

## 01/31/2024 FoKL Board meeting notes

### 1. Hiatus Message

- agreed that the current message is complete.
- Martin will send this out on Friday, Feb. 2.
- A brief cover letter to membership will accompany the hiatus letter (Martin, Gwen and Sukhananda will coordinate composition). The hiatus letter will be posted on the website.

### 2. Grant submissions

- Gwen has completed the ones that can be submitted, as far as can be done. She will still send numbers to Clailie but these aren't addressed until 9:30 pm the Tuesday night prior to our Wednesday meetings. Gwen is confident the amounts are close enough to fulfill requirements.
- There are grants submissions not yet able to be completed. Gwen has assembled all the figures and when the report is due, Ben will just have to transfer these to the submission

### 3. Financials...

- Balance sheet and Profit and Loss came with the send out for this week's zoom link. These are the final figures.

### 4. Gwen's time after Feb. 2 (and a few things before)

- Gwen will need a week (approximately) to get established after Feb. 2
- Will sent out information then, including new email, as to contracted hours, thinking about \$30. per hour will be likely fee
- If anyone knows of small, not-for-profit business that can use occasional administrative support, Gwen would appreciate getting the connection.
- **Also would appreciate endorsements from FoKL Board members to accompany her information about this work she will be setting up**
- Friday, Feb. 2 Gwen will send out final copies of handover documents.
- Ben will hold the files, computer and phone (which will enable 2 step authentication when needed).
- Sukhananda will hold back-up files which will enable website, online upkeep and postings

### 5. Other

- Greg away until March and will check in on needs on return. Gwen has completed what can be done for Fish and Wildlife Compensation Program and Greg will be able to pull those figures together to finish the submission.
- All emails for FoKL will feed into one address – executive director. The others are closed but will remain as “alias” and will forward to this one email.

***Thank you, Gwen, so much, for staying with this and for your work and contribution.***