

Executive Board of Directors Meeting - Official Agenda

Date: December 12, 2019

Location: Kootenay Co-op, 777 Baker St, Nelson, BC V1L 4J5 in the Teaching Kitchen

Time: 7:00 pm – 9:00 pm

Meeting Participants: Greg, Martin, Allison, Erica, Julia, Rory, Elizabeth, David

Regrets: John and Chad

1) Arrive and opening (7:00 pm – 7:20 pm)

1. Welcoming
2. Updates from Board members
3. Approve minutes of last meeting
 - Review of action items from last meeting
 - **Camille to send out Masse Report on dredging**
 - **David to look at new way to have contributions reoccur.**
 - **Minutes approved - Greg Moved, David seconds.**

2) Update from Program Manager (7:20 pm – 7:40pm)

1. Project highlights
 - Kootenay Lake Summit
 - **Made \$4,500 - \$4,000, \$1,400 of which was from the square reader**
 - **First year that the summit made a profit**
 - **Recommendations from board members:**
 - **Bigger space**
 - **Fewer presentations**
 - **More networking**
 - **Panel discussion**
 - **May want a summit planning committee,**
 - **which could come under the fundraising committee, or**
 - **a sub-committee of the fundraising committee**
 - **Establish location 6 mo. Ahead so that a suitable location is available**
 - **Having it specialized on regulation may be wise.**
 - **Education on who to call re: any lake concerns & regulations could be a valuable presentation**
 - **Comment from an audience member: we didn't talk about the lake, but more so around the surrounding land use.**
 - **Chad's Role should be clarified for next summit**
 - **Start with basic information on the lake so that a general level of information is taken away from the audience.**
2. Grants overview (applied for)
 - a. FWCP Small grant
 - **Our project is not a priority on the FWCPs' agenda.**
 - **We will hear back by March 2020.**
 - b. Habitat Conservation Trust Fund
 - **\$20,000 was asked for**
 - **FOKLSS answered their questions**
 - **Project would be difficult without EIP (Environmental Initiative Program) matching funding**
 - **If we don't get it, we will call the project dead.**
 - **Government monitoring recommendations plan will help us in future proposals on this.**
 - **Greg will get a report related to government monitoring recommendations to Camille**
 - c. CBT Large Enviro Grant
 - **We will find out if we get in Jan 2020.**

3. Future grants
 - a. Eco Action (Environment and Climate Change Canada)
 - We can apply for kokanee restoration project
 - The grant is focused on on-the-ground projects
 - Application for proposals will be released in Jan or Feb 2020
 - b. Environmental Damages Fund
 - c. Real Estate Foundation of BC
 - Education programs are good candidates
 - The project needs to have a tie to land use decisions
 - A volunteer is willing to give us in-kind graphic design work
 - A potential project could be a sign for lawns identifying it as a natural shoreline
 - Camille should be aware of past projects as we've done a number with RFBC
 - Camille to look into past projects
 - Camille to discuss requirements of the grant with Ramona F
4. Workplan and projects for 2020
 - The work plan was developed from the strategic plan
 - Number of hours on each project as opposed to dots would be better for planning workloads
 - Camille - Budget for hours for each project, without it being too complex
 - Martin & Greg to provide an excel document to track hours
 - The model that's been developed is a board level document.
 - A document that is realistic for one person who is working on a part time basis needs to be developed.
 - Alison will deliver a form from Laura (a Selkirk employee) re: organizing project deliverables
 - Camille - Outlining the deliverables for these projects is necessary, as well as outlining the deliverables for a summer student.
 - As opposed to deleting these tasks, Identifying the projects that are funded as these will be prioritized.
 - A column indicating that a project is funded or unfunded is needed.
 - Board does want to get Camille a raise, but it is grant dependent
 - David – A review based on impact and cost of the projects needs to be conducted. E.g. Osprey monitoring
 - Will come out in the strategic plan.
 - Board (all board members) to review each project and initial with a rating of 1 – 5 on how important we feel that each program is a highest priority.
 - Before this, Camille to give us an update on which projects (classes) are funded, and the board will rate each to determine which to cut (if necessary). Needs to be fairly easy.
 - Deadline is to have this delivered to the board is by Dec 20th. – to be delivered on Google sheets.
 - 30 hrs/wk. for Camille + a summer student is planned, and this was considered in developing the budget
 - If we delivered all projects Camille would be over by 75 hrs, & summer student would be over by 65
 - If don't raise funds for 130 hrs, then we will need to cut some of the projects.

3) Quarterly financial review (7:40 pm - 7:55 pm)

1. Review quarterly financials
2. Approve financials
3. Present the 2020 budget draft

4) Committee updates (7:55 pm – 8:10 pm)

1. Science Committee update
 - Alison – Alison and Martin have been traveling so work on their report has not moved forward
 - Tangie – Was followed up with for data, though is unavailable due to family concerns
 - Broacher has had progress made on it
 - Martin presented on the lake levels at the FOKLSS summit
 - Alison – has not followed up with citizen scientist



- **D.O. meter failed, but funding was found to replace it**
- 2. Human Resources Committee update -Erica to cover
 - Erica – FOKLSS hired Camille
 - **30 hrs/wk, permanent position, and will receive a wage increase if grants allow**
 - **3-month review will occur**
- 3. Fundraising Committee update – Camille to cover
 - **Camille – looking at ideas for fundraising events**
 - **Speakers series, movies (\$600 upfront). Could be a water film festival.**
 - **Now that we have the budget we can raise funds for it, as well as for extra circulars such as answering the phones and traveling for professional development.**
 - **Next fundraising event is the polar dip. Pledge forms have been developed. A volunteer has been organized to help with.**
 - **It has been decided to not have pledges be charitable donations.**
 - **Elizabeth is the chair of the fundraising committee**
 - **The Committee consists of:**
 - **Elizabeth, Erica, Camille and Julie**
 - **Goals are to: plan ahead on who we will build relationships with. Board will be asked to meet with funders before grants are applied for. Will be asked to committee to one or two meetings per year.**

5) Other Business (8:10 pm – 8:40 pm)

1. Announcement - Camille holiday 3 weeks (December 22- January 12) adjusted to 4 weeks (-January 19, 2020)
 - **Camille is checking emails on Mondays and Wednesdays**
2. Changes in staff titles e.g. Executive Director and Program Manager
 - **Program manager has been decided on by the board**
 - **Executive Director position would have most of the responsibilities put on them as opposed to on the board.**
 - **Elizabeth – recommended that Camille will be a program manager until the 6 mo. Review.**
3. When to review strategic plan for 2020 as a Board
 - **Feedback on new workplan for 2020**
 - **We need to have a meeting.**
 - **David - Non-profit advisory program may be able to help guide the board and Camille.**
 - **Alison – there be \$ available for Camille to become more familiar with financials**
 - **Camille – to contact Zoey on finding funding for a strategic planning meeting with a consultant. Erica will be the point person while Camille is away**
4. Next board meeting date
 - **February 20, 2020 at the Co-op from 6:30 – 8:30 pm.**

6) Tea and Socializing (8:40pm – 9:00pm)
