# Draft Agenda for CSISS Board of Directors Conference Call

February 13th 2014, 3:00-4:30 pm PST

Chair: Hamish

Note taker: Natalie

**Participants:**

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

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

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

**Percy Woods**  Alternate for Bryan C. Parks Canada

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

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

**Juliet Craig** Consultant, 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

Adam Croxall Board of Directors, CSISS BC Hydro

Brad Ackerman Board of Directors, CSISS City of Salmon Arm

Joyce deBoerTreasurer, CSISS Wildsight Golden

Doug Adama Board of Directors, CSISS Independent consultant

Bryan Chruszcz Board of Directors, CSISS Parks Canada

Adopt agenda

1. Welcome (Hamish)
2. Adopt December 10th, 2013 Board meeting minutes

Margaret Gibson moved to accept December 10th, 2013 Board meeting minutes. John McLeod seconded the motion.

1. CSISS updates (Natalie)
   1. Budget update

CSISS Financial report from 2013 from the bookkeeper was circulated. No questions or concerns voiced from Board members. CSISS currently has $47,732.99 in the bank.

* 1. Funding updates
     1. CBT

CSISS received $25,000 from the CBT for education and awareness initiatives with the Columbia Basin for the 2014 operational season.

* + 1. MFLNRO

MFLNRO coordination and awareness grant application for 2014 is due March 1st, 2014. It may be possible to submit for operational funding for targeted invasive plant surveys. CSISS 2013 annual report to MFLNRO is due March 15th.

**ACTION: Natalie to draft application and touch base with Catherine regarding Coordination & Awareness grant as well as Operational funding for inventories.**

* + 1. MOTI

CSISS annual report & invoice from 2013 is due to MOTI on March 15th. Natalie will be submitting a funding request for inventory funding for 2014.

* + 1. Mileage

The CBT grant reimburses mileage up to $0.52/ km while the current coordinator contract reimburses mileage up to $0.53/km. To make accounting more straightforward Natalie suggested standardizing CSISS mileage reimbursement at $0.52/ km. Hamish Kassa made a motion to change all CSISS mileage reimbursement to $0.52/km. Catherine MacRae seconded the motion.

* + 1. Assistant (Summer 2014)

The CBT fund included a section for the contractual position of assistant for CSISS operations. The Board was in favour of exploring this idea for the best interest and continuity of CSISS.

**ACTION: Juliet to send Natalie an example of a summer assistant contract.**

**ACTION: Natalie to draft terms of assistant contract and send potential candidates for the Board’s review.**

* + 1. Dropbox- upgrade to get more space & back-up

The CSISS file sharing and back up program, dropbox, has reached capacity. Natalie recommended to the Board that they increase the storage capacity of the CSISS dropbox by purchasing additional data storage at $100 per year. The Board was in favour of increasing capacity of the CSISS dropbox.

**ACTION: Natalie to purchase additional storage space for CSISS.**

* 1. ISCBC Annual Forum (Jan 21-23)

Hamish & Natalie reported on the usefulness of the ISCBC forum which they and Juliet attended last month. Hamish recommends that CSISS sends their coordinator to attend next year as well for professional development and networking opportunities.

1. Follow up action items (Natalie)
   1. Privacy Policy

Natalie will attend a free Columbia Basin Event this spring to help develop a privacy policy for CSISS.

* 1. Golden representative on Community Engagement Committee

No further suggestions were made so this will be carried over to the next Board meeting.

1. Review CSISS Coordinator Workplan 2014

It was suggested that each work plan item be linked to a funding agency. David Rooney suggested that schools and teachers should be contacted sooner for booking presentations and given the opportunity to participate in weed pulls (March/ April). A target/ outcome column should be added to each workplan item to make the document more specific.

**ACTION: Natalie to update work plan with these and any other suggestions and re-circulate to the Board.**

* 1. Approximate date for IAPP workshop?

Parks Canada staff will start near the end of June. It is unknown when the Wildsight Weed Crew or municipal park staff will be hired and ready for training. Once a date it set, it will be widely circulated to all members on the CSISS list-serve and open for anyone’s attendance.

**ACTION: Natalie to get in contact with Laura from IAPP and check availability for workshop delivery in late June or early July.**

* 1. Wildsight weed group training?

Item postponed to next Board meeting when Joyce or Chris are available to comment.

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

The document was revised to cover the cost of childcare for Board members when participating in CSISS activities on approval of the finance committee. David Rooney made a motion to accept the revised Director’s Expense Policy and Margaret Gibson seconded the motion.

Select date for next meeting

The next meeting will occur the week of March 10th to the 14th. The meeting times will be earlier in the day to make it more inclusive.

**ACTION: Natalie to send out a doodle poll to determine availability.**

Meeting adjourned at 3:50 PST.

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