

AKBLG EXECUTIVE SPECIAL MEETING
MINUTES
2020 Convention Cancellation Planning
March 24, 2020, 1:00 pm pst / 2:00 pm mst
Zoom videoconferencing

ATTENDANCE:

Present:

President Roly Russell – Director RDKB
Vice President Clara Reinhardt – Mayor of Radium
Past President Rob Gay – Chair, Director RDEK
Director Garry Jackman – Director RDCK
Director Ron Popoff – Councillor Cranbrook
Director Diane Langman – Chair RDKB, Mayor of Warfield
Director Ange Qualizza – Mayor of Fernie
Director Adam Casemore – Director RDCK
Director Rob Lang – Councillor Village of Kaslo
Executive Director – Carolyn Maher

Regrets:

n/a

Call the meeting to order at: 2:00 pm mtn

No amendments to the agenda

1) Communication (RR & CM)

a) Update on communication

- i) Email & Twitter – completed initial notification of cancellation & 2021 Radium plan.
- ii) Website notification – includes notification of cancellation & 2021 Radium plan.

b) Special communication plans targeted to inform & update stakeholders including:

- i) Members
- ii) Media
- iii) Sponsors – 2020 Sponsors to be given three options:
 - 1) Refund issued for 2020 sponsorship.
 - 2) AKBLG retains 2020 sponsorship and defers funds to the 2021 Convention and AGM.
 - 3) AKBLG retain funds for the 2020 annual budget of advocacy and educational programming. Sponsor will consider sponsoring again for the 2021 Convention and AGM.

iv) Speakers

2) Financial impacts; identification of implications (RG, CM)

a) Attachments:

- 02 a Financial Summary – Rob Gay
- 02 b 2020 Budget AKBLG Convention and AGM Radium - Cancellation - Working Doc CM RG March 20
- 02 c 2020 Budget – Working Draft March 22 CM-RG
- 02 d 5-year Forecast - Working Draft - amended March 22 2020 CM-RG

MOTION: 2020-03-24-01 that \$40,148 from the unrestricted funds on hand be applied to the 2020 budget to balance the anticipated 2020 loss.

CARRIED

NOTED:

The balance of cash on hand at the beginning of the year is \$90,566 as indicated in the Notes to Financial Statements point 2. Cash balance. This amount will be reduced by the budgeted 2020 Operating Deficit of (\$40,148). These Unrestricted Funds are the accumulation of prior year's Net Incomes and reside in the Balance Sheet as Net Assets. Amounts in Net Assets cannot be directly applied to the 2020 Operating Financial Statements, as the funds would therefore be recorded as being earned twice in different year's Income Statements. The 2020 Budgeted Operating Deficit of (\$40,148) will appear as a reduction in Net Assets.

- i) Discussion of sunk costs, deferred cost, and recoverable costs
- b) Insurance implications update
 - i) Recommendation from staff re: claiming any insurance recoverable costs
Claim not necessary
- 3) Convention cancellation steps: identification of priorities & timelines (DL, AC, CM, Andrea)
 - a) Sponsors refunds: update on process and deferral versus refunding – in progress
 - b) Registration process summary – in process with Civic Info

Open In-camera

- c) Personnel and wages, recommendations from (DL & RP):
 - i) Due to no fault of her own, we the co-chairs feel strongly to honor the contract of 60 days' notice (March 13-May 13th) and recommend payment of \$13,000 as per the contract for our Convention Coordinator Andrea Tubbs.
 - ii) The Convention Co-chairs are also recommending that we would like Andrea to continue on for the Radium convention in 2021 and a letter be sent to her confirming that.

Discussion

Close In-camera

MOTION to return to main meeting

CARRIED

MOTION: 2020-03-24-02 to award the \$13,000 payment to the Convention Coordinator based on the contract's clause of 60 days' notice to terminate the contract. Cancellation date of the 2020 Convention is March 13, 2020 with 60 days notice to May 13, 2020.

CARRIED

MOTION: 2020-03-24-03 that a letter be sent to Andrea Tubbs to thank her for her services and to advise that she is being considered first as the Convention Coordinator for the 2021 AKBLG Convention and AGM in Radium Hot Springs.

CARRIED

- 4) AGM & Business meeting recommendations (AQ, RR)

- a) Primary decision to be made around these elements is whether to (a) defer the business meeting to a later date, or (b) hold using alternate means at the end of April.

Covid-19 situation is changing daily. Current consideration for AKBLG to defer the business of the AGM to another date. Area Associations may have the option to have their AGMs at the September UBCM Convention. Communication to go forward to the members around the business pieces of the AGM.

- i) Elections process (JW) Jon researching other organizations using online elections programs to host their elections.
- ii) Financial, and regular business meeting approvals.
- iii) Resolutions – respect for the social situation we are in. UBCM will directly receive all Area Association Resolutions. Discussion of sourcing and implementing an online tool for the membership to give feedback on AKBLG Resolutions.

MOTION: 2020-03-24-04 that the Executive support the engagement of this ad hoc committee to engage the membership for feedback on the AKBLG Resolutions including prioritizing the top 5 AKBLG Resolutions.

CARRIED

- iv) Life Member
- b) Communication with UBCM & other AAs – in progress
- 5) Bylaw considerations to amend/update/change
 - a) future direction – to be considered next Exec meeting
- 6) 2021 & 2022 plan (Radium and Nelson) (RR, CR)
 - a) Update on any urgent 2021 Radium details
 - Radium has incurred a cost of \$1,000 for a paid deposit for the Convention Welcome Reception. This deposit will be deferred to 2021. AKBLG will reimburse Radium from the Hosting Grant of \$6500 for the Welcome Reception. AKBLG will therefore carry forward a \$5500 Hosting Grant for Radium for the 2021 Convention and AGM.
 - b) Convention Coordinator
- 7) Scheduling for future meetings of the Executive
 - This calendar is amended and adopted at each Executive meeting.*
 - This listing is on every Agenda and amended on current Minutes for easy access.*
 - a) April 24, 2020, 8:30 am-11:30 am pst / 9:30 am-12:30 pm mtn by Zoom
 - b) April 24 – 26, 2020 KEEP BOOKED FOR POTENTIAL OF REMOTE BUSINESS MEETING
 - c) June 23, 2020 TBD by Zoom
 - d) November 2-3, 2020 in Creston TBD - potentially Zoom
 - e) January 2021 by Zoom TBD
 - f) Mid-March 2021 in Radium TBD
 - g) April 23-25, 2021 Convention and AGM in Radium