

Minutes CLRSS Board of Directors and interested CLRSS members

Monday, November 6th, 2017

6:30 p.m. at the Country Grocer Meeting Room, Lake Cowichan

In attendance: Board members: Jean Atkinson, Judy Brayden, Rosemary Danaher, Diana Gunderson, Parker Jefferson, Mike Patrick, Heather Pritchard, Maureen Quested and Leroy Van Wieren. CLRSS members: Lois Atchison, Christine Brophy, Rodger Hunter, Lyndon Keeping, Lyle Kuchmak, Ian Morrison, Peter Noble and Katherine Stringer

Guests: Tom Rutherford CWB, Joy Wade of Fundy Aqua Services

Absent with regrets: Ken Traynor, George DeLure

The CLRSS Board welcomes the opportunity to meet and to involve the membership in the society's decision-making process. Therefore, all members and community are welcome to attend and to participate in the meeting discussion. While all opinions may influence decision-making, only Board members may move/second or vote on motions.

Time	Item	Actions (What, By Whom and When)
6:30	Adoption of the agenda: RMS Rosemary Danaher/Dian Gunderson that the agenda be adopted as amended. CARRIED	
	Introductions of members with reminder about our meeting conduct guideline. Using the Fourfold Way we: <ul style="list-style-type: none"> • respect each other by having just one speaker at a time • expect people to speak from the heart with passion • expect people to show up to solve problems <i>and</i> • expect people to speak without blame. 	
	Adoption of the minutes: (attached with this agenda package) RMS Judy Brayden/Leroy Van Wieren that the minutes of October 2 nd , 2017 CLRSS meeting be accepted as printed. CARRIED	
	<i>The agenda order has been altered for this meeting in the hope that important Old and New Business items may be given priority. Feedback on the changes welcome.</i>	
6:40	Guest speaker Joy Wade of Fundy Aqua Services (see Appendix 1) - Vancouver Lamprey. Joy showed members the lamprey trap and suggested that any and all members are welcome to help capture and count lamprey. Several creeks were identified and several people volunteered to contact Joy at joywadefundyaqua@gmail.com or Joy Wade Fundy Aqua Services cell: (250) 713-4248 office: (250) 468-1585 to register and to arrange to collect the necessary equipment.	
7:00	Business Arising from the Minutes and Old Business: 1. Lakeview property update - Diana Gunderson reported that to this date CLECC had heard noting further from the LCFN representative.	

	<p>2. Shaw Creek update – Leroy Van Wieren that there had been no further news about this development.</p> <p>3. CLRSS Annual Calendar – Judy distributed the updated calendar. She outlined the change to the date of the Annual General Meeting; this year we will convene the AGM in June to allow the Membership Committee time to register more members before this important meeting.</p> <p>4. CLRSS Strategic Planning Review is open to all Board members and will take place from 2:30 -4:30 on Monday, December 4, at Jake’s at the Lake; Heather Pritchard will convene this meeting and will ensure that those who are unable to attend, will have an opportunity to send their input to her before the event.</p>	
<p>Agenda order change to accommodate Christine Brophy</p>	<p>C. Land Stewardship: a.) CSSP – Christine Brophy reviewed the work to date.</p> <p>See attached report from Craig Wightman – 2017 Update on the Program</p> <p>See Appendix 4 below – Role of the CSSP Liaison REVISED</p> <p>RMS Jean Atkinson/Rosemary Danaher that the Liaison roles as presented by Diana Gunderson be accepted as printed. CARRIED</p> <p>RMS Judy Brayden/Maureen Quested that all homeowners who participate in the CSSP, be required to become CLRSS members in the year in which the work is undertaken. CARRIED with 1 abstention.</p>	
7:15	<p>5. Treasurer’s Report (see Appendix 2 below) RMS Rosemary Danaher/Diana Gunderson that the treasurer’s report be adopted as printed. CARRIED</p>	
	<p>6. Correspondence Received – None</p>	
	<p>7. Fundraising Report – Fall Fundraiser: Beer 'n Burger Night: The revenue was \$5073.04; the expenses were \$1031.04; the profit was \$4042.00. We also realized \$500 from the sale of a quilt donated by Chris Crampton, Honeymoon Bay Market vendor.</p> <p>In addition, \$3000 is in the Gerald Thom Environmental Studies Bursary fund at Lake Cowichan School.</p> <p>Comments:</p> <ul style="list-style-type: none"> - The committee (Judy, Lois & Maureen) was pleased with the success of the fundraiser at Jake's. Ticket sales, auction revenue and donations all exceeded our expectations. Recommend 2 - 3 years before repeating such event. - Mike & Carrol Patrick's efforts in helping with ticket sales, donations to auction items & decorating skills were very much appreciated. - Rosemary wrote notes of thanks to the four lake and river trip donors and to Liz at Jake's at the Lake. - Letters of thanks are also being sent to individual and business donors: Gord's Tackle Box; Heads or Nails Salon & Spa; Lake Cowichan Chiropractic; Curves - Lake Cowichan; Blue Grouse Winery; Averill Creek Winery; Cowichan Candles and Essentials; Mother Earth Herbs & Gifts. 	

	- Thank you to Bee Greenway and Rosemary Danaher for their ideas, donations and comments and observations on the event. We have incorporated the suggestions made into our notes for future events.	
	8. Retail Sales Report – Rosemary Danaher reported that we had sold 1 T-shirt in the month.	
	9. Thank you cards - Rosemary Danaher reported that she had sent a card to Liz Stewart at Jake’s at the Lake, as thanks for her support for the recent CLRSS Beer N Burger Night.	
	<p>10. Strategic Plan Committee Reports - Due to length of meeting agenda, Nil reports may be recorded.</p> <p>A. Regional Meetings:</p> <p>a.) Stewardship Roundtable – Parker Jefferson referred to the presentation from the CWB on the recent reclamation of Stoltz Bluffs.</p> <p>b.) Cowichan Watershed Board - Tom Rutherford shared his PowerPoint on the Stoltz Bluffs restoration.</p> <p>B. Community Involvement:</p> <p>a) Education and Communications Committee – Leroy Van Wieren – NIL report</p> <p>b.) Membership - Mike Patrick reported that he had been approached by Craig Wightman of BCCF about hosting a late-year membership drive; after discussion, it was agreed not to mount a formal drive at this time but instead to continue to encourage members to join through our personal networks – 3 members signed up at this meeting. We need 13 more members to meet the threshold of 100. Everyone at the meeting pledged to personally recruit more new members. This decision was made because we will be mounting major membership drives in the spring, and members felt that having another drive now would consume too many of our volunteer resources. Our membership year ends in March and we plan to have two major drives soon after that in preparation for our AGM in June. Where appropriate, we will incorporate Craig’s great ideas for generating interest. In the meantime, Mike will keep Craig informed of the membership count.</p> <p>c.) Website – Mike Patrick - NIL report</p> <p>D. Water Stewardship:</p> <p>a.) Water monitoring – Lyle Kuchmak reported that the program has ceased for the season.</p> <p>b.) Stream signage – Lyle Kuchmak – NIL report</p> <p>RMS Mike Patrick/Diana Gunderson that the above reports be adopted as presented. CARRIED</p>	
	<p>New Business:</p> <p>11. Support for a Lake Cowichan School weather station – Leroy Van Wieren lead the discussion about purchasing a weather station for the students at LCS, feeling that this would be a helpful addition to the school’s inventory.</p>	<i>Leroy Van Wieren will contact the school and bring a recommendation</i>

	<p>RMS Diana Gunderson/Rosemary Danaher that CLRSS investigate the feasibility and need for a donation of an electronic weather station (of up to \$500 in value) to Lake Cowichan School. CARRIED</p> <p>12. CLRSS Christmas Party – Mike and Carrol Patrick have generously agreed to host the CLRSS 2017 Christmas Party on Sunday, December 10th. The carrying capacity of their home is 30. Judy Brayden and Leroy Van Wieren agreed to generate a list of invitees, to include current Board members, past Board members and those members who contribute their time as committee members. Maureen Qusted kindly offered to host a summer CLRSS party that would be designed to accommodate more of the general membership of the society. With thanks to both Mike and Maureen.</p>	<p><i>back to the Board asap.</i></p> <p><i>Judy and Leroy will compose this asap.</i></p>
8:35	RMS Rosemary Danaher that the meeting be adjourned at 8:35	
	<p>Important dates:</p> <ul style="list-style-type: none"> • CLRSS Executive Meeting – Monday, December 4 at 2:30 -4:30 at Jake’s at the Lake – facilitated by Vice President, Heather Pritchard • CLRSS Board Meeting - Monday, December 4th, 6:30 at the Country Grocer meeting room, Lake Cowichan • CLRSS Christmas Party – Sunday, December 10th, by invitation only. <p>NOTE: We are unable to use the Country Grocer Meeting Room for our February 2018 Board meeting. We will have to make alternative arrangements.</p>	

APPENDIX 2 - Treasurer's Report as at Nov 2, 2017					
			CASH	Cheques/	Available
			in Bank	Transfers	Cash
CLRSS General Account			8,224.95	356.09	
to be deposited			0		
			7,868.86		
Earmarked funds General Account					
	for salmon fry rescue		1,934.21		
					\$5,934.65
CSSP Account					\$2,679.51
Total Cash Available for CLRSS Activities from both Accounts					\$8,614.16
Bursary Account Total					\$3,850.67

**Comments: \$1683.50.(25% of recent fundraising) transferred to the Bursary Fund this month.
Profit over costs for beer & burger night was \$4000.**

CLRSS 2017/18 Financial Report Budget to Actual Nov/17

Cash	Position	\$10,548.37			
		Budget		Actual	
CODE	Category	Revenue	Expenses	Revenue	Expenses
4100	Memberships	1000		1238	
4110	Donations	2500		3192.3	
4200	Sales	1000		535	
4460	Misc. Revenue	2000		6734.77	
		6500	4965	11,700.07	5,873.09
5270	Signs		500		0
5300	Supplies		200		24.54
5610	Accounting		100		100
5625	BCLSS		50		0
5630	Society Fees		35		30
5640	Printing Costs		700		234.33
5650	Purchase for Sales		800		422.98
5685	Insurance		600		816.93
5690	Bank Charges		30		11
5700	Office Expenses		550		155.57
5730	Courses & Mtgs		300		141.02
5735	CSSP Activities		1000		192.37

5740	Misc. other		100		2060.85
	Scholarship Fund				1,683.50

Appendix 4 – Role of the CLRSS/CSSP LIAISON

(2017-18) Diana Gunderson and 2 Alternates – Jean Atkinson and Leroy Van Wieren

The Liaison will:

- Communicate with BCCF on behalf of CLRSS;
- Attend at least 2 formal meetings with BCCF – one before and one after the Summer Planting Season (June/September);
- Be in receipt of the property restoration schedule including complete contact information (full names, addresses, phone numbers, email etc.) *before* the work begins;
- Be included in discussions regarding problems/issues as they arise;
- Communicate regularly with the Project Manager (specifically before every Board meeting);
- Ensure the regular attendance of CSSP Project Manager and/or the submission of a written report at each Board meeting. The report should include a summary of restoration progress for the month, an update on funding applications and reporting, and requests for data/information required from CLRSS.
- Monitor the property selection so that at least 50% of the properties involved in the annual restoration be private, residential properties.