



Kluane National Park Management Board  
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Meeting Minutes 04-18  
April 21, 2018  
Kluane National Park Management Board Office  
10:30 am

## 1. Call to Order 10:40 a.m.

**In Attendance** – Robin Chambers - Chair, Barb Joe, Gerald Dickson, Michael Riseborough, Elsabe Kloppers, Linaya Workman - Park Site Manager (phone), Sylvie Gewehr – Administrator.

## 2. Review and approve draft Agenda 04-18

Motion 01-04-18: Michael R. motions to adopt the agenda as presented. Barb J. seconds the motion. Approved unanimously.

## 3. Review and approve draft Minutes 03-18

Motion 02-04-18: Michael R. motions to accept Minutes 03-18. Elsabe K. seconds the motion. Approved unanimously.

Motion 05-04-18: Michael R. motions to append the motion from March 22 to the Minutes 03-18. Elsabe K. seconds the motion. Approved unanimously.

## 4. Presentation on the Bighorn Project, Colin Asselstine, KCDC

## 5. Presentation on the Visitor Experience function (Carly Sims, Visitor Experience Manager, KNP&R)

## 6. Old Business

### 6.1. Operating Procedures

All the changes were made during Meeting 03-18 and it was proposed that the Operating Procedures be adopted at the Meeting 04-18.

Q: Does the Contribution Agreement with PCA specify whether or not the Board is required to have their financials audited?

A: The Contribution Agreement states that “Parks Canada and/or the Auditor General of Canada reserves the right to audit or cause to have audited the accounts and records of the Recipient (...). The scope, coverage and timing of such audit shall be as determined by Parks Canada and/or the Auditor General of Canada”.

Typo correction on page 5.

Motion 03-04-18: Elsabe K. motions to adopt the Operating Procedures. Gerald D. seconds the motion. Approved unanimously.

### 6.2. Trapping Request

No updates from PCA yet. The Board members have no legal questions to bring forward yet (Action Item 05-03-18), and expect only to have questions once PCA is returning to the Board with a legal opinion.

## **7. Finance and Administration**

### **7.1. 2017-18 Financials Review**

The current budget summary report shows the 2017-18 actuals to have gone over the budgeted expenses. This is because when the budget was created it was based on the current year earnings only, and did not include the retained earnings. If previous year and current year earnings are considered, the Board's expenditures did not exceed the income.

Q: Can the KNPMB carry a portion of their surplus over to the next fiscal year?

A: The surplus does not have to be returned, unless requested by PCA, but has to be deducted from the next fiscal year's funding. The 15% carry-over clause only applies to government budgets. The KNPMB cannot exceed the annual budget as described in the Contribution Agreement.

Q: Are there year-end reporting requirements?

A: Yes, in addition to the regular quarterly reporting requirements, there is an obligation to submit a year-end report by May 15<sup>th</sup>.

Action Item 02-04-18: The Administrator will finalize the 2017-18 financials and send them to the Board members for approval in the week of April 23<sup>rd</sup>.

### **7.2. 2018-19 Budget**

Review of the proposed 2018-19 budget.

Action Item 03-04-18: The Administrator will finalize the 2018-19 budget and send it to the Board members for approval in the week of April 23<sup>rd</sup>.

### **7.3. Admin update: Lease amendment, Yellowpages, swag and doorprizes**

Brent Liddle requested that the Board amend the lease agreement for the office rental to add 5% GST to the monthly rent and asked the Board to pay the outstanding GST balance for the first 5 months' rent (November 2017 to March 2018).

Q: How much GST refund is the KNPMB entitled to?

A: KNPMB is entitled to receive a 50% refund of GST paid on purchases and services throughout the fiscal year.

Motion 04-04-18: Michael R. motions to amend the lease and pay the outstanding GST upon presentation of an invoice. Elsabe K. seconds the motion. Approved unanimously.

Action Item 01-04-18: The Administrator will amend the lease and request an invoice from Bent Liddle.

After the Administrator submitted the Board's listing information to Yellowpages, they contacted the office with an offer for highlighted listings, at a monthly cost. The basic listing is sufficient and the Board will not sign up for this.

Review of the swag and door prizes the Administrator purchased.

## **8. New Business**

### **8.1. Kluane Lake Research Summit**

The Board is signed up to have a booth at the Kluane Lake Research Summit in Burwash Landing on May 4 and 5. The Summit will be about research being done around Kluane Lake, what the communities around the Lake would like to know more about, and information sharing. Michael R., Elsabe K., and Gerald D. could be available to attend the Summit with the Administrator.

Action Item 04-04-18: The Administrator will prepare supplies and documentation for the Summit: KNPMB Info Pamphlet, brochures on the management planning process and timeline, a copy of the SOPR, swag, and candy.

Action Item 05-04-18: The Administrator will make two copies of the office key for the Chair and Co-Chair.

## **9. Updates or Additions**

Upcoming meeting dates: the July meeting date falls on the same weekend as the CAFN GA. The amended July meeting date is Tuesday, July 17<sup>th</sup> at 5:30 p.m.

Open houses and outreach activities for this fiscal year: the Board needs to start planning for this year's outreach activities. Possibilities are a Christmas open house, an activity in March 2019, and maybe participation at the Community BBQ at Daku in September.

The next management planning meeting will be on May 23<sup>rd</sup> and May 24<sup>th</sup>, and the elder's visioning workshop will be on May 10<sup>th</sup>.

Action Item 06-04-18: The Administrator will find out the exact time and location for the elder's visioning workshop and send the information to the Board members.

Q: Has the TD bank account been closed and all the funds been moved to the new CIBC bank account?

A: The funds have been moved to the CIBC bank account, but TD refuses to close the Board's account. The account will close itself by September 2018, after 6 months of inactivity. Until then, TD will be charging the monthly fee of \$4.95 plus interest.

**10. Next Regular Meeting Date – Tuesday May 22 at 5:30 p.m., KNPMB Office**

**11. Adjournment at 3:04 p.m.**

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Chair or Vice-Chair

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Administrator