



**Kimberley Nature Park Society  
Monthly Board Meeting  
October 3, 2024  
McKim Library**

**Present:** Laura Duncan, Emma Lukas, Ingrid Musser Okholm, Andree Powers, Graeme Donaldson, Dave Hale, Gary Hicks, Jen McConnachie, Peter McConnachie, Heather van der Hoop

**Regrets:** John Henly, Laura McKenzie, Jean Terlesky

**Laura D. called the meeting to order at 7:01pm**

1. Adopt minutes of September 2024 meeting
  - a. Gary moved, Dave seconded
  - b. Motion carried
2. Accept the Agenda as presented
  - a. Laura D. added Procurement Policy under New Business
  - b. Ingrid suggested adding T-shirts under New Business
  - c. Accept as revised: Gary moved, Jen seconded
  - d. Motion carried
3. Kimberley Trails Society Update – Ryan
  - a. Ryan was unable to attend
  - b. Andree chatted with James (KTS) and Matt about the Saturday KORE conference activities, which include a hike up Musser's Plateau, a group trail run, and a mountain bike ride. Unsure of numbers that will attend
4. City Liaison – Sue Cairns
  - a. Sue was unable to attend
5. Financial Report – August/September 2024 – Emma
  - a. \$2,730 in income (donations, map and t-shirt sales). Expenses included our final cheque to Ingrid (\$1,785). We also received the insurance reimbursement from the City (\$2,697).
  - b. Got reimbursement from City for insurance and from College of the Rockies for van rental
  - c. First cheque to Ingrid is also on this report
  - d. Emma explained the new format of the report. She has also purchased a locking mailbox for her house (with a KNPS sticker) so we can drop off receipts and then she will issue cheques. She will also come to meetings early to handle reimbursements.
  - e. 4 signatories on bank account: Emma, John, Jen, Ingrid. They can go in to set up access if needed, but not necessary just to sign cheques. We currently only do cheques, though we could set up e-transfer, online approval, and/or debit if needed.
6. Correspondence/Communications
  - a. Nothing new
7. Unfinished business
  - a. Update on revising the bylaws – Gary/Jean
    - i. Template for bylaws from BC Societies Act page, customized first two items for us but otherwise fairly verbatim
    - ii. Gary has put draft revisions in Drive > BoD > Governance > Constitution & Bylaws
    - iii. **Action item:** Board members add comments and suggestions in the doc

- b. Update on revision of management plan 2024-2030 - Jen
    - i. Much investigation went into finding our new LandsBC officer, Kirsten LeBlanc. Jen is now working on connecting
  - c. Update on hiring the Operations Manager – Graeme
    - i. 7 applicants, 4 interviews, narrowed down to two for whom we checked references
    - ii. Offered job to a candidate, who verbally accepted, sending the contract today to finalize things
    - iii. She will start Oct. 28, 2024, and we'll hopefully be able to meet her at the next board meeting
    - iv. John and Graeme are meeting this weekend to plan her starting projects
    - v. Current terms say we'll pay by cheque, but Graeme asked whether we could look into an electronic method
    - vi. Emma will look into WorksafeBC coverage and costs
  - d. Update on purchasing 2 new trail cams - Laura D.
    - i. Committee is meeting next Monday (Oct. 7) so more info will be provided after that conversation. They will also discuss the potential segments for which they'd like Propulso data.
    - ii. Cameras are more likely to be purchased, trail counters are also under consideration.
    - iii. Gary and Jen will need to know the decision so they can account for it in grant reports.
  - e. Emma will create a finance folder and some templates for tracking expenses, etc.
8. New Business
- a. AGM sub-committee – Jean (unable to attend)
    - i. Laura D. reported that Jean put down a deposit at the Elks and confirmed Jan. 23, 2025. She is looking into having the Elks handle the food to streamline the process, and will report back as things come together.
    - ii. Will need additional support to plan as the event gets closer
  - b. MOU with KTS – Andree
    - i. James confirmed that there isn't one, so Andree will meet with him to coordinate one
    - ii. Jen proposed, as part of the management plan and MOU, creating an inventory of all infrastructure (boardwalks, signs, kiosks, etc.) so we have an idea for collaborative work planning
  - c. Procurement policy
    - i. Different processes for expenses <\$1,000, \$1,000 to \$10,000, and >\$10,000
    - ii. Process would still include bringing the expense to the board for approval
    - iii. **Action item:** board members should review the draft policy and add comments by Oct. 31
  - d. Strategic Priorities (John, via email)
    - i. Committees should send via email reply-all by Oct. 31
  - e. T-shirts – Ingrid
    - i. Ingrid brought in many samples from Big Magic so we could see other colours and styles (long and short sleeves)
    - ii. Will be sold at Purcell Outdoors
    - iii. Option to bring in a blank shirt and get KNPS logo printed on it for \$X? Ingrid will check if that is an option and how it would work
    - iv. Motion: Ingrid will order bluish-grey, 10 LS and 10 SS in a selection of sizes, approx. \$700
      - 1. Graeme moved, Gary seconded
      - 2. Motion carried

9. Committee issues & activities of note
  - a. Questions or issues arising from Committee Reports
  - b. Dave Hale reported that he and Tim Chapman went to look at recent Canfor logging near Tora Bora. It looked ok, no surprises. That should be the last project in city area for a long time. Burning and rehab still need to be done.
  - c. Oct. 7: Chasing the Colours with Lauren Bathory
  - d. Nov. hike (date not confirmed): Dave Quinn on adaptations for winter
10. Interesting sightings
  - a. Much excitement over a photo that was thought to be a fisher, but it was confirmed to be a marten
11. Motion to Adjourn
  - a. Jen, Emma seconded, motion carried
  - b. Meeting adjourned at 8:40pm

**Next Meeting: November 7, 2024. Location: McKim Library (chaired by Gary)**

Fall Meeting Schedule (McKim Library)

November 7, 2024  
November 28, 2024

*Gateway to Nature*