



Executive Board of Directors Meeting - Official Draft Agenda

Date: Thursday, June 29, 2017

Location: 203 View Street

Time: 9:00am-Noon

Meeting Participants: Avery Deboer-Smith (Staff), Martin Carver, Heather Leschied, Allison Lutz, Chris Black, Swami Sukhananda, John Betts, Greg Utzig, Sangita Sudan (invite to future meetings), Arianna Murphy-Steed (Staff)

Regrets: David Reid, Erica Konrad, Chad Luke

Minutes by Chris Black

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

a. Distribute agenda

- Martin went over agenda details.
- Agenda approved (unanimously)

b. Approve last minutes

- Minutes approved (unanimously).

c. Action items

- Board agreed to include action item registry with names and timeline as a footnote to meeting minutes. These items will be added to the next meeting agenda for review.

d. An update from board members

- Round the table introduction and personal sharing.
- Heather shared quick update on KLP - Shoreline Guidance Document now being distributed.

2) Three months in review (9:30am – 9:45am)

a. Review of what has happened over the last three months

- Avery went over Program Manager quarterly highlights with printout.
- Beach cleanup day (April 22nd) – over 200lbs of garbage collected.
- Ongoing outreach and education program (Spring/Summer 2017).
- New summer student employee Arianna Murphy-Steed hired May 15th through to August 18th.
- Overview of grants:
 - 1) Eco Action: Duck Bay Wetland Restoration Project grant approved. \$47,000
 - 2) CBT: Environmental Initiatives Program grand approved. \$30,000
 - 3) CBT: Community Initiatives Program grant approved for Kootenay Lake Summit. \$2,000
 - 4) Kootenay Lake Local Conservation Fund for Osprey Nest Monitoring Program approved. \$9,000
 - 5) Federal Student Summer Jobs Grant approved.

b. New office space options

- Number 6 coffee - \$150 includes desk, printing and small cafe.

c. BC Lake Stewardship Society

- Water quality monitoring (3 year) data report in draft, Avery will send out draft report to board members.

d. Citizen Science



- Science Committee - **ACTION** - Citizen Science water quality monitoring methods and techniques review.
- Discussed revamping data entry from citizens into online fillable forms to with the added benefit of digital GIS data. Survey 1,2,3 or Anecdota.

e. Styrofoam on the lakeshore

- Avery meeting with RDCK waste manager (June 30) to discuss disposal options and guidelines for Styrofoam disposal.
- **ACTION** - PRT Nursery partnership for reduction of Styrofoam in the lake. Avery will follow up with PRT then report to John regarding outcome.

f. A reflection of Avery's professional development experiences

- Bookkeeping course
- Social change institute retreat/work

3) Financial Review (9:45am-10:00am)

a. Review 2nd quarterly financials

- Avery went over treasurer's report.
- We need to approve a cash flow budget for the remainder of the year.
- Non-payroll expenses are very low aside from 2 contractors. Is that compatible with our expectations and deliverables for the first half of the year?
- Why do we have negative GST payable?
 - Double charge from insurance - resolved.
- What is the \$5500 receivable?
 - Holdback for CBT grant.
- How is the rent paid to EcoSociety being accounted for?
 - Avery went over office space alternatives (Number 6 Coffee) \$150 includes b&w printing and desk. Chris will research if buying colour printer is cost effective.
- Why is webhosting costing \$350 for a year when basic plans are \$5/month?
 - Avery is actively looking at lowering costs from Nation Builder).
- What is the cheque to Avery for >\$2000?
 - (Nation Builder required payment with credit card, Avery used her own card.)

Approve 2nd quarterly financial

Approved (unanimously)

4) 2017-2018 Project Proposal Review (10:00am – 10:20am)

a. Avery shared major project ideas (relating to community values study).

- Fish (major concern) (potential shoreline spawning fish numbers declining?).
- Lack of lake (shoreline) policy knowledge (major concern).
- Youth education program on shoreline spawning kokanee needed.
- Public outreach on shoreline guidance document working with homeowners, realtors, contractors needed.
- Realtors do have funding for potential training on shoreline guidelines.
- More scientific data collection.
- Allison will find shoreline spawning report from Selkirk student (Ian Cowan) to share.
- Heather shared details on how realtors have little understanding of policies outlined in shoreline guidance document (KLP hosted 2 workshops on this topic). KLP and FOKLSS identified shared goals to educate youth, homeowners, realtors and contractors.
- Land act and water sustainability act legislation – private land component (Meeri and Heather will check document details for errors.)



- Kootenay Lake Partnership FAQs (to be linked to FOKLSS website).
- Public workshops and engagement campaign in regards to shoreline salmon spawning.
- First nations values (looking for input from Chad)

b. (John and Greg) Potentially open FOKLSS to partnerships with other organizations looking at cross border issues (to explore whether we need to improve environmental function of the lake via larger organizations, or if environmental issues being handled down south could be important to FOKLSS. (Greg) is there any specific management issues with Kootenay lake that FOKLSS needs to bring forward to other forums. Greg will be happy to take forward any issues.

c. (Martin) we need more awareness of KLP and CRT issues among board members. Share information between meetings about what we are doing. Providing more information amongst board members to ensure connectivity (sharing what we know about and what we want to know about). Each member can submit to Avery a list of relevant topics to keep the board up to date on. Include this info at each board meeting. Heather offered to help link info between KLP and FOKLSS (Heather to share recent KLP webinar link).

d. (Sangita) – Avery and board members are invited to KLP meetings. CRT update should be included in meeting agenda for FOKLSS. RDCK was recently approved grant for natural disaster mitigation program. RDCK partnered with large stakeholder group for flood plain and geo-hazard mapping project (Sept). Future LIDAR mapping possible. RDCK and partner electric vehicle corridor on highway 3 coming. Three regional districts have hired consulting team to deliver extension service programs throughout the basin for farmers. Central Kootenay food council – initiatives to support farming in our area (marketing and business plans).

5) Summit Planning Session (10:20am – 10:50am)

a) Brainstorming for 2017 summit (action item for all members)

- November 4th (Saturday 9AM to 3PM).
- Wynndell community hall.
- AGM after at 4PM.
- Board members need to assist Avery coming up with speakers and workshops, please email Avery as there is budget for speakers (Action).
- Adrian Leslie of Nature Conservancy of Canada interested in speaking. (Allison)
- Potential storytelling or first nations speaker? (Chad)
- Outdoor water use workshop. (Chris)
- David Schindler for speaker?
- Commitments from board members on who they will contact
- Review of location and desired deliverables

6) Strategic planning session (10:50am – 11:40am)

a. Pre-planning session to get everyone thinking about upcoming meeting with consultant

- Facilitator funding approved from CBT for consultant *Withinsight* (Gary Ockenden)
- Potential dates for consult dates – need to book 2 half days or one full day.
 - Early September possible (2 half days).
 - Sept 13th full day is the best option for board members.
 - Evening meetings perhaps (not during dinner).
- Potential meeting locations: Crawford Bay, Balfour, Ashram, Nelson.
- **ACTION** - Avery will send out doodle poll for date selection.
- Discuss meeting date options for meeting with strategic planning consultant



- **ACTION** Avery and board members, email out project development proposals for planning to get ball rolling before the end of summer.
- Brainstorming activity for project idea objectives and outcomes.
 - Board input is necessary before meeting with consultant.

7) Closing and Next Meeting (11:45am – Noon)

a. Plan next date for Board meeting

- End of Sept or beginning of Oct.
- Avery to send out doodle poll.
- Informal meetings in August may be useful for some members with busy schedules.

b. A word of gratitude

c. Board development committee

- Yearly evaluation for Avery. (Allison and Martin)
- Yearly board evaluation. (Allison and Martin)
- Yearly board member evaluation. (Allison and Martin)
- (Martin) committee terms of reference guidelines needs to go out.
- (Martin) board director conduct – board members please sign and agree to document. Avery to send out.
- Succession planning for board members (ongoing)
- Confirm vice chair role (Avery please confirm who)

d. Science committee

- Report from BCLSS
- Proposal for microorganism study in KL
- CVS (release form was finalized)
- **ACTION** science committee meeting regarding Citizen methods and data collection.

f. Kootenay lake partnership update from Heather.

- Shoreline Guidance Document now being distributed. RDI

g. Meeting close by Avery and Martin.

Action	Name(s)	Timeline
Send out draft of BC Lake Stewardship Society water quality monitoring report to all board members.	Avery, Board	✓
Meeting, explore citizen science methods, protocols and data collection.	Avery, Greg, Science Committee	
Follow up on PRT nursery partnership (Styrofoam).	Avery, John	
Determine cost effective colour printer options.	Chris	
Shoreline spawning Kokanee report from Selkirk College to go out to all members.	Allison, Board	
Land Act and Water Sustainability Act Legislation, private land component – Heather to check document for errors.	Heather	
Share information between meetings about what we are doing. Providing more information amongst board members to ensure connectivity (sharing what we know about and what we want to	Board, Avery	



know about). Each member can submit a list of relevant topics to keep the board up to date on (submit to Avery).		
Brainstorming for 2017 Summit <ul style="list-style-type: none">- Coming up with ideas and speakers- Board members to commit to contacting potential guests for event	Board	July-August
Email out project development proposals for Planning to get ball rolling before end of summer.	Avery, Board	July-August
Doodle poll for both next board meeting, and consultation meeting.	Avery, Board	July
Committee terms of reference guidelines needs to go out.	Martin	
Board director conduct – board members please sign and agree to document. Return signed copy to Avery.	Martin	ASAP
Confirm vice chair role.	Avery, Board	
Press release CVS (RDI RDCK)	Avery	
First Nations Values for Summit	Chad	

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