

Executive Board of Directors Meeting - Official Agenda

Date: August 26, 2020

Location: Zoom meeting space

<https://us02web.zoom.us/j/89864321722?pwd=K3MvWTZUdTFETU50M1FYMGY1d0U5QT09>

Time: 6:45pm-8:45pm

Meeting Participants: Martin Carver, Elizabeth Quinn, Camille LeBlanc, Kayla Tillapaugh, Kelsey Baerg, Santiago Botero, Greg Utzig, Allison Lutz, Rory Gallagher, Swami Sukhananda

Regrets: Chad Luke and John Betts

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

1. Welcoming
 - a. Special welcome to new staff member Kayla Tillapaugh
 - i. Introduction from Kayla – Graduate of Integrated Environmental Science program – transitioning out of role as Environmental Technologist at Selkirk College ARIC.
2. Check-in with Board members - Allison to connect Camille with her contact from the RDCK.
3. Approve minutes of last meeting – minutes approved.
 - a. Review of action items from last meeting

2) Update from Program Manager (7:00 pm – 7:45 pm)

1. Program update
 - a. Monitoring
 - i. Osprey – Last Osprey trips happening this week, led by Santiago. These trips will conclude the monitoring with a total of 6 trips completed. Volunteer videographer has cancelled, so videos will be pushed to next year. Interview with Joanne (biologist) will take place this year. Identified that gathering data is too labor intensive and that many points did not correspond with nests.

Action Item:

- Update data points to make data collection more user friendly for volunteers next year.
- ii. CABIN – Workshop took place on July 29-30, cohosted with Living Lakes. Many volunteers signed up for monitoring afterwards. Camille is working with a home owner (Jackie) from Laird Creek for access to a monitoring site. Monitoring will start in September and run through October. November and December will be big data entry months. Kyle Prince from Living Lakes will be able to help with data entry and Allison will be available to answer questions. Data can be entered under FOKLSS and Kyle will provide Camille the Program Manager resources to ensure this is all done correctly.
- b. Kokanee project Gravel will be going in second week of September (between Sept 8 and Sept 11). Gravel has been sorted by local contractor and 50 cubic metres has been screened. This has resulted in 27 truckloads of fill, which can be sold and profits split between contractor and FOKLSS (will be taken off gravel sorting bill.) Temperature data monitors will be installed in the test site. Work done so far has been assessed by Jeff Burrows to provide a fisheries lens. Moving forward on getting Kokanee eggs for installing egg tubes in the gravel by the end of October. Andy Doo from Idaho Fish & Game has provided positive results (increase in spawning activity) from a similar project.

Action Items:

- Camille to provide invitation to Greg for gravel loading
- Allison to be involved in installation of piezometers to assess upwellings vs. downwellings.
- Camille to support RDCK efforts to remove sailboats.

- c. Kootenay Lake Education program
 - i. Podcast – Applied for CBT Small Environment Grants & NDCU sponsorship. Sponsorship to be given priority over applying for grants. Sponsorship plan to be developed for local businesses with similar mission. Possible name: “Go Jump In The Lake”
 - d. Other activities
 - i. Foreshore clean-up – This cleanup is a partnership between Kootenay Lake Sailing Association and West Kootenay Boating Association and is being led by Jay Blackmore – volunteer diver for Kokanee project. Camille has provided some administrative support – applying for sponsorship and exploring permitting requirements. Funding has been provided by City of Nelson to cover some of these expenses. Aiming for this to take place late Sept or October. Good opportunity for FOKLSS to have a visible presence.
 - ii. Membership drive – “50 members in 50 days” – one more week to go. 14 renewals, 5-8 new members. Difficult to run a membership drive virtually.
2. Grant update
- a. FWCP funding - Planning on applying to the FWCP for more funding for Kokanee Project. Monitoring will be a huge focus of further work - will take us quite a while to understand the effective of our enhanced habitat. Fortis has also let Camille know about some extra community funding – might be able to secure \$10,000 for next year.

Action Item:

- **Camille needs to write three paragraphs to Blair Weston to apply for this additional Fortis funding. Purpose would be to observe and monitor the site – underwater camera surveying.**
- b. CBT Large Environment Grant – Camille met with Michael Hounjet. This grant would be focused on the education program. Possible ideas: document to provide people resources for stewardship of lake (i.e. top 10 things you want to know about the lake, webinar series, podcast, glossary of terms, playbook for beach cleanups, osprey monitoring, etc.) Expression of interest next week – Michael has encouraged us to apply to fulfil environmental education priorities. Drive the point home that we perceive this as a need in the community; not replicating the work that’s already been done (specifically for home owners).

Action Item:

- **Camille to provide Kelsey expression of interest to review.**

3. Staffing

- a. Santiago’s last 2-weeks – Santiago has done an incredible job improving social media presence. Will be continuing his work at Living Lakes, so we can stay connected. Has encouraged us to think about how we will put data into the data hub and have this inform how we format data during collection period.
- b. Kaylah taking over Assistant Program Manager role - Beginning onboarding next week.
- Applied to CBT School Works for outreach coordinator (10 hrs/week) – Approved! Vision for that role would be membership engagement, creating newsletter, doing some social media and education programs for schools through the virtual world. Where we are able to going to markets or any other outreach opportunities. Funding covers half of their wage for 14 weeks. October start date.

Action Items:

- **Camille will touch base with HR committee about this new hire.**

3) Quarterly financial review (7:45 pm - 8:10 pm)

- 1. Review financial summary – financials approved

Items of Note:

- RDCK discretionary grant received
- Funding for water quality monitoring from BC Hydro received
- Real Estate Foundation – first deposit of 3 year funding for cabin project



- Professional fees increased because paid a deposit of \$5,250 for gravel barge.

- Small tools & equipment went up due to purchase of water monitoring equipment for workshop. Will increase a bit more as we have now ordered a turbidity meter that was on back order (\$1,200) – may be able to rent this out to other groups to offset the cost.
- \$9,000 in CIP Funding and additional funding that we are still waiting on.
- \$64,000 of the unrestricted funds are actually restricted to program expenses
- Professional fees are much lower in actual than budget because anticipated the cost of the barge would be much higher

Action Items:

- **Update Quickbooks to remove program restricted funding from unrestricted funds**
 - **Address Quickbooks error for wage funding – we have actually received \$5,000 in wage funding and are expecting to receive another installment for Kayla's wage**
 - **Moving forward, only look at Balance Sheet and Budget vs. Actual – suggested by Elizabeth and confirmed by Rory.**
2. Approve financials – financials approved.
 3. CEBA loan strategic plan – Rory and Camille met with Andrew from Community Futures regarding CEBA.

Points of interest:

- Essentially it is a \$40,000 loan (already in our bank account) which requires a 75% payback. The other 25% is effectively a gift. Loan is to be spent only on non-deferrable operating expenses (fixed costs – rent, utilities, insurance, admin staff wages, etc.) Spirit of loan is to fill in for income not available due to COVID. Funds to be spent from April 1, 2020 to end of 2022.
- Certain positions could be seen as non-deferrable operating expense (i.e. ED) – would have to justify that we did not have an ED last year if we went this route.
- Idea put forward by Greg: We just need to account for the \$30,000 – keep track of wages, etc. pay it out of this loan. Defer other moneys that we would normally use for this and hold those to pay it back. We're incurring those costs anyways. May take a bit of creative accounting, but worthwhile.
- Elizabeth and Kelsey: Not in favor, too risky.
- Martin: May be worthwhile because can be used for operating expenses (which is unusual)

Decision: Hold onto the funds for now. Over the next few months, track all expenses would be that apply to this loan. Examine possible ways to pay back this loan. No urgent financial needs and could shelve this for now until Camille does the budget next year. Revisit the idea of spending from the loan once we have a more clear idea of how much could be spent.

4) Committees updates (8:10 pm - 8:30 pm)

1. Science Committee - Update to be sent after they meet. Feel confident in the watersheds that were chosen for that for water quality report and watershed monitoring and cabin.
2. Human Resources Committee - Hired Santiago and Kayla. Reviewed Camille's situation – pay rise, ED role, November review. Work Safe Phase 2 document completed – feedback welcome. Identified an area that needs to be developed – Protected Time Off, effects of staff quarantine/illness, review sick time policies for employees.

Action Items:

- **Board Members to send comments on Work Safe Phase 2 Document by email.**
- **HR Committee to review Protected Time Off, Quarantine Plan and Sick Leave policies**

3. Fundraising Committee

Membership engagement will be a priority – especially given our lack of in-person engagement. Decided to postpone in person summit until the summer/spring or early fall of next year. Looking at redefining the summit to have an event that will allow us to leverage opportunity to develop connections with donors, but also maintain the summit as a community event.

Action Items:

- **Fundraising committee to discuss possibility of virtual summit held earlier. (Santiago's suggestion of Hackathon-like format)**



5) Other Business (8:30 pm – 8:45 pm)

1. New logo voting results

Action Items:

- Board member to send choice by email.

2. Next board meeting date

- October 2020 – **Wed at 6:45pm works.**

Action Items:

- Camille to send Doodle.

5) Closing (8:45 pm)
