**12/04/2024 FoKLSS Board Meeting**

Zoom 6:30 – 9:30 Zoom

Minutes:  Alanda Greene

In Attendance: Martin Carver, David Reid, Melanie Mobbs, Lilly Feeback,

**Purposes:**

1. Welcome new and returning board members & begin developing group cohesion
2. Elect new officers to the Board of Directors
3. Update board members on current status of programs and finances
4. Identify and delegate key administrative tasks to board members and volunteers
5. Invite board members to engage in budgeting and work planning
6. Set next meetings and establish communication norms

**Agenda**

1. Welcome and check in:
	* Martin opened meeting as existing chair – intending to “pass the torch” at this meeting, with thanks for the board members who are new and continuing.
	* Administrative tasks (contained in agenda email) will need to be covered by Board members during this period that lwe are without staff.
2. Election of Board Executive
	* 10 members currently make up the Board.
	* Four Executive Positions decided: President: David Reid; Vice-President: Michelle Oakly; Secretary: Melanie Mobbs (willing to stand until another board member can take the role in future); Treasurer: Melanie Mobbs. Will still be seeking another board member to take the secretary position in future.
3. Old business
* Program/project updates
1. Beach cleanups: 3 beach cleanups held in summer/fall. For next summer, 2 grants have been given for beach cleanups, in partnership with Cottonwood Falls-Living Lakes.
2. Future Summit: Currently considering a spring event. Melanie has several funders targeted for the event but she needs more information about a potential Summit before making the submission for the grants.

Traditionally, the Summits have been held in fall which seemed a good season for travel and attendance.

1. FoKL’s Charitable status: David will be working with particular government offices on taking the request to the next step for approval. Needed: written summaries of FoKL activities. **ACTION**: Melanie has already done some this in the grant writing process and will send this to David. Lily will forward info on beach cleanups. David will contact Sukhananda who has done much work on the charitable status application.
2. Other:
	1. Harrop Wetlands;  There are two very keen and supportive volunteers with wetlands (Andrea and Penny)and securing involvement with CKIS
	2. Harrop volunteers are interested in giving FoKL financial support and need info on the steps of the project for that to happen.
	3. Clare de laSalle – working now for Yaqan Nukiy – has the history and expertise on this project. May be a good contact for involvement in the wetlands
	4. Robin had mentioned planting in January.
3. Polar Bear Swim: Stephanie Myers (Co-op Radio) organizes this event along with FoKL support. Volunteers required; Melanie will work with Co-op Radio partnership. Clarity to be sought on the partnership arrangement, in context of last year’s event. (when FoKLSS was not included at first.)
* Fundraising update (current/pending grants list)
	1. from Melanie: update on grants: 9000 received from BC Gaming; 2000 from Teck Cominco; 10000 from Fortis; Columbia Power promise of 2500 for Summit; 500 from Fish and Wildlife but perhaps not yet received.

From BC Rivers Day – 300.: Harrop Community – set aside; RDCK discretionary grants – need to determine what the grants will be used for before assigned; Some grants are ready but happen in new year and are not open for applications yet. Other grant applications to come: **ACTION:**Fund Raising committee meeting needed to further plan these grants and another meeting to determine our 2025 funding

Question: Do we have programs for staff to work with?

Needed to continue education and stewardship work such as: Harrop Wetlands, shoreline education. Greg noted the need for a programming committee, which will determine the staff needed for various projects. The water monitoring equipment was outdated, so selling this early in the new year was timely. Melanie thought FoKL could consider hiring staff in spring. Our current funds may leverage wage subsidies.

Martin pointed out that we’ve had a divide between the scientific and outreach tasks and need to be particularly careful about taking on scientific tasks which require much time and effort for applying, reporting and carrying out.

David pointed out that large science projects would perhaps require strong partnering.

Melanie: suggested a board approval process for grant submission. Perhaps to fund-raising committee. When necessary, check with the whole board for quick email response, if a submission is acceptable to the board. Otherwise, empower the committee to approve. A whole year’s line-up of fund-raising could be established to provide the overview.

John: feels there’s a need for a programming committee to outline scope of grant applications.

David: talked with past book-keeper. He suggests it us not the time to change our services and to keep who we have for the time-being, Found our current b.k. responded quickly and was helpful with providing financial information. David’s experience with working with her has been reliable. Want to move to online books so FoKL’s financial information can be accessed at any time by board members with reports accessible at any time. Online Quickbooks can be acquired for 80. yearly.

* Q3 financial reports
1. [Balance Sheet as of Oct 21](https://www.dropbox.com/scl/fi/tlt3fvdgglgelynfkzhs7/FOKL-Oct-21-2024-Balance-Sheet.pdf?rlkey=25qn0jcma7sw0l6vwbybmwdok&st=ty43q6u7&dl=0): Accounts receivable not entirely clear yet. A few small details to be sorted from a lump deposit that hadn’t been itemized. We are paying 60. monthly for a phone we aren’t using. It isn’t functioning as the validation phone it was acquired to be. Needs to change. Some items aren’t clear but the bookkeeper made a best guess.
2. [Profit and Loss by Job to Oct 21](https://www.dropbox.com/scl/fi/md20tsp6ht9n6spbid4jj/FOKL-P-L-by-Job-YTD-OCt-21-2024.xlsx?rlkey=mqlwjasd0czuezxscef374nw7&st=jyvjpogw&dl=0): Melanie and David will work on clarifying details as some items unclear.
	1. Greg points out the storage locker, which is an ongoing expense. Likely get a better rate on annual fee. Melanie feels that for this year we’ll just scrape by, so keeping a month by month payment rate for now is good.
	2. The credit card is in Rory’s name. David will use his and submit a reimbursement invoice for purchases or payments. Much more clear if it comes in itemized. Need to untwine from Rory’s card. Insurance – 2 separate policies; one for events and the other for Directors, are on annual payment structure.
3. [Accounts receivable to Oct 21](https://www.dropbox.com/scl/fi/nbz70i4tu8bifg9yrn8j9/FOKL-Oct-21-2024-AR.pdf?rlkey=oswrcw5kivf95mdzmzaxgmxhp&st=1eozql5d&dl=0)

4.New business

1. Administration and housekeeping
2. Contact list **ACTION** ([Please add your name to this list](https://docs.google.com/document/d/1VTqHhFGauHzqHtcKW1lhjz9krBmm7BgAF3Rzac3bn_w/edit?usp=sharing)) It is mostly complete. This list will be on a distribution list for everyone to use. Personal addresses need to be there.
3. Admin Tasks to be assigned ([Please review and add if you see fit](https://docs.google.com/document/d/1o5KrEPfuKyejpWZvJb8HfRmOqYz3XvhuperHM-FuKMQ/edit?usp=sharing))
4. Ongoing admin is blue, purple is projects; green need signing up.
5. Web House renewal: likely with Gwen who is familiar
6. Checking PO Box: Melanie will do this.
7. Paying bills: M & Clailie
8. Deposit cheques - Melanie
9. Respond to email: Sukhananda, Melanie and Lily; update Google distribution for board emails (was updated by Gwen)
10. Social media posts: Camryn – interested in supporting the posts.
11. Member email: Sukhananda has been doing this; need to establish an outreach committee
12. Melanie
13. David
14. Executive mtgs – David
15. insurance policy – David Agent? Gwen
16. review reimbu – Melanie
17. agm report – Secretary
18. Polar bear swim –
19. Green:
	1. clean up email accounts: **ACTION** David will look into – email names should be included in web hosting. Look at migrating to Google feed – possibly move document storage to google. Perhaps a volunteer to organize our document organization, drive. David will take lead.
	2. Most of the work plan has a name associated.
20. Discuss possible committees & support from contractor
	1. Fundraising: David, Melanie, Stephanie. Tina? Melanie chair
	2. Programming: Lily, David, Greg, John monthly mtg for start. Lily chair
	3. Outreach: David Stephanie? Sukhananda ? (press releases, Suukhananda chair quarterly newsletter(?), facebook posts, answering requests, Some overlap. Public education and outreach has overlap. Committees do overlap. If not working, will adjust. Lily will join.
	4. Executive committee meeting: David,(chair) Stephanie, Melanie Meeting monthly. mid-January mtg. Thursday evening tentative will adjust for Robin.
	5. **Next full board meeting: 9 am Saturday Jan 18** – check with Robin  Next mtg schedule to include Sukhananda.
	6. Science Committee: not unusual for FoKL to have complaints from the public. Requires an informed response to issues. David, Martin, Lily, Robin? Like an advisory panel. Some grants may have a science component. Meet as needed.
21. Discuss meeting and communication preferences:
22. Work Planning and Budgeting process for 2025 - To include: Summit, strategic planning, outreach, fundraising, cleanups, possible planting, Osprey monitoring, organizational development, board development
23. It is required that the board executive are dues-paid members. Please sign up.

1. Adjourn: 8:15 PST