

# September 2023 Board Meeting Minutes

Meeting called to order, September 5, 5 pm PST

In attendance virtually:

- Kieren Britton - Board Chair
- Kristine O'Reilly - Director of Scholarships
- Jill Patrick - Grants Director
- Christina Radvak - Director of Partnerships

Land acknowledgement provided by Kieren

- Review of teams
- Financials:
  - Invoices, receipts, all financial items please send to Kieren
  - Kieren will start getting the books ready for the end of the year
  - Smartwaiver (KB Failed! Ah!)
  - Currently L. A. Foundation owes Summit Within (previously Unity Collective Media) some cash. We are trying to figure out what that looks like. We owe \$3,530.22 from a few different expenses and the transfer of bank accounts. We are looking at a donation of events from me to wipe out that balance.
- Grants:
  - Where we are, what we have applied for, what each grant application includes
  - Arc'teryx overview
  - Parks Canada overview
- Scholarships:
  - Where are we, how many are outstanding, and what do we need to finish this off?
  - How much have we spent? Do we have room for another scholarship call out?
    - Instead of a call out, can we offer 1 course to each of our community friends?
      - IWOC
      - Miisaki
      - Hike Montreal
      - Colour the Trails
    - Connecting with scholarship winners for photos and features
- Fundraising:
  - Update on brand partnerships
  - What deliverables do we need to fulfill
- Annual general map, who owns each project, what's coming up
- Who needs support in their teams?
  - Volunteer call outs
  - Owning our departments
  - Faster turnaround times, does this mean more people and support?

## **Minutes:**

### **Financials:**

- Currently, L. A. Foundation owes \$3,530.22 to UCM. We need to pay this back this year preferably. We can hold on to it and pay it back later, but it would be good to clear the books this year. Directors in agreement: Krisitine, Christina, Kieren
- Owe Kieren \$37 for Smartwaiver, need to reimburse. Directors in agreement: Krisitine, Christina, Kieren
- Kieren on books and Green Horwood Accounting doing the financial recaps and filing taxes, estimating \$1200 a year
- Please send Kieren receipts for bookkeeping as soon as possible
- Kieren to add everyone to canva invoices so everyone can see the invoice process.
  - If you are sending invoices please duplicate the invoice, do not write over any of the current invoices.
  - If you have sent an invoice out, please label it as sent
  - If you have sent an invoice out, please let Kieren know

### **Grants**

- Confirmed we will receive Arc'teryx community grant. Jill will confirm exactly that that application looks like but it is to support the growth of the Vancouver Island team
- Parks Canada hasn't confirmed yet, but should be receiving that grant soon as well.

### **Summit**

- Both grant funding can support the summit
- Arc'teryx funding supports the vancouver island new chapter leaders in coming to the event in calgary, and covers their accommodation, meals and courses
- Parks Canada covers the rest
- Might have to cover \$2,000 ish in extra expenses
- Aiming for end of April, early May

### **Gear**

- Gear scholarships will support our volunteer team. Directors in agreement: Krisitine, Christina, Kieren

### **Scholarships:**

- We have paid for a few courses
- One person completed, would be great to receive their headshot and a quick paragraph about their experience
- Shams can't make the scholarship work this year, Kristine will think on this
- Some folks are radio silent, and 3 or 4 winter courses pending with ACC
- Bursary folks purchased the courses on their own
  - Kristine to send Kieren bursary information Kieren will get cheques out the door

- In October Kristine will write a lessons learned so we can build procedures
- Kristine will need an admin person for support
- Next year do we want to provide bursaries or scholarships with matching?
- Rocky Mountain Wellness gave a free 80 hour first aid! Having some of these relationships is beneficial
- Some people pick every option, so questions need to be specific. In the application we need to think about the type of questions we are asking, what exactly we want to receive from them, and getting photos ahead of time as well as a social feature will be beneficial
  - Accessible option as a phone call or video

**Fundraising:**

- Merrell:
  - Kieren to get logo on the website
  - Christina to send Merrell an outline of the IDEA training
  - Need to title a scholarship with Merrell
- MEC:
  - Christina to reach out to Jessica and Caitlin to discuss blog post and photo shoot
  - Kieren to bring together photo shoot
  - Social features: Need 6 more. Focusing on scholarship recipients, blog post, etc.

Meeting adjourned at 6:15 pm