

**AKBLG EXECUTIVE MEETING
MINUTES**

**8:00 am PST Continental Breakfast in meeting room Kirkup
8:30 am Meeting, Monday, April 3, 2017
Prestige Mountain Resort, Rossland, BC**

Call to order at 8:30 am PST by Vice-President Rob Gay

Present:

Vice President Rob Gay – Chair RDEK
Director Jason Clarke – Mayor Silverton
Director Ron Popoff – Councillor Cranbrook
Director Garry Jackman – Director RDCK
Director Marguerite Rotvold – Councillor of Midway
Director Roly Russell – Director RDKB
Director Ange Qualizza – Councillor Fernie
Carolyn Maher – Executive Director

Regrets:

President Debra Kozak – Mayor Nelson
Director Clara Reinhardt – Mayor Radium
Jon Wilsgard – Parliamentarian

I. Approval of Draft Agenda

No amendments

II. Approval of Minutes from January 14, 2017 (att. 2)

Moved by Director Jackman, Seconded by Director Clarke

CARRIED

III. Rossland Convention Committee Report

a) 8:30 am – 9:30 am Mayor Kathy Moore and Coordinator Ann Damude attended and reported:
Thank you to the Executive for choosing Rossland to host this year's Convention and AGM.

- Miners hall is still under renovation; Gala Banquet confirmed at the Prestige.
- Trade show will be in the lobby with 13-14 trade show booths. More could have been booked but there isn't enough space to accommodate more.
- Sponsors of specific presentations are given 3-5 minutes to introduce.
- CBT considered overall convention sponsor.
- On budget to date. Sponsorships received is a bit over budget and current registrations are a bit under budget. Registration closes April 14th.
- Media can come to the convention without any meal privileges.
- Thoughtexchange is an electronic evaluation platform having immediate visual results. They will be presenting a Convention evaluation to the membership on Friday.
- May 10 is the Convention Committee meeting to review evaluations.
- Discussion of funding restrictions within councils to send all elected officials to Convention. Policy Committee to formulate recommendations for policy. BF

- b) 2018 Convention Committee – Fernie April 18-20, 2018
On Friday morning of Convention, the Fernie Convention Committee has 10 minutes to present and welcome delegates to the 2018 event.
- c) 2018 Convention Policy amendments
The Rossland Convention Committee is providing experience to potential amendments. The draft policy was presented to the Executive for further recommendations. BF for further review.
Three Executive will be included on the Convention Committee in Fernie.
- d) Nominations for Executive positions (att. 3)
VP Rob Gay is nominated for President
Directors Garry Jackman and Roly Russell are both nominated for VP
Directors at Large are nominated as follows:
Jason Clarke, Ange Qualizza, Clara Reinhardt, Marguerite Rotvold
Further Nominations will be called from the floor of the Convention.
- e) Life Members update
Norm MacDonald has not yet RSVP'd. VP Gay will confirm his attendance.

IV. Executive Director Report (att. 4)

Report accepted as submitted

Moved by Director Jackman and seconded by Director Popoff

CARRIED

V. Approval of Financials

- a) Year end Financial Statements 2016 (att. 5)

Prepared by Cranbrook accountant Shawna Elliott, CPA,CGA,BGC,DEd

Moved by Director Rotvold, seconded by Director Clarke to accept the 2016 Financial Statements

CARRIED

- b) 2017 Budget (att. 6)

Moved by Director Clarke, Seconded by Director Russell, to move \$5,810 of the Rural Caucus Levy from Restricted Funds to General Revenues.

CARRIED

- c) Multi-year Sponsorship Revenue

Discussion of sponsorship revenues for Convention as well as certain sponsorships being directly earmarked for supporting the business of the Association; The latter being a budget line item that has been inactive.

Moved by Director Jackman, seconded by Director Rotvold

That when receiving financial contributions from sponsors that a letter of agreement defines the expectations of how AKBLG will use the funds.

CARRIED

- d) CRTLGC Restricted Funds re-allocation

CRTLGC funds have been moved from General Revenues to Restricted Funds. The fiscal year-end for CRTLGC is March 31, 2017.

- e) AKBLG Resolution for Membership Dues Increase (att. 7)

Membership dues calculation discussed and an annual increase recommended.

*Moved by Director Jackman and Seconded by Director Qualizza
That the annual total requisition for membership fees be increased by 2% each year, 2018 through
2023 inclusively.*

CARRIED

This motion will be brought forward to the membership during the finance portion of the Business Meeting Agenda for the AGM.

- f) Executive reimbursement of mileage for committee meetings, ie, Convention Committee to Rossland – No reimbursements. Meetings offered by teleconference.
- g) Executive Director 2017 contract update – VP Gay
Schedule B is still in discussion as a fluidly moving document due to ongoing transition of Convention responsibilities.

*Moved by Director Russell and seconded by Director Qualizza
To defer the conversation to the next Executive meeting with an in-camera discussion.*

CARRIED

VI. Communications – Outgoing

- a) n/a

VII. Communications – Incoming

- a) Healthy Forests – Healthy Communities – Sponsorship request (att. 8)

Moved by Director Qualizza, Seconded by Director Russell

To respond that it is not the mandate of the AKBLG to support sponsorship requests.

CARRIED

- b) Regional Alliance for Rural Health – Status – Director Jackman represent AKBLG? (att. 9)

Moved by Director Russell, Seconded by Director Qualizza that a letter be written to Betty Brown of the Alliance recommending that Director Garry Jackman represent the AKBLG on the Alliance. Include notice that AKBLG is not responsible for reimbursing mileage for this representation.

CARRIED

- c) LGLA Leadership Forum attendance – Director Russell provided report

- d) NCLGA attendance – Director Clarke to attend – at no cost to the AKBLG

VIII. New Business

- a) Future Convention Hosts – MOU and Hosting Bid Package

The MOU for Convention Hosts is in draft and amendments are still being considered. The Rossland Convention Committee is providing insight. BF for further review following this year's Convention.

- b) Kootenay Booth – Audrey Repin, Community Relations Columbia Power (att. 10)

Audrey presented to the Executive. Columbia Power is sourcing for an organization to take-over managing the Kootenay Booth. BF to next Exec mtg.

- c) Drop box usage for policies and Executive documents

Discussion of the need to not only secure information but to also build on succession planning for both the Executive and staffing. Director Clarke will research costs for a business Drop box.

- d) Website
Discussion of contracting for the website to be redesigned. Director Clarke to research options and acquire quotes. BF
- e) Community Awards
Discussion of requesting the membership to forward names and awards throughout the year. BF

IX. Unfinished Business

- a) Resolutions Committee Report
16 Resolutions were received by the deadline. All were endorsed by the Resolutions Committee. A 17th Resolution was received past the deadline. Since it is not emergent, it will be placed on the list of 2018 Resolutions.
Voting delegates will be provided with clickers.

Moved by Director Russell, Seconded by Director Popoff to approve the recommendations of the Resolution Committee.

CARRIED

- b) Policy Development/Review/Amendments
 - a) Constitution Committee – Societies Act transition 60 days prior to 2018 AGM BF
 - b) Membership – Dual Membership Policy – Valemount is considered full membership.
- c) CRTLGC – Interim and Final Report provided by Cindy Pearce, ED – year end Mar 31/17 (att. 11-14) *Moved by Director Rotvold, Seconded by Director Clarke to accept reports*

CARRIED

Moved by Director Russell, Seconded by Director Clarke, to defer the discussion of CRTLGC until the next Executive meeting when President Kozak, Chair of the CRTLGC can participate.

CARRIED

- X. **Strategic Plan** – Review of progress and workplan
CBT Non-profit Advisory program is available to non-profits for consultation.

- XI. **President Report** – President Kozak

- XII. **Good and Welfare** – All

- XIII. **Next Executive Meeting Dates**

- Tuesday, April 25th 6:00 pm PST Rossland Convention Committee hosting dinner in the Prestige Resort Hotel Café.
- Tuesday, April 25th 7:00 pm PST Executive meeting in the Prestige Resort Hotel Café.
- Friday, April 28th 12:00 pm PST April 28, 2017 Rossland Prestige (location tbd onsite)
- Saturday, June 10th 9:00 am local time in Creston
- Wednesday, Sept 27th during UBCM (tbd)
- Saturday, Nov 4th 9:00 am local time in Creston
- Thursday, Jan 18th 2:00 pm PST by teleconference
- Mid-March (tbd with Fernie Convention Committee)

- XIV. **Adjournment** – 3:40 pm

III. Rossland Convention Committee Report:

a) Mayor Kathy Moore and Coordinator Ann Damude

- Transportation will be available to and from Prestige.
- Rafters Red Mountain ski hill is being used for the Reception on Wed night. There will be hourly transportation 7:30-10:00 to/from Red Mountain. There will be mobility issues at Red Mountain with the Reception being on the second floor.
- Parking at the Prestige is very limited on the street and around the hotel. Carpooling is encouraged.
- Two councillors will be doing MC work. Mayor Moore to introduce Teck as a member of the Rossland business community. President Kozak to thank CBT as only Diamond Level Sponsor.
- For the business meeting – Resolutions can be listened to by voting and non-voting(staff) registrants. Discussion of AKBLG needing to have some language to control the audience in the room during resolution business. Who comes in and out of the room can/cannot be policed. Resolutions are a public access forum and lobbying is part of the political arena. UBCM allows media into the resolutions debate.
- Ann Damude advises that her staff time is 40-50 hours a week since January through to early May.
- In-kind for Rossland staff hours is approx. \$5,000.
- Grand Forks has limited their budget for elected officials attending. Individuals who have put forward a resolution cannot attend as they do not have their registration paid for by their council. Discussion of them attending to speak to the resolution. Director Clarke has an 'Idea Garden' around this issue for policy consideration. There will be follow up with Grand Forks.

b) 2018 Fernie Convention Committee

- Have wine sampling (or something else?) in the Trade Show room to encourage attendance?
- Convention planning 2 years in advance.
- Do we provide meals around presentations for presenters? Budget issue.
- A day pass for presenters? Venue space to include them?
- No accommodation, no travel, provided to presenters.
- Review who gets complimentary registrations?

c) Nominations

- Next year; Create a form for space for two nominators and a space for bio information.
- Next year; Print nominations and bios in the Workbook.
- Include a calendar of Executive meeting dates in the nomination process.

VIII. New Business - Kootenay Booth

The booth has a dual purpose of showcasing the Kootenays and being a gathering place for Kootenay officials. A breakdown of activities and hours was presented totalling 212 hours. All regional districts paid for the booth and initially set up of the program. Financials are provided by RDCK. CBT was approached to manage and they are strictly funders. The Regional Districts have traditionally been equally supportive of the program. The booth is both tourism and fostering a collaborative environment for municipal governments.