



**Kimberley Nature Park Society  
Monthly Board Meeting  
November 7, 2024  
McKim Library**

**Minutes**

**Present:** Laura Duncan, Gary Hicks, Graeme Donaldson, Jean Terlesky, Heather van der Hoop, Sue Cairns

**Regrets:** John Henly, Jen McConnachie, Emma Lukas, Anna Malvin, Andree Powers, Laura McKenzie, Dave Hale, Ingrid Musser Okholm

Meeting called to order by Gary, chairing in John's absence, at 7:10pm

1. Adopt minutes of 03 October 2024 meeting
  - a. Motion to accept: Graeme, seconded by Jean
  - b. Motion carried
2. Accept the Agenda as presented
  - a. Motion to accept: Laura, seconded by Jean
  - b. Motion carried
3. Kimberley Trails Society Update: Ryan was unable to attend
4. City Liaison: Sue Cairns
  - a. Sue met with John in September to put together a plan for a presentation to City Council, mostly about the hiring of our first staff member, updating bylaws, etc. Mentions need for funding for ongoing staff position and long-term support.
  - b. In October, the City updated its policy for the process of applying for long-term community grants (new name of standing grants) and cut the amount of application-driven community grants. Sue will send the updated policy around to the board for our information.
  - c. Sue and John will connect on the plan to present to Council, which ideally is an annual event.
5. Financial Report – October 2024: Emma was unable to attend, but sent the report for review
  - a. \$58 in donations, \$1,662 in expenses (Big Magic T-shirts, signage, hike speaker/vests)
  - b. Mailbox is set up for board members to drop off receipts for reimbursement
  - c. Emma has prepped a cheque for Anna's first invoice, just needs a second signature
  - d. Emma also created a spreadsheet to track grant spending (add link)
  - e. Graeme registered KNPS on Benevity ([benevity.com](https://www.benevity.com)), a platform for companies that match donations made by employees. We will be listed in their database and people whose workplaces have giving programs administered by Benevity can choose to donate to KNPS (i.e., it doesn't replace direct donations through our website).
  - f. Motion to accept financial report: Graeme, seconded by Jean
  - g. Motion carried
  - h. **Action item:** Gary will email John about adding Laura D. as an additional signatory for cheques
6. Correspondence/Communications: none
7. Unfinished business

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- a. Revising the bylaws – final draft points for discussion: Jean
    - i. Presenting Final Draft

Based on Jean's review BC Gov updates to Societies Act, there are some required updates. Most are fairly minor, but a few require discussion.

Need a membership and director registry: We have a membership registry, and can add an official list of directors and their contact information.
    - ii. Points for Discussion

Number of minimum board members = 5. Discussed, with some board members in favour and others concerned that this number was too low. General agreement that the board would need to prioritize seeking additional members well before it got to the minimum number, so it should work.

Tenure of board members = 2 years (expectation of commitment). Discussed, with general agreement.

Quorum = 5 directors. Discussed, with general consensus that increasing quorum from the current number (3) is a good idea, but concerns about quorum being the same as the minimum number of directors. Suggestions that perhaps minimum should be slightly more than quorum to avoid having to cancel meetings if 1 director is unable to attend, though again, if board membership drops we would need to prioritize recruitment before we get to the minimum.

Board nominations close 1 week before AGM = Yes

Conflict of interest: Jean will send definition around
  - b. Approval of Procurement Policy: John
    - i. Conversation around some details, which will be added to the document
    - ii. Motion to approve with tracked changes: Graeme, Gary seconded
    - iii. Motion carried
  - c. AGM update: Jean
    - i. Elks Hall has been reserved for Jan. 23, 2025
    - ii. Conversation about food, wine, door prizes. We discussed serving smaller snacks/treats rather than a meal, wine through a bartender using drink tickets, and fewer door prizes than last year.
    - iii. Conversation about how to track attendance and membership: sign-in table, memberships available to purchase, different colour nametags for members and non-members? This is mainly important for voting as only members can vote.
  - d. MOU with KTS update: Andree
    - i. Unable to attend; tabled for next meeting
  - e. Standing grant application: John
    - i. Unable to attend; tabled for next meeting
8. New Business
- a. Introduction of Operations Manager: Graeme
    - i. Anna was unable to attend, so we will table this for the next meeting
    - ii. Laura D. asked about introducing her to the membership and announcing her hiring more generally. Graeme has asked Anna to write up an introduction that can be shared on the blog, FB, email, etc.
  - b. Privacy policy – Jean
    - i. Jean and John have collected requirements
    - ii. **Action item:** Heather will combine and edit for next meeting

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9. Committee issues & activities of note

- a. Questions or issues arising from Committee Reports

10. Interesting sightings: none

11. Motion to Adjourn

- a. Graeme moved, Laura D. seconded
- b. Motion carried

Meeting adjourned at 8:38pm

**Next Meeting: November 28, 2024, at McKim (chaired by Jen)**

AGM: 23 January (Elks Club)

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