



**Kimberley Nature Park Society
Special Board Meeting
August 7, 2024 7pm
Kimberley Firehall Meeting Room**

Present: John Henly, Laura Duncan, Gary Hicks, Dave Hale, Emma Lukas, Graeme Donaldson, Andree Powers

Regrets: Darryl Oakley, Jen McConnachie, Heathie van der Hoop, Jean Terlesky, Laura McKenzie, Ingrid Musser Okholm,

John called the meeting to order at 7:00pm

- 1) Accept the Agenda as presented
 - a) Andree moved
 - b) Gary seconded; motion carried

- 2) Hiring Operations Manager
 - a) Discussed documents and job descriptions
 - b) Reason for doing this: everyone agreed we need to hire someone to help out
 - c) Questions on documents:
 - i) Terms of reference 1B – will remove, 3A remove “healthy” and just keep pool of volunteers, 6B coordinating volunteer recognition to liaise with board for volunteer recognition, 8A changed to support coordination of purchasing of supplies, Remove 7C Emma will keep checking mail
 - ii) Terms of reference is not all inclusive and the chosen person will not be required to do all tasks. A work plan will be created when hired
 - iii) Terms of reference - Will add language to clarify that they will be working with the working board and not taking on whole workload alone
 - iv) Removing vaccine requirements

- 3) Motion – decide to move forward with hiring operational manager – by Andree
 - a) Graeme seconded – Carried, all agreed
 - b) Flexibility of hiring date an asset to find the right candidate.

- 4) Decide on financing options
 - a) Time lengths – 6 months
 - b) Discussed employee vs. contractor, WorkSafe BC requirements, liability insurance requirement for position
 - c) John to investigate board insurance regarding adding employee/contractor
 - d) Wage range - \$25-30/hr
 - e) Motion – Move to we move towards hiring half time operations manager for period of 6 months with range of salary between \$25-30/hr depending on experience
 - (1) Gary & Dave seconded, carried
 - f) Comment made regarding decisions being made in future – The whole board should be

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involved in planning stages, wanting to ensure whole boarding is included so no one is blindsided

5) Finalizing strat plan

- a) Mission statement: Select #2
 - i) Amendment “to support health and wellbeing of the community” and “protection and enjoyment of nature” – remove “protection”, remove “support and wellbeing” comment to the values section (we decided to keep No. 2 as Ingrid amended: *We promote a setting for respect, understanding, and enjoyment of nature.*)
 - ii) Do we need AGM approval to adjust mission? Need to confirm in bylaws – Andree to confirm
 - iii) Graeme to add constitution and bylaws into Google Docs so it is accessible to whole board
- b) Discuss any issues:
 - i) Strat plan – guidelines, not things we need to achieve, defines goals and objectives and provides a direction, normally 3-5 years
 - ii) Legacy document – provide foundation of information for completely new board members in case of fresh start
 - iii) Management plan – deciding what to do and when, objectives need to be approved in the written timelines. Need to update management plan to be more of a broad plan to remove the need to update with the province when changes occur
 - iv) Went through strat plan item by item:
 - (1) Stakeholder identification – Should identify a list
 - (2) Code of conduct to include everyone, making it more visible to everyone, perhaps looking at Tourism of Kimberley’s code of conduct
 - (3) Timelines – Basic guidelines provided by the strat plan draft, and we will prioritize and develop plans to accomplish tasks among respective committees and board members
 - (4) Hiring someone will help us facilitate the change from working board to working-committee-involved board
 - (5) Governance policies and procedures – potentially look to advisor program to help with governance system development. John to share resources on contractor selection process.
 - v) Motion – Giving Emma permission to request access to CRA my business account
 - (1) John seconded, carried

Meeting Adjourned 8:34 – Graeme
Seconded Gary

Next Meeting – September 9 Location TBD.

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