



KDCFS MEETING MINUTES

for September 19, 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); Chris Webster, Stephen Neville, Robin Mercy (Directors); Jeff Reyden, Sabrina Mutterer (Management Team); Carol Brown (Bookkeeper). Absent: Tara Clapp (Treasurer); Marie-Ange Fournier-Beck, (Director), Ross Lake (Vice-Chair).

Adoption of the AGENDA

that the Board of Directors adopt the Kaslo and District Community Forest Regular Meeting agenda of September 19, 2018. Adopted

Moved: Steve Anderson Carried

Adoption of Minutes

that the Board of Directors adopt the Kaslo and District Community Forest Regular Meeting minutes of August 7, 2018.

Moved: Chris Webster Carried

Treasurer Report

Receive Treasurer Report (*C. Brown for absent Treasurer*)

Moved: Chris Webster Carried

AGENDA ITEMS

A. Governance

1. Review: KDCFS Annual Financial Statement – proposed changes to accounting

Presentation – Carol Brown (Bookkeeper) by request of Team Management :

- review of accounting services and level of annual financial statement

Discussion to switch accounting firm to Berg Lehmann of Nelson.

Motion: that KDCFS switch accountants to Berg Lehmann.

Moved: Chris Webster Carried

Of three conventional levels of annual accounting: Notice to Public (~\$3,000), Financial Review (~\$6,000) and Financial Audit (~\$15,000+) we traditionally purchase a “Notice to Public” statement. A Financial Review provides a deeper level of accountability and may improve our access to grants. A decision was deferred until bookkeeping can report back what level of annual statement other non-profit forest societies are using.

Motion: to defer decision until more information is received.

Moved: Chris Webster Carried

2. Director Ross Lake Resignation and appointment of new Vice Chair

Director Lake term: 2 years ending in 2020. Director Lake's resignation as director and Vice Chair was regrettably received. A card will be sent thanking Ross Lake for his invaluable and dedicated contributions to the Society. The Chair encouraged Directors to petition community members to fill the two vacant Board positions until the 2019 AGM. Stephen Neville volunteered and was accepted for the position of Vice Chair by acclamation.

B. Manager's Report: Questions and Answers

Questions and Clarifications

C. Management Recommendations - Items Requiring Decision Making

1. to accept the Investment and Legacy Fund Policies as presented by the Finance Committee.
2. to not change the level of our annual financial statement to a "Financial Review" at this time, since no more intakes for this particular grant are offered for 2018 or 2019. However, management will investigate what KDCFS goals the grant may support prior to the end of 2019. .
3. we support Carol Brown's recommendation to work with an accounting firm specialized towards non-profit organizations.
4. to remove the Community Advisory Committee Policy from the Policy binder (outdated). There has been no such committee since 2013.

D. Committee Reports

1. Revision of Investment / Legacy Fund Policy - *Director S. Fawcett presented Legacy fund guidelines for each investment vehicle.*

Motion: that the new Investment Policy is adopted as presented.

Moved: Steve Fawcett Carried

Motion: that the Legacy Fund Policy is adopted as presented.

Moved: Steve Fawcett Carried

2. KDCFS Information Disposition Policy – *presented by Director S. Fawcett*

Motion: that the Information Disposition Policy is adopted as presented.

Moved: Steve Fawcett Carried

E. Items for Board Discussion

1. NPA [Non-profit advisors program - CBT]: Review and proposed steps forward - *Director T Clapp absent. Read and presented by Director S. Fawcett.*

Two choices to utilize CBT assistance were identified:

- Board Governance Workshop. Suggested retreat with a facilitator to improve Board governance skills.
- Business Planning. Hire of a professional advisor to assist management with the completion of a Business Plan

Motion: that CBT funding for the Business plan option is pursued

Moved: Steve Fawcett Carried

2. Director's monthly meeting recap / Blog on Facebook to cultivate community interest for current affairs. Steve Anderson and Steve Fawcett volunteer to take on the task.
3. BC Parks Stewardship Agreement: BC Parks inquiry in continued Earl Grey Trail maintenance.

Motion: : that management request BC Parks to remove this clause from the Stewardship Agreement to relieve KDCFS of our obligation.

Moved: Chris Webster Carried

4. September 29th Community Field Tour / National Forest Week celebrations. Management will guide a tour of CP40 up 7 Mile Creek with the assistance of available directors.

F. Community Comments

No community members present

G. In-Camera

No items

Meeting adjourned at 8:35 p.m.

Adopted at the October 17 Board Meeting