

Kimberley Nature Park Society
Monthly Board Meeting
November 28, 2024
McKim Room 127

Minutes

Present: Laura Duncan, Graeme Donaldson, Sue Cairns, Emma Lucas, Anna Malvin, Jen McConnachie, Jean Terlesky

Regrets: Heather van der Hoop, John Henly, Andree Powers, Ingrid Musser Okholm, Laura McKenzie, Dave Hale

Chair: Jen McConnachie

Minutes recorded by Jean Terlesky

Meeting called to order at 7:03pm. Quorum acknowledged by the Chair

1. Introduction of Anna Malvin - Graeme
Graeme introduced Anna, KNPS Operations Manager, to all present.
2. Adopt minutes of November 7th, 2024, meeting
 - a. Motion to accept: Laura D, seconded by Graeme
 - b. Motion carried
3. Accept the Agenda as presented:
 - a. Motion to accept: Jean, seconded by Laura
 - i. Graeme requests to amend the agenda; add to New Business, "Movie Night" (New Business #9, item c)
 - ii. Jen requests to amend the agenda; add to New Business, discussion regarding members being invited to board meetings. (New Business #9, item d)
 - b. Motion to accept agenda as amended: Graeme, seconded by Emma
 - c. Motion carried
4. Kimberley Trails Society Update – Ryan was unable to attend. Anna reported highlights from a meeting with Ryan.
 - a. Regular trail maintenance has wrapped up for the year, snow grooming will begin soon.
 - b. Discussion on how to manage KNP trails with the KTS.
 - c. Ongoing discussion of creating an MOU with KTS.
5. City Liaison – Sue Cairns
 - a. Time frame for the Long Term Grant application; Pam Walsh said that mid-January would be an appropriate time to present before the council.
 - b. The city has received multiple emails from Dr. Biggi Weischedel regarding brush pile burning in the Nature Park.
 - i. John is referring all correspondence to Will Booth at the City's FD.
 - ii. Council hasn't reached consensus yet about Dr. Biggi's correspondence, nor about burning vs. chipping.
 - iii. The City's website has posted information on pile burning under Wildfire Management.
 - iv. The City gives abundant notice prior to a burn on multiple media platforms to alert those with respiratory issues.
 - v. Discussion: chipping vs burning in various situations, pros & cons
 - c. Need to update what we know about wildfire management for the Management Plan.

d. Sue reported she was very happy to be reappointed liaison to the KNPS, saying it was a pleasure and honour.

6. Financial update – Emma

a. The October financial report was presented at the last meeting. The next financial report will be at the AGM.

b. Thank You correspondence sent from CBT's Wendy Booth thanking and congratulating the society for completing the Non profit Advisors program. She added to contact her if the KNPS needs further support.

c. The Postal strike has preempted checking the PO box for mail.

d. Emma suggested giving board members spending authorization for up to \$50. Discussion ended with the amount increasing to \$75.

e. Question from Anna: "Can the Operations Manager have the same amount for discretionary spending?" Discussion. Emma clarified the board needs to control the procedure for the use of society's funds and that the Treasurer is ultimately responsible. As it stands, a 2 person signature approval is needed for expenses over \$50 for a person not on the board. The use of a debit card would be easier than discretionary funds. Emma will look into setting this up at the bank.

(i) Emma will prepare new reimbursement forms that include the board's \$75 discretionary use of funds and look into a debit card use for Anna.

(ii) Emma will email the new forms and request the board review and provide comments.

(iii) Graeme will resubmit the motion about the \$75 discretionary fund for directors via email.

7. Correspondence/Communications

a. See John's emailed executive report sent 11/25/24.

8. Unfinished business

a. Revised Bylaws approval – Jean (John approves of the latest draft)

i. Motion: To accept KNPS amended Bylaws, as approved by the board. Jean, seconded by Graeme

ii. Motion carried

iii. Regarding the bylaw change of a 2 year term for directors: Should the President and Vice President's terms be offset for continuity? In the past, the office of President has been filled either by volunteering or acclamation. Discussion led to board consensus that an offset strategy isn't required.

iv. Discussion regarding lowering the director's quorum number, the number of regular meetings and virtual meetings. If the society has fewer board members the quorum will have to be lowered. Emma, from the Treasurer's perspective said it is beneficial to have more contact, i.e. meetings. There was some board agreement. Jen would like to investigate virtual meetings for those working out of town.

b. Privacy Policy; discuss trail camera clause – Laura D.

Jen reported Lands BC is satisfied with the matter as long as we adhere to the BC Freedom of Information and Privacy Act. Lisa Cox is okay with camera use on trails in HBV. Laura D. has sent a letter to the City requesting their position, but hasn't heard back. Once correspondence from the City is received, we can revisit the matter.

c. Approval of Procurement Policy – John approves of the latest draft

Graeme reminded the board the policy was passed at the last meeting.

d. Management Plan update - Jen

- i. Jen sent the MP draft to John for review. Once the draft is agreed upon, John will determine next steps and send it to the board for review and discussion.
 - ii. Lands BC will also review the document prior to it being sent to the City. It will then be released to the KNPS website as a working document. The new Plan maintains the essence of the original MP.
 - iii. Once adopted, we will have a strategic working plan that can be used to fundraise.
 - Several appendices need to be updated
 - There isn't a deadline for the documents approval
 - Our new contact at Lands BC is Carol Heck
 - e. AGM update – Anna
 - i. Door prizes, organizing snacks, drink tickets etc. will happen after Christmas
 - ii. Anna will meet with Janice and Jamie to understand what is needed for their presentation.
 - iii. Anna's plan is to create an Instagram account and newsletter through which the AGM will be advertised. Anna will create posters.
 - iv. The AGM notice will be sent out by January 9th, 2025
 - f. MOU with KTS update - Andree
 - i. Anna reported that she is taking this matter over from Andree and at the present is gathering information. Anna clarified that we need a plan for the NPtrails before entering into an agreement with KTS. Once the plan is completed the proposal will go to the board for review, then it will be taken to the KTS.
 - ii. Anna is doing research into trails in protected areas, like the KNP, and will connect with Jen.
 - iii. Jen stated that the urgent part of a trail plan is to understand what is presently needed to maintain existing trails.
 - g. Standing grant application – see John's Executive report
9. New Business
- a. Search for a new Treasurer – Laura (also, see John's exec report)
This item has been tabled until further notice. Emma is looking for a way to stay on as Treasurer. She will speak to Anna and John to explore methods to streamline the job.
 - b. We are scheduled for a December 19th board meeting. Do we need this meeting? Please discuss. (John votes no; we can carry on business by email until the AGM.) The board decided as we've not had December board meetings in the past, we can cancel this December 19th scheduled meeting.
 - c. Movie night - Graeme
 - i. Graeme, John and Anna propose a movie night fundraiser. Films would be based on themes of recreation, education, conservation. Movie Night could also have a presentation and door prizes. Cost estimate is \$900 to set up, rent space and buy refreshments.
 - ii. Revenue estimate is \$2,800 from selling popcorn, t-shirts, maps, beer, stickers and charging \$20/person. Best time would be during the Feb-spring shoulder season, possibly a Thursday night, or tie Movie Night to Round the Mountain.
 - iii. The proposal will be sent, via email, to the whole board and provide 3 date options.
 - iv. Emma may be able to acquire door prizes from the ski hill.
 - d. Board of Directors meeting attendance - Jen
 - i. Discussion around the possibility of virtual meetings to increase directors' participation. Item tabled for greater discussion.
 - ii. Clarification in Societies Act of membership being notified of board meetings. Anna will send out a notice of monthly meetings

10. Operations Manager's report - Anna
 - a. See Anna's report, dated 11/27/24.
 - b. Volunteer spreadsheet: Anna is working towards volunteer management and spreadsheet. Directors need to fill in a monthly sheet to find a better sense of board and committee commitment.
 - c. Anna is meeting with Gary to discuss grants, 11/29/24.
 - d. The City Project and Events grant is due 11/30/24.
 - e. Anna and Graeme have bi-weekly checkins.
11. Committee issues & activities of note
 - a. Questions or issues arising from Committee Reports
Emma suggested credit accounts be set up with local businesses for basic supplies to make it easier for the Operations Manager and committees, directors needing items.
Emma will look into this and report back.
12. Interesting sightings: None reported in the area.
13. Motion to Adjourn - Jen
Seeing as there is no further business to come before the board, this meeting is adjourned.
Meeting adjourned at 8:57pm.

Next Meeting: Annual General Meeting, 7pm, Thursday, January 23, 2025, at Kimberley Elks Club

Next regular board meeting: 7pm, Thursday, February 27, 2025, at McKim.