# Meeting Minutes: CSISS Board of Directors Conference Call

December 10th 2013 Chair: Hamish Kassa Note-taker: Natalie Stafl

**Participants:**

**Hamish Kassa** Chair, CSISS Columbia Shuswap Regional District

**Joyce deBoer** Treasurer, CSISS Wildsight Golden

**Catherine MacRae** Board of Directors, CSISS MFLNRO

**John McCloud** Board of Directors, CSISS Shuswap Agricultural Strategy Group

**Bryan Chruszcz** Board of Directors, CSISS Parks Canada

**David Rooney** Board of Directors, CSISS Illecillewaet Greenbelt Society

**Margaret Gibson** Board of Directors, CSISS Independent Biologist

**Doug Adama** Board of Directors, CSISS Independent consultant

**Adam Croxall** Board of Directors, CSISS BC Hydro

**Juliet Craig** Contractor, CSISS Silverwing Ecological Consulting

**Natalie Stafl** Coordinator, CSISS

**Regrets:**

Chris Cochran Vice-Chair, CSISS Town of Golden

Darren Komonski Board of Directors, CSISS City of Revelstoke

Brad Ackerman Board of Directors, CSISS City of Salmon Arm

Adopt agenda (Agenda adopted at 9:05 am)

1. Welcome (Hamish)
2. Adopt October 24th, 2013 Board meeting minutes

Joyce deBoer moved to adopt October 24th meeting minutes. John McCloud seconded the motion.

1. Elect Board Members to Executive positions:
   1. Secretary

Hamish Kassa nominated Margaret Gibson to be CSISS secretary. Joyce deBoer seconded the motion. Margaret Gibson acclaimed CSISS secretary.

1. CSISS committee updates
   1. Financial committee

No finance committee updates.

* 1. Community involvement committee

Margaret Gibson interested in joining the Community Involvement Committee. We are still searching for a representative from Golden to sit on this committee.

1. CSISS updates (Natalie)
   1. Budget update

CSISS has $54,666.95 remaining in the CSISS bank account. There is about $3,000 left to spend from the CBT grant before December 31st. The book-keeper should have CSISS finances sort by the mid to late December.

* 1. Avoiding Legal pitfalls of non-profits workshop

Natalie attended this workshop on behalf of CSISS and it was recommended to develop a privacy policy to protect the identity of CSISS members and landowners pertaining to noxious weed activities.

**ACTION: Natalie to draft a Privacy Policy and distribute it to the CSISS Board.**

* 1. End of year reporting
     1. CBT (December 31st)

Natalie has attached the CBT reporting form for the Board to review.

**ACTION: Board members can send comments regarding report to Natalie before December 31st.**

* + 1. MFLNRO (March 1st)
    2. MOTI (March 1st)
    3. CSRD
       1. Annual report (December 31st)
       2. Statement of Revenue and Expenditure (January 31st)

Natalie is currently working on CSISS 2013 Annual report which can be distributed to all funding agencies.

**ACTION: Once finished, Natalie will circulate the report to the Board for comment.**

* 1. ISCBC Annual Forum (Jan 20-23)

Natalie sought Board permission to attend ISCBC Annual forum. Catherine MacRae moved the motion to approve that the CSISS Coordinator attends the annual forum. Hamish Kassa seconded the motion.

**ACTION: Natalie to look into carpooling and room sharing options and send cost estimates to CSISS finance committee.**

1. Discuss/ Accept CSISS Operational Plan (Juliet)

Small adjustments were brought up to amend the Operational plan. David Rooney moved a motion to adopt the content of the Operational Plan pending the above adjustments. Bryan Chruszcz seconded the motion.

1. Discuss/ Accept CSISS Directors Expense policy (Natalie)

It was agreed that childcare costs may be included on the Directors Expense Policy subject to approval from the CSISS finance Committee.

**ACTION: Natalie to adjust the policy to include childcare cost reimbursement and re-send the policy to the Board for approval at next Board meeting.**

1. Update on Parks Canada’s initiative to collaborate on IAPP database

Bryan Chruszcz reported that Parks Canada is currently working on a data sharing agreement with the provincial government and IAPP host to consolidate their records with the provincial database.

1. Select date for next meeting

The next meeting will be held during the week of February 10-14th, 2014.

**ACTION: Natalie to send out doodle poll to choose a date based on directors’ availability.**

Meeting adjourned at 9:49.

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