



Kootenay-Columbia Discovery Centre Society

P.O. Box 763

Creston, British Columbia V0B 1G0

[www.discovery-centre.ca](http://www.discovery-centre.ca)

Email: [info@discovery-centre.ca](mailto:info@discovery-centre.ca)

## 2023 ANNUAL GENERAL MEETING MINUTES

Wednesday, November 29<sup>th</sup>, 2023, 7pm via Zoom

**In attendance:** Phil Harvey, Gitte Grover, Jim Kuemper, Norman Eady, Marc Andre Beaucher, Ulrike Slivorsky, Tanna Patterson, Anne Jackson, Ken Foster, Christine Godwin, Carla Ahern

1. Call to order – Phil Harvey @ 7:01pm
2. Additions to/Adoption of Agenda – Norman (1<sup>st</sup>), Jim (2<sup>nd</sup>), AIF, Carried
3. Adoption of Minutes for AGM of November 29<sup>th</sup>, 2022 – Norman (1<sup>st</sup>), Gitte (2<sup>nd</sup>), AIF, Carried
4. Chair Report – Phil Harvey
  - a. Seeking New Board Members, application on our website or contact us directly
  - b. Amendments to Bylaw:

Background: Article 4.2 of the By-laws of the Society reads:

"The Society must have no fewer than 5 and no more than 11 Directors".

**Motion:** "Be it resolved that Article 4.2 of the By-laws of the Society be amended to strike the number "5" and replace it with the number "3"." – Gitte (1<sup>st</sup>), Norman (2<sup>nd</sup>), AIF, Carried

5. Financial Report – Norman Eady and Carla Ahern
  - a. 2022 Audited Financial Statements
  - b. 2023 Financials
  - c. 2024 Budget
  - d. Appointment of Auditor for 2023 Financial Review

**Motion:** To accept the 2022 Audited Financial Statement and Income Statements as presented – Norman (1<sup>st</sup>), Jim (2<sup>nd</sup>), AIF, Carried



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**Motion:** To retain APEX Accounting to review Financial Statement for KCDCS's 2023 Fiscal Year

– Gitte (1<sup>st</sup>), Jim (2<sup>nd</sup>), AIF, Carried

**Motion:** To accept the 2024 Budget as presented – Norman (1<sup>st</sup>), Gitte (2<sup>nd</sup>), AIF, Carried

## KCDCS Income Statement

Year end 31-December

	2022 Actual	2023 Budget	2023 YEE*	2024 Budget	Notes
<b>Revenue</b>					
Grants	\$110,232	\$146,000	\$140,360	\$155,437	
Donations	\$14,671	\$4,000	\$4,000	\$4,000	
Gift Shop Sales	\$1,285	\$2,000	\$1,554	\$2,000	
Programs	\$18,698	\$18,500	\$20,000	\$19,500	
Other	\$352	\$10,500	\$700	\$700	CEBA Loan Forgiveness of \$10,000 was listed in error in the 2023 budget so will not show up in YE
<b>Total</b>	<b>\$145,238</b>	<b>\$181,000</b>	<b>\$166,614</b>	<b>\$181,637</b>	
<b>Expenses</b>					
Accounting, legal, etc.	\$7,704	\$7,500	\$7,000	\$7,500	
Administration	\$7,980	\$6,700	\$5,900	\$5,900	
Amortization	\$10,466	\$11,280	\$10,466	\$10,466	Actual Amortization number for 2023 and 2024 will be determine in Review (non cash value)
Bank charges	\$1,195	\$1,200	\$750	\$1,200	
Gift Shop costs	\$1,612	\$2,000	\$753	\$1,500	
Insurance	\$4,365	\$6,500	\$6,205	\$6,500	
Management Costs	\$78,781	\$76,075	\$83,464	\$86,381	4% wage increase due to inflation in 2024
Marketing and Promotion	\$5,540	\$10,200	\$7,000	\$10,200	
Programs/Trail Mtncce	\$2,321	\$4,700	\$1,800	\$3,000	
Seasonal Staff Costs	\$35,487	\$43,029	\$42,528	\$46,456	Wage increase to \$20/hr in 2024
Transitional Building Costs	\$12,276	\$14,500	\$11,300	\$13,000	
<b>Total</b>	<b>\$167,727</b>	<b>\$183,684</b>	<b>\$177,166</b>	<b>\$192,103</b>	
Net Income (Loss)	-\$22,489	-\$2,684	-\$10,552	-\$10,466	Amoritzation Amount included

\*Year End Expectancy

## 6. Sr. Manager's Report – Carla Ahern

a. 2023 Highlights and 2024 Objectives

b. See slides attached at end of Minutes

## 7. Election of Directors

Standing (Term expires in 2024) – Phil Harvey, Gitte Grover

Up for re-election – Norman Eady, Jim Kuemper



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Thank You to Outgoing Board Members – Andre Hebert, Clements Verhoeven

**Motion** – To re-elect Norman Eady and Jim Kuemper for a two year term (2024-2025) as Directors of the KCDCS. – Gitte (1<sup>st</sup>), Ken (2<sup>nd</sup>), AIF, Carried

8. Q&A

9. Special Presentation by Marc-André Beaucher of the Creston Valley Wildlife Management Area

Slide show presentation highlighting: Six Mile Slough Restoration Project, Duck Lake Restoration, Summit Creek Dyke Breach and new Highway 3 signage

**10. Adjournment @ 8:19pm**

**Senior Manager Report – See slides below...**



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## 2023 Highlights

### Communication and Promotions

- Monthly newsletters – **1,240** subscribers
- Social Media
  - **770** Facebook Followers
  - **172** Instagram Followers
- Website – updated content
- Hosted International Travel Writers through Kootenay-Rockies Tourism
- Hosted Bloggers through International Selkirk Loop
- Advertising





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## 2023 Highlights @ the Centre

- The Discovery Centre was open from May 15<sup>th</sup> to October 7<sup>th</sup> for a total of **128** days this year. We hosted **4,300** people inside the Centre during this time
- New displays and activities created for visitors
- Fun with the Microeye
- Freshwater tank highlighting aquatic invertebrates and fish





## 2023 Highlights

### School Programs

- January and February, offered an **in-class program** to local school (All About Owls; Where do Frogs Go in Winter) and had **14** classes participate
- May and June, offered **onsite wetland excursions** for Grades K-7 and had **54** classes participate
- September and October, offered **onsite bird migration and stewardship program** for elementary, pre-K and high school and had **6** classes participate
- Overall hosted students from **27** schools
- In total, programs were delivered to **1,796** students

#### From Teachers:

*"Wonderful hosts, friendly, super knowledgeable, great at engaging the students!"*

*"Excellent information and fun hands-on activities."*

## 2023 Highlights - Summer Camps

- Jr Naturalist summer science day camps in July and August; 9 sessions; Ages 4-13
- Hosted **88** kids
- The Kootenay Lake Trout Hatchery and WildSafe BC were guest presenters

From a parent:

*"I loved that my child came home with lots of fun stories and knowledge about nature and animals. He has a renewed interest in learning about nature since finishing the program."*







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## **2023 Highlights**

### **Programs and Events**

- Guided canoe tours for the public - **430** people (**902** if add school students)
- BIMBY Butterfly Walks
- Discovery Backpacks (3 themes)
- Self-guided options including:
  - Self-Guided Board Walk Loop - **393** copies
  - Self-Guided Marsh Trail Loop Evening - **156** copies
  - Scavenger Hunt - **106** copies
  - Wildlife and Bird Checklists - **138** copies
  - Kids Adventure Booklet - **243** copies
- Virtual tour for the Boardwalk Loop





## 2023 Highlights - Staff & Partnerships

- KDCS hired **three full-time** seasonal summer staff to help deliver educational programs over the summer (UVIC Biology, UBC Forestry (2))
- CV Bird Festival
- Kootenay Lake Trout Hatchery, WildSafeBC
- CV Rotary (Blue Heron Half Marathon)



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## 2023 Highlights

### Memberships

- Have over to **1,200** Members
  - Promotion at Centre
  - Promotion through newsletters and social media

### Boards and Committees

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

### Professional Development

- Four Seasons of Reconciliation Course (First Nations University of Canada)



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## 2023 Supporters



**Takla Foundation**





## 2024 Goals & Objectives

- Secure Grants to cover operational expenses
- Operate Discovery Centre
  - Host 4,500 people
- Deliver Programs
  - School Programs – 2,000 students
  - Summer Camps – 100 kids
  - Public Canoe Tours – 500
  - Special Events – 1,500
- Marketing and Promotions – advertising; website; newsletters; social media; rack cards
- Increase Membership
- Continue to develop partnerships and working relationships with community groups and organizations
- Continue to build relationship with Lower Kootenay Band
- Continue initiatives related to development of new Discovery Centre