

MINUTES OF THE FOURTH ANNUAL GENERAL MEETING
OF THE MEMBERS OF
QUADRA ISLAND CLIMATE ACTION NETWORK SOCIETY (QUADRA ICAN)
HELD BY ZOOM
WEDNESDAY, THE 26TH DAY OF JUNE, 2024, AT 7:00 P.M.

Directors Present

1. Ms. Skovgaard – Chair
2. Mr. Mooyman – Treasurer
3. Ms. Holden – Director-at-Large
4. Mr. Lavoie – Director-at-Large

Director Absent

1. Dr. McIntosh – President

Dr. McIntosh was unable to attend the meeting owing to illness.

Acting Directors Present

1. Ms. Maris Currie
2. Mr. Aaron Quesnel

Also Present

1. Ms. Zwicky – Officer with Secretarial Duties

Ms. Skovgaard, Chair of the Meeting, took the helm. She extended a warm and hearty welcome to all, and, after confirming that the requisite quorum was present, called the meeting to order.

Adoption of Agenda and Approval of Minutes of 2023 AGM

The Chair called for the adoption of the agenda. Moved by Ms. Cooper, seconded by Ms. Nielson. Motion carried.

Ms. Davis moved that the minutes of the 2023 AGM be approved. Seconded by Dr. Amell. Motion carried.

President's Report

The President was unable to attend owing to illness. Ms. Zwicky read her report in her stead.

The report addressed the members warmly, introduced the members of the Board, and summarized ICAN's achievements during the preceding year. A major grant from the Community Services Recovery Fund allowed ICAN to update and redesign its website, to fund editorship of the *Bird's Eye*, Quadra's only weekly newspaper, and to hire a part-time Communications Coordinator. In addition to assisting with material for

the new website, the Communications Coordinator facilitated two very well-attended Community Consultations.

The report also outlined the many projects being undertaken by ICAN's eight action teams, such as the Food Recovery Program, the Nut Tree Project, and the Grow Together Project. It noted that the Water Security team in collaboration with the We Wai Kai has made major headway in installing equipment to monitor groundwater across Quadra Island. Yet another major achievement in the past year has been the completion of the Arbutus Active Transportation Corridor, linking Heriot Bay Road and Arbutus Road. A copy of the President's complete report is attached as Appendix I.

Two corrections were noted and have been incorporated in the report: the date for the new recycling facility must be set by Comox Strathcona Waste Management (not the SRD); and Roseanne Engblom was part of the Merry Month of May Fundraising team.

In comments subsequent to the report, Kris Wellstein, who manages Practical Water Solutions, extended her thanks to Jan Brettnacher for writing articles for the team, and to Quadra Builders for their assistance and support.

Mr. Mooyman moved the adoption of the President's report. The motion was seconded by Ms. Currie. Approved.

Treasurer's Report

The Chair then requested the Treasurer's report. It is attached as Appendix II.

The Treasurer reiterated the President's statement that ICAN has a strong balance sheet and added that the organization is well-capitalized for future operations. In summarizing the financial report, Mr. Mooyman noted that income grew significantly over 2023–2024, but costs grew, too: 96% of income was spent. In other words, he said, the teams put the money to work.

Donations were down \$4,000 over the previous fiscal period, but grants were significantly up. Grants from the Community Services Recovery Fund, administered through Quadra Island Foundation (\$20,285.00), the United Way (\$10,000.00), and the SRD (\$2,000.00) were mentioned. The Treasurer concluded that funding will remain a focus over the coming year.

In discussion, Dr. Amell added that, in practical terms, the Water Security team has a budget of roughly \$150,000 for the next two years, due to its collaboration with the We Wai Kai Nation; but this funding is not reportable as ICAN income, as it is paid directly to the Nation.

In response to a question from the floor, the Treasurer stated that teams are self-funding, and provided a brief overview of individual team finances.

Ms. Holden moved the adoption of the Treasurer's report; the motion was seconded by Mr. Lavoie. Approved.

Voting on Special Resolutions

Two special resolutions proposing amendments to ICAN's bylaws on membership were distributed with the agenda prior to the AGM.

In discussion it was noted that the new bylaws will require that the website be updated. In particular, ICAN policies and procedures should be available on the website, and terminology should be revised to refer to members rather than volunteers. Board members committed to reviewing the issues and making sure the website is compliant. They will also consider adding clarification regarding the term of an ICAN membership.

It was also noted that team leads must inform volunteers to sign up through the website if they wish to become members of ICAN. In response to a question, the Chair stated that ICAN's insurance covers both members and non-member participants in ICAN projects and events.

Dr. Amell moved the adoption of the first special resolution as distributed; Ms. Holden seconded. Approved.

Mr. Quesnel moved the adoption of the second special resolution as distributed; Ms. Currie seconded. Approved.

A copy of the two new bylaws is attached as Appendix III.

Voting on Proposals for Policies

Three proposals for new policies were distributed with the agenda as part of the invitation to members to attend the AGM.

The first proposed policy on advertising and posting of other organization's projects was criticized for failing to respect the cooperative spirit ICAN seeks to foster. Ms. Banks-Doll moved to reject the proposal; Dr. Amell seconded. The proposal was unanimously rejected.

The second proposed policy on business referrals and recommendations was also criticized for failing to respect cooperative community relations. Ms. Davis moved to amend the proposal by adding the word 'formal' before 'referrals'; Mr. Quesnel seconded. Approved. Mr. Quesnel then moved the adoption of the amended policy; Mr. Mooyman seconded. Approved.

With regard to the third proposed policy on volunteer expenses, it was noted that specifying the amount to be paid for mileage would lead to the need for frequent revision of the policy. Ms. Banks-Doll moved that the sentence specifying the amount be struck; Mr. Mooyman seconded. Approved. Ms. Holden then moved the adoption of the amended proposal; Ms. Currie seconded. Approved.

The two approved policies are attached as Appendix IV.

Elections to the Board

As per the AGM announcement, Dr. McIntosh was required to stand for re-election this year for a three-year term, and Ms. Currie and Mr. Quesnel were required to stand for

election, also for three-year terms. Continuing board members are Leona Skovgaard who must stand for re-election in 2025, and Lorraine Holden and Ken Mooyman, who must stand for re-election in 2026. Mr. Lavoie had earlier announced that he would be stepping down from the Board after this AGM, but would remain an active member of ICAN.

Ms. Holden moved that all three of Dr. McIntosh, Ms. Currie, and Mr. Quesnel be elected to the Board, each for a three-year term; the motion was seconded by Mr. Mooyman. Approved.

The Board members are: Ms. Currie, Ms. Holden, Dr. McIntosh, Mr. Mooyman, Mr. Quesnel, and Ms. Skovgaard.

Dr. McIntosh's written acceptance of her willingness to serve as a Board member is attached as Appendix V.

Questions from the Floor & Discussion

It was suggested that in addition to its pursuit of projects, ICAN could focus on social joy as a way to foster community spirit. The proposals included holding the AGM in person next year in conjunction with a potluck. Dr. Amell also proposed a harvest party this fall at the Quadra Community Centre and volunteered to organized it; Ms. Banks-Doll volunteered to assist him. The suggested date was on or near September 17th, the night of the Harvest Moon. There was enthusiastic support for the proposal.

Adjournment

With all the items on the agenda being transacted, the Chair thanked the members for their active participation in the Annual General Meeting and called for a motion to adjourn.

Ms. Stratton moved to adjourn; Ms. Banks-Doll seconded the motion. Approved. Thereafter, the Chair declared the meeting concluded.

Quadra Island, BC
26 June 2024

Dr Mary McIntosh, President

Appendix I – President’s Report

Good evening and welcome to the Quadra Island Climate Action Network’s fourth Annual General Meeting.

The importance of ICAN’s mission to help Quadra become more resilient in the face of climate and ecological change grows yearly. We’ve had a reprieve from heat and drought here this spring, but globally, the reports of catastrophic weather continue to pile on one another: floods, fires, famine, rising prices for food and other essentials, along with ecological destruction and mass displacement of human beings. We are indeed fortunate to be living on Quadra, but we do need to keep working on our mission.

ICAN has grown substantially over the last year. We’d like to thank every one of our volunteers, paid staff, and supporters by name – but if we did, we’d be here until midnight, as we’re now at 213 members! I’ll introduce our Board, and hope to mention some of our team members when we turn to the many projects that have been completed or are underway. Current Board members include myself (Mary McIntosh), Lorraine Holden, Tim Lavoie, Ken Mooyman, and Leona Skovgaard. Acting Board members include Maris Currie and Aaron Quesnel. Tim will be stepping down following this AGM, but will remain active on numerous projects, including website maintenance. Maris and Aaron, along with myself, will be standing for election at this meeting. The others will be standing for re-election in subsequent years.

We’re glad to report that we have a strong financial balance sheet. Our budget increased substantially over the previous year, due in part to grants, but also due to the generosity of community businesses and individuals. The financial report, which Ken will offer in a few minutes, will provide details. We would like to extend very special thanks for their exceptional support to Spirit of the West, to Joyce Baker and Ray Grigg, and to an anonymous donor, whose generosity funded a continuation of our Coordinator’s position for six months.

A grant from the Community Services Recovery Fund allowed us to update and redesign our website. It also funded Ramona Boyle’s inspired editorship of the *Bird’s Eye* over the past year, allowing us to increase circulation and reach a wider audience. And we were able to hire Jen Banks-Doll as a part-time Communications Coordinator. Jen assisted in organizing and improving material for the new website, and she also facilitated our two Community Consultations, which were held in September and February. The aim of the consultations was to learn how the community perceives the challenges we are facing, and which we should prioritize. The results confirmed our basic direction and underlined the importance of reconciliation and cooperation with the We Wai Kai Nation.

The Board has continued to look after the details of being a charitable society as well as managing finances and providing oversight. But, as in former years, the real and tangible work has come from the Action Teams, of which there are eight. I'd like now to provide a brief summary of their achievements.

Food Security is one of ICAN's most active and wide-ranging teams. Its current projects are almost too numerous to list. They include a hugely effective food recovery program, run by Ramona Boyle, which has distributed hundreds of kilograms of food that otherwise would have been thrown away. The team is grateful to Campbell River Rotary Club, which provided funds to buy equipment for the program. The team has also put together an extensive lending library of food preservation equipment, again administered by Ramona; the library's resources are available free of charge to all islanders. Team members run food security workshops as well as the Quadra Nut Tree Project, which has planted and now cares for over 85 trees, aiming to supply future generations of islanders with vegetable protein and oil. In addition to its plantings in public spaces, the Project sold 153 nut trees to private individuals for planting on their own properties. The funds for the project originated with the United Way and were distributed through Strathcona Food Hub. Those organizations also provided funding for the Grow Together cooperative garden at the south end, which is ably managed by Mike Gladish. They also provided additional funds for a new group garden and blueberry patch, which is being developed at Smokey's. Two other projects under development include a garden share program and a gleaning program, which involves harvesting food from gardens and orchards whose owners are unable to make use of the crops.

Team members also maintain the Quadra Island Food Guide. Workshops and Farmers' Market demonstrations have been offered on topics like Five Methods of Composting (including Worm Composting), Growing Microgreens, Gluten-Free Baking and Bread Making, Growing Native Plants, and Building Bat Houses. This year, the team also made a very successful group purchase of beneficial nematodes.

Team members wish to thank their partner, the Garden Club, for providing two representatives to enhance the work of the ICAN Food Security Team.

The Water Security Team, in collaboration with the We Wai Kai Nation, has been able to make major headway in installing equipment to monitor groundwater across Quadra Island. Thirteen wells now have instruments that automatically record changes in water levels. It will take at least three years, however, to gather enough information to assess water availability and its impacts on our island.

Since December 2023, stream flow has been monitored monthly in streams selected in coordination with the Quadra Island Salmon Enhancement Society. This will help estimate water leaving our watersheds and stream health. The team has been highly engaged sharing its activities, hosting a March 2024 meeting at the Community Centre,

participating in conferences through Indigenous Services Canada, and contributing numerous articles and interviews to local media, including the *Bird's Eye*, the *Discovery Islander*, and *Cortes Currents*.

Recently, the team has begun focusing on shallow or dug wells and drought preparedness in collaboration with the We Wai Kai Nation. A few weeks ago, the Nation received funding from the Real Estate Foundation of BC for these activities. In July, the BC Wildlife Federation will host a free Wetland-keepers workshop for 25 participants on Quadra Island. This workshop will expand interest in mapping watersheds and wetland plant communities.

Practical Water Solutions, run by ICAN volunteer Kris Wellstein, supplies 1,000-litre food-grade tanks at cost for the collection of rainwater. Kris reports that business has been very brisk this spring. Last year, Quadra Islanders purchased over 100 tanks, and this spring alone, she has sold nearly 56. She anticipates that there will be demand for almost that many more over the summer. As demand across Vancouver Island is increasing, there is some concern that the suppliers may run short. Time will tell.

In addition to providing rainwater tanks, Practical Water Solutions also purchased a small pump to move the rainwater from the bank of tanks under Kris's workshop gutter to two new 1,950-gallon tanks. These tanks are a personal investment on Kris's part, but with the community in mind: as long as she has enough, she intends to make water available to community members whose wells are not keeping up with demand.

The ICAN Virtual Free Store continues to run an extremely successful Facebook page, with approximately 1,200 members. Administrator Jan Gladish and key moderators Lynda Bell and Ann Almond approve and moderate member requests to post items for exchange.

Group rules are simple: The site is not for selling things; members must be resident on one of the Discovery Islands; and items must be deleted from the page once they have changed hands. The team monitors feedback and has received numerous posts that show the site is serving its members well.

This spring, the team also organized Quadra Free Day where more than 35 residents placed items they no longer needed at the edge of their property for free pick-up by others. Next year, the team plans to request addresses well in advance and to post them in local print newspapers so that people have a hard copy to refer to. As well, they hope to organize Quadra Free Day at a time when it doesn't compete with the Saturday Market or any other community event, in order to allow more people to participate.

The Energy Self-Sufficiency team lost several personnel in 2023, but recently welcomed two new energetic members. They are presently working on getting a public EV charging station operational.

The DIY team's focus has been getting the Tool Library up and running. Like the Energy Self-Sufficiency team, DIY lost a number of members whose work lives, with the end of the pandemic, started taking up more time. But the Library is now operative and open to all community members. Tools that have been donated and purchased are housed in a van on Ramona Boyle's property, and Ramona manages the sign-in-sign-out process, as well as monitoring the condition of the tools. The team had originally hoped for a site in the Cove and was actively pursuing a seacan to house the tools when the owner of the site changed plans. Stay tuned for more developments!

Thanks to sustained efforts by the Transportation team, both in terms of liaison with government and sheer physical work, the Arbutus Corridor pathway, which links Heriot Bay Road and Arbutus Road, is now usable. The aim of the Corridor is to facilitate active transportation, that is, bike and foot traffic, to ease the use of fossil-fueled vehicles. At least thirty people put in work on the project, a number of them coming on multiple days. Volunteers ranged in age from 11 to 70+ with lots of seniors and a fair smattering of twenty year olds. It was clear that everyone was having a good time, and the work brought community members together. The people whose property bordered the trail became supporters as the trail developed.

The team hopes to make some improvements to the pathway in the early fall. These include tamping muddy sections and laying down a layer of gravel, as well as putting an aluminum mesh on walkways to prevent slipping. The team is hopeful that the McPhees (who own property adjacent to the pathway) will have work done on the west end of the right of way to improve access.

The Live Lightly team has also been busy. Last summer, they organized the ICAN table at the Quadra Summer Market, finding presenters and taking down the table after the Market. This year, team members have presented at the Market in various ways: they've provided information on upcycling and on products that assist in becoming an environmentally conscious consumer; they've run a donation day for socks to be sent for recycling and offered a class on mending clothes.

The team has also hosted workshops. Topics have included composting, making your own lotion, sewing a utility apron, and rag-rug-making. Last fall team members ran a glass jar exchange, and they also regularly submit informative articles to local news outlets on ways to consume less while enjoying life more.

The team remains poised for action on a new recycling facility here on Quadra, but a date has yet to be set by Comox Strathcona Waste Management.

Although we don't have a fundraising team per se, we would like to extend warm thanks to the volunteers who have assisted with grant-writing. It's been essential to our growth and our ability to tackle very substantial projects. We'd also like to thank Jen Banks-Doll,

Roseanne Engblom, Aaron Quesnel, and Ken Mooyman for mounting our recent Merry Month of May fundraiser, as well as everyone who donated to the campaign.

We are very grateful to everyone who has given ICAN their time, energy and support. You are greatly appreciated. We certainly could not have done it without you. With your help, we look forward to ever-deepening community engagement and a productive fifth year.

Thank you.

Appendix II – Treasurer’s Report

9:25 AM 2024-06-08 Cash Basis	Quadra ICAN Balance Sheet As of 30 April 2024
	<u>30 Apr 24</u>
ASSETS	
Current Assets	
Chequing/Savings	
Total Chequing/Savings	36,431.59
Accounts Receivable	
Accounts Receivable	-855.60
Bird's Eye ad payments	-24.00
Total Accounts Receivable	<u>-879.60</u>
Total Current Assets	35,551.99
Fixed Assets	
Birds Eye	5,000.00
Food Team Equipment	<u>2,019.17</u>
Total Fixed Assets	7,019.17
Other Assets	
Other Assets	<u>112.00</u>
Total Other Assets	112.00
TOTAL ASSETS	<u>42,683.16</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-225.92
Total Accounts Payable	<u>-225.92</u>
Total Current Liabilities	<u>-225.92</u>
Total Liabilities	-225.92
Equity	
Opening Balance Equity	3,646.97
Unrestricted Net Assets	36,074.76
Net Income	<u>3,187.35</u>
Total Equity	<u>42,909.08</u>
TOTAL LIABILITIES & EQUITY	<u>42,683.16</u>

Appendix III – Special Resolutions Ratified at 2024 AGM

The following clauses will be added to ICAN’s bylaws, Part 2 – Members:

2.1 A person may apply to the Board for membership in the Society by signing up through the website or by physically signing a membership sheet if one is made available at a workshop, the ICAN summer market table, a community consultation, or the like. An application for membership is deemed accepted if the Board does not contact the individual within one week stating that their application has been rejected.

Termination of membership through dismissal

2.7 person’s membership in the Society may be revoked through the dismissal process contained in the Society’s official procedures.

Appendix IV – Policies and Procedures Ratified at 2024 AGM

Business Referrals and Recommendations

ICAN does not provide formal referrals or recommendations to businesses or service providers including contractors.

Volunteer Expenses

Effective date May 1st, 2024.

In general, we do not expect to pay expenses for volunteers, unless not doing so would prevent the individual from volunteering or would cause that volunteer financial hardship. The key to managing a balanced approach between costs and outcome lies with the team leaders. Team leaders are responsible for managing project costs as per the policy described below and based on their team’s financial situation. In other words, team leaders should not preapprove a cost if there isn’t money in the team account to cover it.

This expense policy covers the costs of operations that directly support approved projects and activities.

Expenses eligible for reimbursement from ICAN include mileage (if applicable), other transportation costs, materials, fees such as renting the Community Center, honorariums, contractor fees, food purchases, utilities, etc.

All expenses require preapproval. Team leaders are strongly encouraged to include anticipated volunteer expenses as part of the approval of an overall project budget. Individual expenses that are not included in the budget for an approved project plan require preapproval as per the following requirements:

- Less than \$250 needs approval by the applicable team lead. If the team lead is making the expenditure, any one board member must also approve.
- Between \$250 and \$1,000, the applicable team lead and any one board member must approve.
- All expenses over \$1,000 need approval by the applicable team lead and the Board of Directors.

Requests for reimbursement of approved expenses must be submitted within 60 days of the expenditure.

Reimbursement will be made by e-transfer and must include both receipts and documentation of approval of the expense. No payments will be made without prior approval, copies of receipts or for expenses that are over 60 days old.

As a charity we are always looking to stretch a dollar to support the organization. There are circumstances in which individuals can be reimbursed for an approved and legitimate expense, and they then 'donate' this payment back to ICAN; in return, they receive a donation tax receipt. Please contact the treasurer if, as a team lead or individual volunteer, you think this could apply.

**Appendix V – Re: Dr. McIntosh’s election to the Board of Directors
of the Quadra Island Climate Network Society
in absentia**

I, Dr. Mary McIntosh, do hereby consent to serve on the Board of Directors of Quadra ICAN Society, in accordance with the wishes of the members as shown in their election of me at the Quadra ICAN AGM, held on 26 June 2024 by Zoom.

My thanks to the members for their support, and their understanding of my absence from the AGM for health reasons.

Dr. Mary McIntosh

Date