Friends of Kootenay Lake Stewardship Society
Board of Directors
Meeting Date: Mar 1, 2025 (9:00am–11am PST)

Location: Zoom
Minutes by: Alanda

Present: David, Melanie, Martin, Greg, Michelle, Lily, John, Joelle
Regrets: Stephanie, Robin, Sukhananda

Purposes:

1) Continue developing group cohesion
2) Update board members on current status of programs and finances
3) Review progress on administrative tasks
4) Review and approve draft work plan and budget
5) Set next meeting(s)

Agenda

1. Welcome and check in
2. Old business
    a. Minutes of last meeting (link here to access previous minutes) Move accept:: Melanie Seconded: John
    b. Financial report: Melanie
        i. FOKL Feb 28 2025 Balance Sheet.pdf
        ii. Feb 28 2025 YTD P&L.pdf
        iii. FOKL Feb 28 2025 Acct Receivable.pdf *We have not received $7500 from Fortis, which Ben entered as "Accounts Receivable" in 2024. I need to find out how we go about requesting this money.*
        iv. FOKL Feb 2025 P&L by Grant YTD.pdf
    c. Committee updates & discussion
        i. Executive
            1. Admin Tasks (Please review and add if you see fit) .Kudos to well-organized files in place, easy to access.
            2. Charitable status: The needed files and info have been submitted; response expected 4 - 6 months. David anticipates we are in safe territory.
            3. HR :. Discussion about Gwen's position. Has been doing data entry lately. Keep on retainer or on contract? Request for her training FoKL persons to do data entry. Therefore not prepay. Concern that keeping on retainer keeps her accessible. Perhaps keeping that relationship possible. Should work be offered for tender as a contract? Perhaps keep her as a backup resource. David will have conversation with Gwen to determine how she can engage with FoKL right now and about training some board members on use of Little Green LIght.. She has many skills, much knowledge and good detail documenting - eg volunteer hours.
            Do we need a staff member to avoid overwhelming board members? If we get the grants Melanie and Lily have in process, we would be able to

consider hiring a staff person, adjusting workplan depending on what comes in.

4. Program Committee:: Lily: Work Plan is saved on the drive with events done recorded. Members can submit info on the plan form.
5. Harrop Wetland: Currently still under snow cover. As soon as land available will coordinate an event with cardboard cover over areas where invasive grasses are present.,
6. Beach Cleanups: Volunteer available (Grace Sabo) for Earth Day beach cleanup on dog walk trail. Lily is creating a list of potential cleanups; requests input from board members and public online. Suggest Andrea create form for website that can be filled from public. Need a board member April 26 as FoKL representative on clean up: Michelle, possibly Stephanie. Lily will send email to board to connect with Grace.

ii. Science Advisory : Not yet received word on summer youth grant which if approved will give us some people funding and resources. Greg and LIly answering questions on this site.

iii. Fundraising: This is being helped with FoKL's profile raised, with it clear that FoKL is back in action.

1. Membership
2. Donations
3. Events: Atlas Fundraiser (Graeme Marshall)
4. Grants - Decision: Shall the board grant broad approval for grant apps that meet work plan & budget? Greg discussed with Sinixt rep on a possible grant. Discussed with Lower Kootenay Band who were not receptive to the idea. We face complexities if there is project involvement of FoKL with other First Nations. Difficult situation. There's a need to determine the competition between 4 First Nations groups. Martin notes we've invested quite a bit of time with these relationships but it has changed, shifted. Is this resolvable? Another conversation needed to firm up the situation. How do we have the conversations? Kootenay Lake Partnership eg only recognizes Yaqan Nukiy, which is another problem. David: put this topic on next month's agenda. David, Melanie, Michelle and John will be part of the conversation with Robin about this issue prior to mtg.
5. Applied for in 2025: :2025 Summer Program (matching BC Gaming)
    1. Redi Grant: $15,000 submitted - supplies & mileage included for planned activities. Area meetings will need attendance (Michelle will prepare back grounder info for attendees.)
    2. 2.HCTF Community Grant: $10,000 submitted: matching grant for volunteerism (eg Harrop, citizen science data collection)
        Kootenay Coop $500 received.
    3. 2025 Kootenay Lake Stewardship Engagement Program
        Real Estate Foundation $170,000 submitted.
        HCTF Action Grant $50,000 submitted.

4. Upcoming: both these for fall, with big ask for project manager to assist long term planning, Kootenay Band collaboration included.

i. CBT Ecosystem Enhancement Program (Workshops April 2nd Creston, April 3rd Kaslo to discuss proposal) Sukhananda and social media responsibilities….some that Sukhananda has tended need to be taken up by other volunteers. Sukhananda will do monthly newsletter until someone is willing and will mentor Michelle on social media and ….

iv. Outreach (Minutes of Committee Meeting) Michelle, Melanie & Sukhananda met. The included minutes of this committee identify areas and suggestions for liaising with other persons and groups to cover new areas and those that Sukhananda has previously done but will be withdrawing from those responsibilities.

1. Social media and email - Transitioning Sukhananda from these tasks. Would be interested in continuing with fundraising. Joelle offered her skills and involvement. Will be invited to next Outreach committee meeting.

3. New business

a. **Revise, Approve 2025 workplan and budget**: revised version to include any grants that will come before June. A goal for fundraising would be useful in terms of action plan.. It's a conservative low budget, with none of the recent grants included. It's a baseline budget. Motion to approve budget as written: Melanie, Seconded: John. Budget passed unanimously.

i. Budget: here's the link

ii. Workplan: here's the link Should the board approve general grant writingl guidelines that align with the workplan, so the grant writers can submit plans that align with what is defined by the board. Board would grant the grant-writing persons discretion to submit grants. Greg: suggests applicants when near a final version to send it around to the board, particularly on technical issues eg. Michelle: a future strategic plan that guides grant writing is ideal. More eyes and minds looking over grants would be helpful. Large grant potential coming from CBT will need involvement. Grant the fund raising committee the initiative on grants with agreement to review application just before final submission for assistance and comment on final submission. **Resolution**: Be it resolved that the board hereby delegates authority to the fundraising committee to exercise discretion to apply for grants that support the general purposes of the Friends of Kootenay Lake Stewardship Society and which support the work and the budget; notwithstanding that the board shall be given an opportunity to review the application and that the board shall approve prior to submission. Passed unanimously.

Comments added on workplan: DEI - a member joined and asked about how to be involved on shoreline involvement with a disability. Consider and include which are accessible and how, what portions?How or if disabilities can be included. Dog walk, eg, has a trail.

Calendar:

- Should hear back about hiring youth aged 15 - 30 in April; for beginning work in May. Questions about supervision of workers and need for a plan that includes an administrator.David has volunteered for upcoming spring and summer to take on supervisory tasks of this year.
- Use a share calendar on Google (Lily) that people can submit info on events for all board to see.
- David proposes he compiles a workplan from each committee to one document and sign on who we anticipate for summer employees we will have, who is doing what, based on a preliminary budget. Each committee submit a yearly calendar to David based on goals. David will make a workplan calendar template and submit this to committees for next meeting - identify summer plans.
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- Questions on objectives - which committee assigned to what?.
    - Raising money: fundraising committee
    - Membership: Outreach
    - Improve….: Executive Committee
    - …..?
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- Summit: it's own separate committee but for now under programming
- David will pull this together on one calendar
- Create calendar plans before next meeting
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4. Next Meeting: Monday: April 7, 6:30 - 8:30 PST
5. Adjournment: 10:40 PST

Correspondence:

- WCB Report Received & Filed by Book Keeper.
- Clara Marshall submitted a song for a future podcast (removed this page from website and let her know we will keep it on file).
- Graeme Marshall wants to help out with an Atlas Fundraiser
- Invited to Climate Hub Resilience Cafe
- Received West Kootenay Hub Regional Networking Notes
- CKISS Invite: The Central Kootenay Invasive Species Society would like to invite you to a Kootenay Riparian Invasive Plant Control Project partners information session on **Monday, March 10, 2025**, **from 1:00 pm to 2:30 pm (PST)** (virtual).
- Please register in advance for this virtual session
- Jan. 22nd: Confirmation of Filing BC Registry for new board members (AGM)