the province should be doing it. The only way it would really make sense is if you could charge people to utilize the service.



- Need to assess the real need for this – there is some debate as to whether the uptake at the Prestige pump-out is as high as they expected it to be.
- Idea is that perhaps FOKLSS could run a survey to identify the need for this type of pump-out – could work with Kootenay Sailing Association, Woodbury and Kootenay Lake Tourism.
- However, CBT has already completed a feasibility study: <http://www.klsb.org/marinas/>

**Action Item: Camille to meet with Kelvin to further the conversation with board member input.**

2. Annual Report – Board Headshots

**Action Item: Board members to send headshots to Camille.**

3. Next board meeting date -February 2021

**Action Item: Doodle poll with varied days of the week (Tuesday to Thursday range)**

Additional Note: Camille and Kayla on vacation from December 23-January 4

**5) Closing (8:45 pm)**

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