# AND DISTRICT

# **KDCFS MEETING MINUTES**

# for the November 21, 2018 Regular Board Meeting

MISSION STATEMENT: The Kaslo and District Community Forest Society (KDCFS) will manage the diversity of values of the Community Forest in an ecologically responsible and fiscally accountable manner on behalf of the people of Kaslo and Area D.

Call meeting to order at 6:30 PM.

Attendees: Steve Anderson (Chair); Steve Fawcett (Secretary); Tara Clapp (Treasurer); Robin Mercy, Marie-Ange Fournier-Beck, Neil Johnson (Directors); Jeff Reyden, Sabrina Mutterer (Management Team); Carol Brown (Bookkeeper). Absent: Steven Neville, Director.

A new board member was welcomed at the meeting: Neil Johnson, replacing Chris Webster as the new director appointed by RDCK. Guest: Lynn Bandura

## Adoption of the AGENDA

that the Board of Directors adopt the revised Kaslo and District Community Forest Regular Meeting

agenda of November 21, 2018.

Moved to adopt: Steve Fawcett Carried

### **Adoption of Minutes**

that the Board of Directors adopt the Kaslo and District Community Forest Regular Meeting minutes of

October 17, 2018.

Moved to adopt: Robin Mercy Carried

## **Treasurer Report**

Receive Treasurer Report. Treasurer reported that our bookkeeping requires alignment with the terminology and content of our new Financial Policies. This work will extend into the spring of 2019. We will also clarify definition of accounting terminology used in our traditional Notice to Public financial statements with our Accountant.

Motion to receive: Neil Johnson Carried

#### **AGENDA ITEMS**

#### A. Governance

- 1. The Management team conducted a self-audit as a deliverable under the management contract, now nearing the first a three year term. The team refered to a work plan for the audit, which formed part of the original proposal and was appended to the contract. The work plan contains measurable 1 year and 5 year goals. Management reported the first-year goals met or near complete, with 21,387m3 harvested and silviculture obligations in good standing. A number of additional projects had been taken on as well. The five-year goals will likely see revision with the completion of the Business Plan in late spring of 2019. The contract also encourages Board feedback to management.
- 2. Scheduling the upcoming AGM (appended item).

Motion: that the AGM for KDCFS be held on April 10, 2019. Moved: Steve Fawcett Carried

#### B. Manager's Report

Questions and Clarifications

Motion to adopt report

Moved: Marie-Ange Fournier-Beck Carried

#### **Management Recommendations**

- 1. that the Board discuss the need to assemble a Personnel Committee for the purpose of an interim year-end management review.
  - > The Personnel Committee will convene: Stephen Neville, Steve Fawcett, and Neil Johnson
- 2. that the Board discuss the need for a Board Self Evaluation exercise at year end. (template provided).
- 3. that the Board assemble a WIFF planning committee.
- 4. that the Board upgrade the 2018 year-end financial statement from a 'Notice to Public' to a 'Financial Review' Discussion: a Financial Review provides a more detailed analysis of the Societies' financial health to the Board, Members and potential Funders, and is necessary to apply for some of the higher economic development grants. We may use this higher level of financial accounting intermittently to improve transparency. The Financial Review raises our accounting cost from \$3,000 to \$6,000 when used. Motion; that we contract a Financial Review for the 2018 year-end financial statements.

Moved: Tara Clapp Carried

- 5. that the Board confirm scheduling of the regular Dec.19 Board Meeting.
  - Motion: that we move the next board meeting from December 19<sup>th</sup> to December 12<sup>th</sup>.

Moved: Steve Fawcett Carried

#### C. Items for Board Discussion

1. Recreation Planning Update (Steve A.)

- Recreation groups are meeting with local government to explore the existing regulatory framework and assistance with a Regional level Recreation Master Plan. There is an inherent lack of provincial policy that governs integrated recreational planning.
- 2. WIFF 2019 planning committee.
  - a coordinator position will be advertised to organize WIFF 2019. Steve Anderson will design an expression of interest advertisement for the Pennywise before Christmas. He suggested that KDCFS raise the grant to organize WIFF from \$3,000 to \$4,000.

Motion: that we raise our WIFF grant from \$3,000 to \$4,000.

Moved: Tara Clapp Carried

- 3. Board Self Evaluation Exercise at year end.
  - > Assigned to the Governance Committee: Steve Fawcett, Tara Clapp, and Robin Mercy
- 4. 2019 Annual Budget (*appended item*). Director request to discuss a draft budget at the December 12 board meeting.

#### D. Community Comments

Lynn Bandura reiterated that garbage cleanup is NOT the responsibility of KDCFS; that it is not our mandate; and that it takes funds away from other worthwhile objectives of KDCFS. Advertising our clean-up makes us responsible. We should make it clear that this was a one-time task taken on by KDCFS as a service to the community. Lynn suggested that we could go one step further and ask people to report illegal dumping to RAAP. There ought to be a reward put forward for information leading to the arrest and conviction of persons responsible for illegal dumping. Lynn also requested to have her name removed from the Director's Facebook post for which she received an apology from the Board.

#### E. In-Camera

No items

Meeting adjourned at 8:25 p.m.