



2021 ANNUAL GENERAL MEETING MINUTES

Thursday, December 16th, 2021 from 7:00-8:00pm via Zoom

1. Call to order – Phil Harvey @ 7:05pm **MSC**
2. Additions to/Adoption of Agenda **MSC**
3. Adoption of Minutes for AGM of May 27th, 2021 **MSC**
4. Chair Report – Phil Harvey
 - MODUS Consulting – finalized a price tag of ~\$100K to do Master Planning process
 - Need to work with our local First Nations to continue relationship building; next logical base touch after we have a first draft of the new Strategic Plan so that they can have input
 - Current operations funding wraps up in 2022 so need to look ahead to 2023 and beyond for operations funding. CBT is not interested in continuing multi-year funding (but have other grant streams that we can apply to year to year) and CVWMA expressed interest in having discussions on extending current MOU and some financial assistance. Need to meet with them soon in 2022.
5. Financial Report – Carla Ahern
 - a. Expense and revenue to date for 2021 – see below
 - b. 2022 Budget – see below
6. Sr. Manager’s Report – Carla Ahern
 - a. Operational Activities in 2021 – see below
7. Election of Directors
 - a. Nomination Committee Report – Donna Carlyle

MOTION to accept nominations of the following people for a 2 year term on KCDCS Board - **MSC**



- Clements Verhoeven
- Andre Hebert
- Norman Eady
- Jim Kuemper

MOTION for Myrna Downton to serve on the KCDCS Board for another 2 year term

- MSC

8. Q&A

9. Acknowledgments and Adjournment @ 8:11pm **MSC**

Financial Report

2021 Revenue

Code	Description	Revenue Projection	Revenue Actual	Revenue Carry Over from previous years (approx)	Revenue Total
<u>Grants & Sales Revenue</u>					
4021	Grant - Columbia Basin - Community Development	\$50,000.00	\$50,000.00		
4022	Grant - CVWMA	\$40,000.00	\$40,000.00		
4023	Grant - CVWMA - Interpretive Centre Ops	-		\$40,000.00	
4025	Grant - Columbia Basin - Community Initiatives 2021	\$15,000	\$12,165.80		
4025	Grant - Columbia Basin - Community Initiatives 2020			\$11,727.04	
4026	Grant - Service Canada	\$9,500.00	\$9,551.00		
4027	Grant - Fortis BC	\$2,000.00	\$2,000.00		
4030	Grant - Creston Kootenay Foundation	\$5,000.00			
4028	Grant - CVWMA via Town of Creston				
	Grant - CBT Tech Grant		\$5,000.00		
4100-4102	Donations	\$4,000.00	\$1,056.30	\$6,000.00	
4110	Memberships				
	Misc (PST, US Conversion)	\$150.00	\$202.37		
TOTAL		\$125,650.00	\$119,975.47	\$57,727.04	\$177,702.51
<u>Gift Shop</u>					
4315	Gift Shop - Children's Clothes		\$28.00		
4317	Gift Shop - Giftware/Souvenirs		\$579.80		
4318	Gift Shop - Books		\$270.40		
4320	Gift Shop - Adult Clothes		\$454.00		
4325	Gift Shop - Food/Beverage		\$244.02		
TOTAL		\$2,000.00	\$1,576.22		\$1,576.22
<u>Programs</u>					
4420	Canoe & Walking Tours	\$5,000.00	\$1,840.00		
4440	School Programs	\$6,000.00	\$5,260.00		
4450	Other Programs/Events	\$1,000.00	\$150.00		
4460	Jr Naturalists	\$5,000.00	\$8,020.00		
TOTAL		\$17,000.00	\$15,270.00	\$30,000.00	\$45,270.00
TOTAL REVENUE		\$144,650.00	\$136,821.69	\$87,727.04	\$224,548.73

NOTE - CEBA LOAN OF \$40K, RECEIVED IN 2020 AND \$20K, RECEIVED IN 2021 IF WE ARE PARDONED THE \$20K WHEN WE DO THE FINAL REPORT THEN WE WILL COUNT THAT PORTION AS INCOME AT THAT TIME (2023)



Kootenay-Columbia Discovery Centre Society

P.O. Box 763

Creston, British Columbia V0B 1G0

www.discovery-centre.ca

Email: info@discovery-centre.ca

Expenses 2021:

	Description	Actual Expenses 2019	Actual Expenses 2020	Expenses Actual (January 1 - November 30, 2021)
OPERATIONAL EXPENSES				
Administrative Expenses	Equipment, Material and Supplies; Office Supplies; Software; Tech Support; Mileage; Conferences; Subscriptions	\$7,322.13	\$5,215.75	\$4,572.07
Fees and Services	Accounting; Cell Phone; Insurance; Bank Charges & Interest	\$11,718.79	\$7,235.09	\$14,175.42
Total		\$19,040.92	\$12,450.84	\$18,747.49
SALARIES/STAFF				
Seasonal Staff		\$34,021.85	\$8,113.73	\$39,206.01
Sub Contractors		\$1,684.07	\$1,350.00	\$0.00
Management Expenses		\$71,484.90	\$73,434.82	\$68,189.69
Total		\$107,190.82	\$82,898.55	\$107,395.70
TRANSITIONAL COSTS				
Transitional Costs	Equipment, Materials & Supplies; Utilities; Water; Portable Washrooms; Cell Phone; Garbage; Storage; Repairs & Maintenance	\$8,841.32	\$10,252.99	\$21,197.22
Total		\$8,841.32	\$10,252.99	\$21,197.22
NON-TRANSITIONAL				
Gift Shop	Stock and Display	\$926.91	\$42.64	\$1,258.16
Programs	Equipment, Materials & Supplies; School Programs; Jr Naturalists; Displays; Canoes	\$8,316.62	\$4,566.16	\$10,908.97
Trail/Outdoor Maintenance	Equipment, Maintenance & Supplies	\$308.47	\$8,712.50	\$52.59
Marketing & Promotions	Promotional; Fundraising; Advertising; Website; Signage; Printing; Distribution	\$8,252.55	\$8,657.18	\$6,952.88
Total		\$17,804.55	\$21,978.48	\$19,172.60
TOTAL EXPENSES		\$152,877.61	\$127,580.86	\$166,513.01
Budget Surplus/Deficit		\$10,349.89	\$14,757.03	\$58,035.72
		Revenue Actual 2019	Revenue Actual 2020	Revenue Actual (November 30, 2021)
REVENUE		\$163,227.50	\$142,337.89	\$136,821.69
Approximate surplus and carry over from previous year(s)				\$87,727.04
TOTAL REVENUE				\$224,548.73



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Revenue 2022:

Code	Description	Revenue Projection	Revenue Carry Over from previous years (approx)	
<u>Grants & Sales Revenue</u>				
4021	Grant - Columbia Basin - Community Development	\$50,000.00		
4022	Grant - CVWMA	\$35,000.00		
4023	Grant - CVWMA - Interpretive Centre Ops	-	\$40,000.00	
4025	Grant - Columbia Basin - Community Initiatives 2022	\$15,000		
4025	Grant - Columbia Basin - Community Initiatives 2021		\$10,000.00	
4026	Grant - Service Canada	\$9,500.00	-	
4027	Grant - Fortis BC	\$3,000.00	-	
4030	Grant - Creston Kootenay Foundation	\$8,000.00	-	
4028	Grant - CVWMA via Town of Creston	-	-	
4100-4102	Donations	\$4,000.00	\$10,000.00	
4110	Memberships	-	-	
	Misc (PST, US Conversion)	\$150.00	-	
TOTAL		\$124,650.00	\$60,000.00	\$184,650.00
<u>Gift Shop</u>				
4315	Gift Shop - Children's Clothes			
4317	Gift Shop - Giftware/Souvenirs			
4318	Gift Shop - Books			
4320	Gift Shop - Adult Clothes			
4325	Gift Shop - Food/Beverage			
TOTAL		\$2,000.00		\$2,000.00
<u>Programs</u>				
4420	Canoe & Walking Tours	\$4,000.00		
4440	School Programs	\$6,000.00		
4450	Other Programs/Events	\$500.00		
4460	Jr Naturalists	\$8,000.00		
TOTAL		\$18,500.00		\$18,500.00
TOTAL REVENUE		\$145,150.00	\$60,000.00	\$205,150.00



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Expenses 2022:

		Actual Expenses (January 1 - November 30, 2021)	Projected Expenses 2022
OPERATIONAL EXPENSES			
Administrative Expenses	Equipment, Material and Supplies; Office Supplies; Software; Tech Support; Mileage; Conferences; Subscriptions	\$4,572.07	\$5,900.00
Fees and Services	Accounting; Cell Phone; Insurance; Bank Charges & Interest	\$14,175.42	\$15,000.00
Total		\$18,747.49	\$20,900.00
SALARIES/STAFF			
Seasonal Staff		\$39,206.01	\$40,508.80
Sub Contractors		\$0.00	\$0.00
Management Expenses		\$68,189.69	\$76,075.47
Total		\$107,395.70	\$116,584.27
TRANSITIONAL COSTS			
Transitional Costs	Equipment, Materials & Supplies; Utilities; Water; Portable Washrooms; Cell Phone; Garbage; Storage; Repairs & Maintenance	\$21,197.22	\$12,500.00
Total		\$21,197.22	\$12,500.00
NON-TRANSITIONAL			
Gift Shop	Stock and Display	\$1,258.16	\$1,500.00
Programs	Equipment, Materials & Supplies; School Programs; Jr Naturalists; Displays; Canoes	\$10,908.97	\$4,700.00
Trail/Outdoor Maintenance	Equipment, Maintenance & Supplies	\$52.59	\$500.00
Marketing & Promotions	Promotional; Fundraising; Advertising; Website; Signage; Printing; Distribution	\$6,952.88	\$10,200.00
Total		\$19,172.60	\$16,900.00
TOTAL EXPENSES		\$166,513.01	\$166,884.27
Budget Surplus/Deficit		\$58,035.72	\$38,265.73
		Actual Revenue (November 30, 2021)	Projected Revenue 2022
REVENUE		\$136,821.69	\$145,150.00
Approximate surplus and carry over from previous year(s)		\$87,727.04	\$60,000.00
TOTAL REVENUE		\$224,548.73	\$205,150.00



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Senior Managers Report

2021 Highlights

Communications

- Developed a Rack Card for distribution to Visitor Centres, local attractions, hotels, campgrounds, etc.
- Monthly newsletters – 1,047 subscribers
- Keeping website and social media up to date
- Professional Photographer, a Creston Valley Tourism Society Initiative, that gave us 70 photos

@ the Centre

- The Discovery Centre was open from May 10th to October 9th for a total of 132 days this year, we hosted 3,200 people inside the Centre during this time.
- We worked hard throughout the season to update displays and information so that visitors would get a new experience.
- We were able to purchase the MicroEye video microscope with grants from CBT (Tech Grant) and FortisBC. The microscope is amazing and projects the detailed image onto a large flat screen tv. It was received in August and visitors were very impressed with it (as were we) and we look forward to using it in programming in 2022.
- With the Centre officially demolished in 2020, there was a lack of outdoor covered space and seating (we were able to use lower deck and covered picnic area of old Centre even though the building was closed). With some grant money, we purchased a large outdoor tent (15 feet by 20 feet) and picnic tables so that we could provide an outdoor space sheltered from the rain and sun. It was a great addition and program participants were very happy with the space.
- We also added 2 picnic tables and umbrellas to the parking lot area where the Discovery Centre sits.

Programs and Events

- In May and June, we offered school programs for Grades K – Grade 7.
 - We hosted 1,200 students

"The KCDCS staff members were informative, interactive and provided my students with hands-on activities that were engaging and fun! I am excited to return with my new students in 2022!"

- In July and August, we were able to offer the following programs:
 - Jr Naturalist summer science day camps. Ages 4-11. New age 4&5 program. Hosted 72 kids.
 - WildSafeBC and Friends of the Kootenay Lake presented hour long programs to the kids.



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"Our child had an amazing time!!! He was full of stories about the things he learned about nature and he was way more engaged than he normally is at school. Thank you so much for everything you did to make it a great week!! We cannot wait until next summer!!"

- Guided excursions: canoe tours, walking tours. Hosted 169 people.
 - We had a great response to these tours. Unfortunately, by mid July, we had to cancel the tours due extreme heat (40 plus degrees) as extremely low water levels. We were able have 169 people join us on the tours while they were active. We switched to walking tours in August as well as providing self-guided options.
- Special Events: Escape Rooms
- We created some self-guided options including:
 - Self-Guided Board Walk Loop (370 copies)
 - Self-Guided Marsh Trail Loop (Evening) (133 copies)
 - Scavenger Hunt (238 copies)
 - Wildlife and Bird Checklists (113 copies)
 - Kids Adventure Booklet (31 copies – created near end of season)
- We also created a virtual tour for the Boardwalk Loop. When onsite, people could scan bar codes at 9 different stops and a video would play that tells you more about what you are seeing in the wetland at that stop. We also uploaded a map with clickable links to our website (below) so that you could do the tour virtually. As of December 15th, we had 951 views if the videos.

Staff and Partnerships

- KCDCS hired three full-time seasonal summer staff (Wetland Naturalists) to help deliver the educational programming over the summer.
- CV Bird Festival – Did an online presentation catered to kids and families
- WildSafeBc – booths in parking lot
- Blue Heron Half Marathon

Memberships

- Have close to 1,200 Members
 - Farmers Market in July
 - Promotion at Centre
 - Promotion through enewsletters

Boards and Committees

- Creston Valley Bird Fest
- Creston Valley Tourism Society (Vice Chair)
- International Selkirk Loop (Vice Chair)



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- Wetland Link International (NA Rep West)

Professional Development

- Global Alliance for heritage Interpretation – Forum for Interpretation in the Americas
- Interpretation Canada Conference
- C2C Conference

Development of new Centre

- Created a series of 4 Questionnaires to Members
 - Received 317 responses
 - Categories included: Space and Design, Programs, Exhibits and Displays; Outdoor Space, Accessibility and Trails
- Hosted a Truth and Reconciliation Workshop – attended by other key non-profits in our community
- Finalized costs (~\$100k) with MODUS Consulting to develop a Master Plan (programs, exhibits, building design, costs)