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### ***Columbia Mountains Institute of Applied Ecology***

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## *1 Message from the President*

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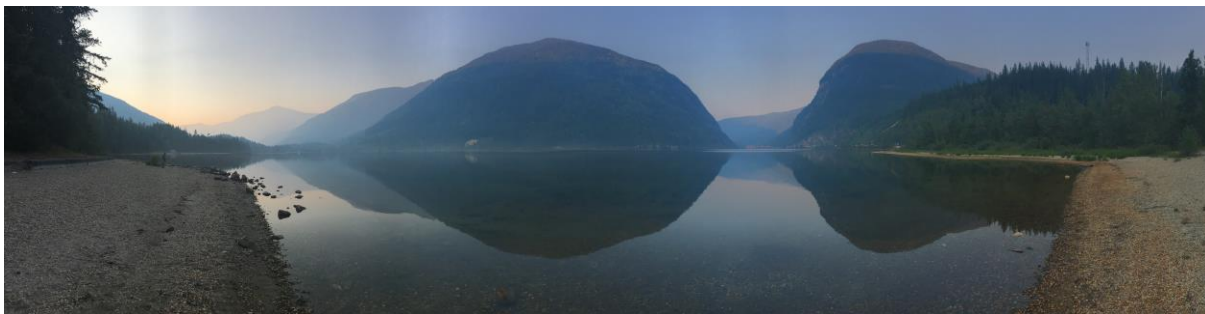
As I am completing my third year as president, I am thankful for the support from our Executive Director, Mia King who was filling in for Hailey Ross while she was on maternity leave, guidance from our vice-president Dr. Brendan Wilson, and the dedicated directors on our Board. Without their direction and support we would not fulfill our goals or be able to adjust to the ever-changing discipline of applied ecology and our newest challenge - the changing climate.

During 2018, we hosted a total of 12 successful events/courses including a range of topics from environmental impact assessment, wetland classification, bioengineering, modelling, statistical analysis and fish and wildlife identification. CMI continues to provide a valuable service for working professionals and community members. Looking back at 2018, I am pleased with our achievements and believe CMI is reaching our goal: to build and share knowledge about ecology in the Columbia Mountains Region.

I would like to thank all the hard work from our directors and especially our interim executive director Mia King. She transitioned seamlessly into this position and carried CMI through another successful year, we wish her well in all her future endeavors. Welcome Hailey Ross, we are excited to have Hailey back in the office as our Executive Director and look forward to working with her this upcoming year.

I would like to take this opportunity to personally thank our corporate members, sponsors, and local partners who help us fulfill our vision to continue to provide relevant educational opportunities in the Columbia Mountains Region.

Thanks to all our members, attendee's and volunteers helping us achieve another successful year!



Carrie Nadeau, R.P.Bio.,

President, Columbia Mountains Institute

## ***2 Operations of the Columbia Mountains Institute***

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### **2.1 About Columbia Mountains Institute of Applied Ecology**

CMI's vision is of outstanding natural resource management through building and sharing knowledge about the ecology of the Columbia Mountains and its associated ecosystems.

Our mission is to foster collaboration, communication, and education in support of relevant applied ecology research within our area.

We're known best for hosting balanced, science-driven conferences and specialized courses that present the newest information and methodologies. We are a regional group that connects people working in the various fields of applied ecology – natural resource practitioners, managers, researchers, educators, academics, stewardship groups, and others with an interest in the ecology of southeastern British Columbia. Our website offers many resources, including summaries for all of our past conferences.

CMI was incorporated as a society in 1996, and is based in Revelstoke, British Columbia. The society is directed by a maximum of fifteen Board members (in 2018, by 12 Directors). An Executive Director supports the Board. In November of 2017, Mia King came on as interim Executive Director to cover for Hailey Ross who was off on maternity leave until March 2019. CMI retains the services of a bookkeeper, and of website consultants as needed. Funding for the operation of our society comes from memberships and retained earnings from our projects (events), and other income such as grants from the Columbia Basin Trust, event sponsorships from private donors, and bank interest.

### **2.2 Board of Directors for 2018**

In addition to the Annual General Meeting, and a strategic planning session the Board of Directors met ten times, with the executive directors meeting an additional time in 2018, to make decisions about future events, finances, policies, and hear reports from our sub-committees. Most Directors attend the meetings via conference call.

For information about each Director, please visit our website at:

<http://cmiae.org/about/directors-administration/>

#### ***Executive***

Carrie Nadeau, President  
Brendan Wilson, Vice-President  
Kevin Bollefer, Treasurer

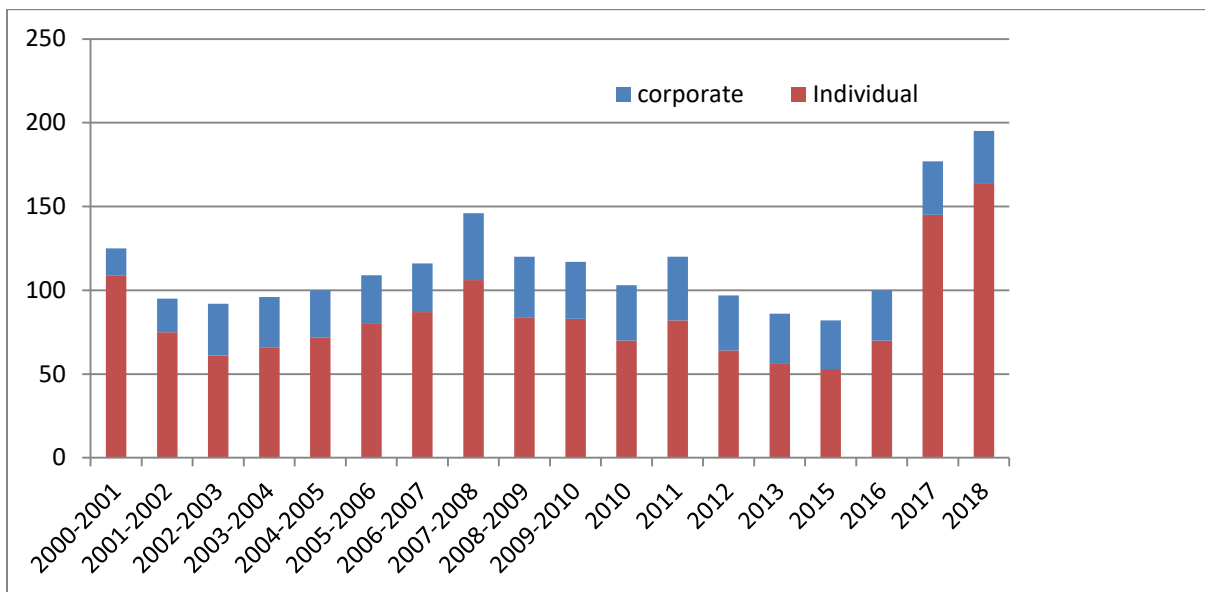
### ***Directors at Large***

Jeremy Ayotte  
Marc-André Beaucher  
Harry vanOort  
Catherine Craig

Ryan Gill  
Doris Hausleitner  
Mike Miller  
Randy Moody

## **2.3 Membership of CMI**

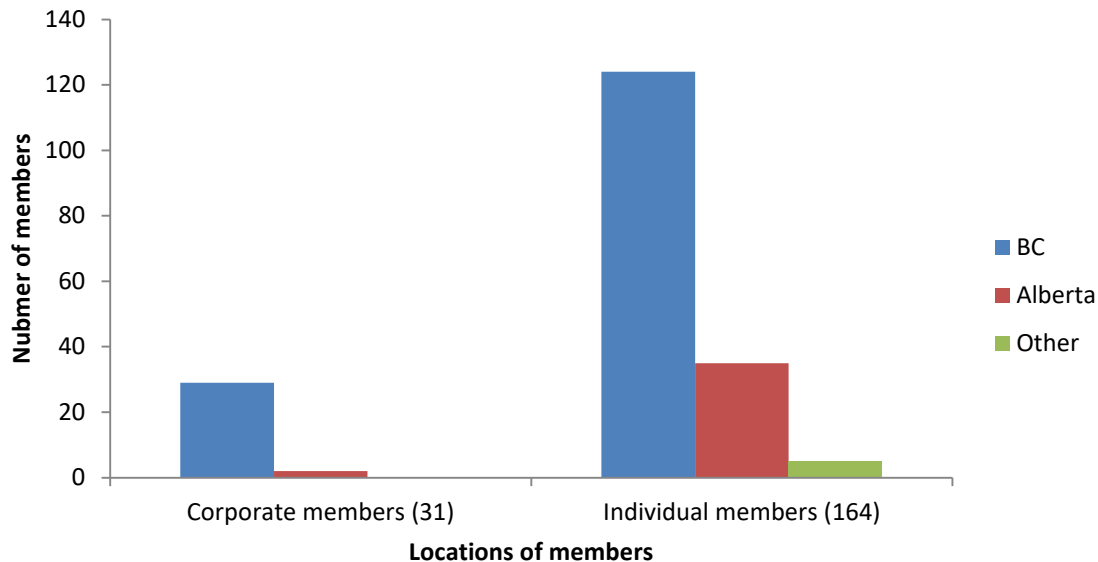
The Columbia Mountains Institute finished up the year with 164 individual members, and 31 corporate members. In total, there are 323 people receiving membership emails, and this information is circulated further within the corporate memberships. CMI also maintains a list of about 1,239 individuals who have signed up to receive our email announcements about upcoming events and important activities. We consider these people to be a part of our network.



## ***CMI corporate members for 2018***

AMEC Foster Wheeler (<http://www.amecfw.com/>)  
Associated Environmental Consultants. (<https://www.ae.ca/>)  
BC Hydro, Columbia Generation (<http://www.bchydro.com>)  
BC Ministry of Forests, Lands, and Natural Resource Operations, Kootenay Fish and Wildlife Branch (<https://www2.gov.bc.ca/gov>)  
Bulkley Valley Research Centre (<http://bvcentre.ca/>)  
Canadian Columbia River Inter-Tribal Fisheries Commission (This membership now under the Ktunaxa Nation) (<http://fnbc.info/org/>) (<http://www.ktunaxa.org/>)  
CE Analytic (<https://www.barryjwilson.com/store>)  
City of Revelstoke (<http://www.cityofrevelstoke.com/>)  
College of Applied Biology (<https://www.cab-bc.org/>)  
Columbia Basin Trust (<http://cbt.org/>)  
Cooper, Beauchesne and Associates Ltd. (<http://cooperbeauchesne.com>)  
Cornice Environmental Consulting (<http://cec-env.com/>)  
Creston Valley Wildlife Management Authority (<http://www.crestonwildlife.ca>)  
Downie Timber (<http://www.downietimber.com>)  
DWB Consulting Services Ltd. (<http://www.dwbconsulting.ca/>)  
East Kootenay Invasive Species Council (<https://www.ekisc.com/>)  
Ecoscape Environmental Consultants (<https://ecoscapeltd.com/>)  
Keefer Ecological Services (<http://www.keefereco.com/>)  
LGL Limited Environmental Research Associates (<http://www.lgl.com/en/>)  
Lotic Environmental (<http://lotic.co>)  
Margo Supplies Ltd. (<https://www.margosupplies.com/>)  
Masse Environmental (<http://masseenvironmental.com/Home.aspx>)  
Parks Canada, Mount Revelstoke and Glacier National Parks (<http://www.pc.gc.ca>)  
Polster Environmental Services Ltd. (<http://polsterenvironmental.com/>)  
Revelstoke Community Forest Corporation (<http://rcfc.bc.ca/>)  
Selkirk College, School of Environment and Geomatics (<http://selkirk.ca/>)  
Shearing Environmental Services (<https://www.shearing.ca/>)  
University of Victoria (<http://www.uvic.ca/>)  
Vast Resource Solutions (<http://www.vastresource.com/index.html>)  
Wildsight (<http://www.wildsight.ca>)  
Yellowstone to Yukon Conservation Initiative (<https://y2y.net> )

## Where do CMI members live?



## 2.4 Supporters of CMI for 2018

CMI benefits from the large number of volunteer hours contributed to CMI by our Board of Directors, and by the members of the organizing committees for our various events. These people keep us connected to ecological issues in southeastern BC. CMI continues to be effective because of their willingness to contribute time and expertise.

The Columbia Mountains Institute of Applied Ecology gratefully acknowledges the financial and in-kind support of agencies that partnered with us to make this year's events and our projects a success. The generosity of these agencies is recognized in the information about each past conference at CMI's website (<http://cmiae.org/events/past/>)

These agencies kindly provided financial or significant in-kind support for an event in 2018:

- Columbia Basin Trust
- Canadian Wildlife Health Cooperative
- British Columbia Ministry of Agriculture
- Wild Sheep Foundation
- Wild Sheep Society of British Columbia
- Fish and Wildlife Compensation Program
- Vast Resources
- College of the Rockies
- Okanagan College (Revelstoke campus)
- Creston Valley Wildlife Management Area
- Nakusp and Area Community Forest
- Revelstoke Credit Union

We also graciously acknowledge the contributions of the presenters and volunteers associated with each of our events.

CMI thanks the [Society for Ecological Restoration](#) for their continued support of our courses and conferences, many of which have received SER accreditation for students enlisted in their CERP Program. You can learn more about this program [here](#).

## 2.5 Administration of CMI

Mia King came on as interim Executive Director in November 2017 to cover Hailey's 2018-2019 maternity leave. Mia will continue to work in a reduced capacity with CMI in 2019 as Project Manager once Hailey returns as Executive Director.

## 2.6 Strategic Direction

In 2018, CMI continued to work towards the goals and objectives laid out in the Strategic Plan (2014-2017).

Work on renewing CMI's strategic plan started on October 28, 2017, when the CMI board of directors gathered for a strategic planning session with consultants Christina Benty and Caleb Moss from "Christina Benty Strategic Leadership Solutions." This meeting resulted in a document that the consultants described as an "executive summary with a number of recommendations." From this document a new Strategic Plan document will be developed by the CMI ED with input from the BOD – this was not completed in 2018 as Hailey was on maternity leave. The new Strategic Plan will contain the following strategic areas of focus:

- Education, collaboration, and engagement
- Resource development
- Policies and procedures
- Directional shifts

# 3 *Activities of the Columbia Mountains Institute*

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## 3.1 Continuing education

### ***CMI Events in 2018***

A major goal of CMI is to identify current ecological issues and knowledge gaps, then host workshops or courses to address these issues. This section summarizes all events that were held in 2018. More details about each event, a list of event partners and supporters, and event summaries are available on CMI website in the "[Events](#)" section. Conference, course and workshop evaluation forms were collected. For conferences, this feedback is always summarized in the conference proceedings document and posted to the associated web-page.

Our event announcements are distributed to a targeted set of recipients. We promote primarily by email to: members (over 350), our event announcement distribution list (over 1200 individuals) professional associations, various other organizations and individuals as suggested by the topic of each event. We also use these social media platforms to promote CMI events and activities: Facebook, Instagram and Twitter. Other agencies regularly include our information in their own notices and newsletters.

CMI announcements and news are sent to a network of over 1400 people working in the field of ecology in BC and Alberta.

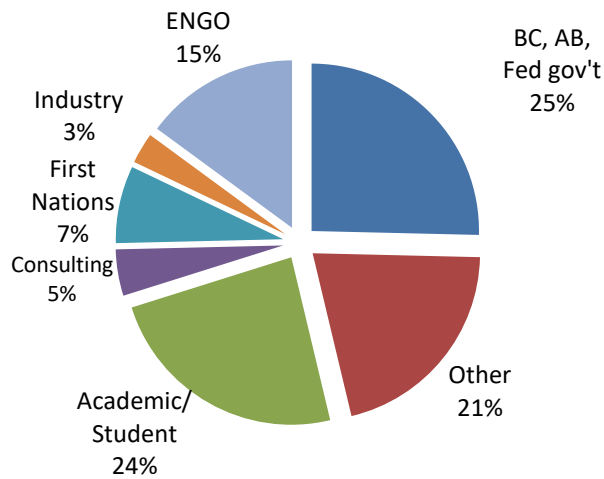
In total, there were 211 participants in CMI events in 2018 (down from 625 from 2017). (Some people attended more than one event in which case their participation has been counted multiple times.)

- 148 people attended a course or workshop (that is up from 145 people in 2017)
- 63 people attended a conference or forum (that is down from 167 in 2017)
- 120 people attended a free public presentation hosted by CMI (This includes our CRED talk series and the keynote speaker for our 2018 conference)

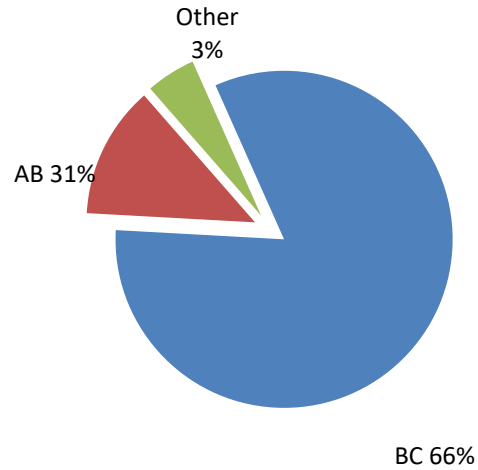
For our events in 2018, the tables on the following page show where participants are from, and their affiliations.



### Information about CMI conference participants in 2018

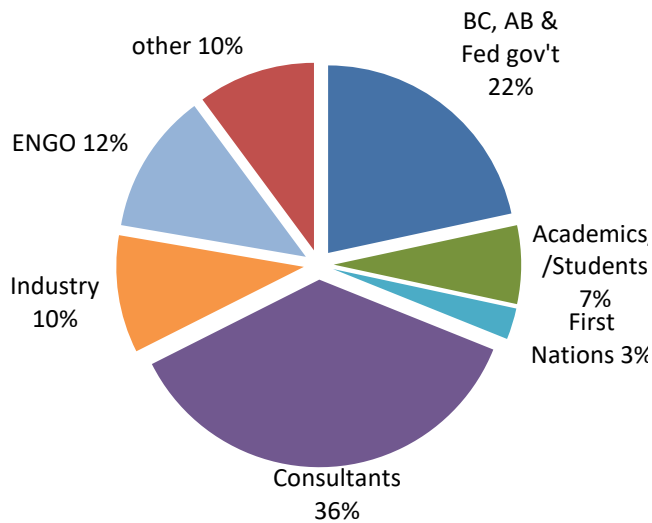


Affiliation of conference and forum participants in 2018

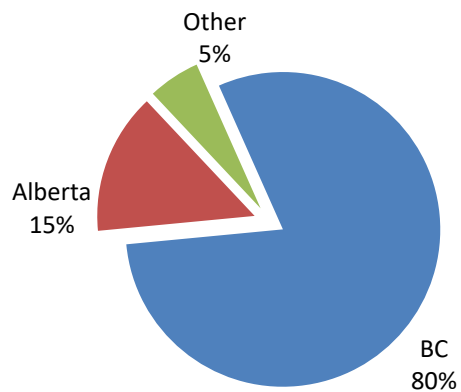


Where conference or forum participants came from in 2018

### Information about CMI courses and workshop participants in 2018



Affiliation of course and workshop participants in 2018



Where course and workshop participants came from in 2018

*\* These charts do not contain data from our public talks as detailed demographic data was not tracked*

## ***List of conferences and courses held in 2018***

Summary List of Events in 2018 in the order that they were delivered:

- [Trend Analysis and Environmental Impact Assessment](#)
- [Free Public Talk by BC's Wildlife Vet](#)
- [Interdisciplinary Approaches to Managing Health of Fish and Wildlife](#)
- [Introductory and Second Level QGIS](#)
- [Fishes of British Columbia Identification Course with a focus on the Columbia River Basin](#)
- [Advanced Field Ornithology: Identification and Surveys by Sound](#)
- [Wetland Classification](#)
- [Introduction to Willow Identification](#)
- [Bioengineering: A Restoration Course](#)
- [2018 Annual Researchers' Forum](#)
- [Occupancy Modelling Course](#)
- [CRED Talks \(Columbia Region Ecological Discussions\)](#)

Information about all of these events can be found in the [Past Events](#) section of the CMI website, and a description of each event is found below.

### **Trend Analysis and Environmental Impact Assessment**

February 7-9, 2018

Okanagan College, Revelstoke

14 students attended this course

#### **Course Description**

Environmental impact assessments want to know if trends over time differ between control and impact sites. Statistical methods for the analysis of trends over time use many of the same methods as the analysis of experimental data (e.g. ANOVA, regression) but must now deal with problems such as autocorrelation and process error.

We tried something new in response to membership requests and ran this course mid-winter in Revelstoke! This course ran on a schedule that allowed students to take up local winter recreation opportunities in the morning and/or by staying in Revelstoke for the weekend following the course.

This course was approved by SER for 10 continuing education credits in their Certified Ecological Restoration Practitioner (CERP) program.

### **Free Public Talk by BC's Wildlife Vet**

May 1, 2018

Kimberley Conference Centre

Approx 50 people from the public plus approx. 60 conference delegates attended this talk

Dr. Helen Schwantje is the wildlife veterinarian for British Columbia and responsible for the provincial Wildlife Health Program since 1992. This talk is presented as part of the CMI's conference: Interdisciplinary Approaches to Managing Health of Fish and Wildlife. This talk was open and FREE to all that wish to attend.

### **Interdisciplinary Approaches to Managing Health of Fish and Wildlife**

May 1-2, 2018

Kimberley Conference Centre

63 people in attendance

#### **Event Description**

The expanding footprint of humans increasingly alters the complex dynamics of wildlife health and disease, which can threaten wildlife populations. An unprecedented rate of emergence and re-emergence of infectious disease has been enabled via transport of organisms, environmental degradation, and by other factors that compromise ecological stability, including climate change. In Western North America, population-threatening diseases are occurring in fish and wildlife at an increasing rate, presenting significant conservation challenges.

To ensure proactive conservation of wildlife populations, there is a need for cross-discipline sharing of information on current disease issues by governments, communities, scientists, wildlife managers, the agriculture industries, public health, and stakeholders from all sides.

This upcoming conference will provide an opportunity for improved dialogue among experts: First Nations, veterinarians, academics, epidemiologists, wildlife biologists, stakeholders, managers, stewardship groups, and the public. Experiences with successful citizen science and disease-reporting tools will be shared. New research on the role of climate change and variables that help predict disease outbreaks will be of interest to species-specific disease monitoring and management efforts.

The event proceedings document can be found on the event webpage.

### **Introductory and Second Level QGIS**

May 3, 2018

College of the Rockies, Main Campus in Cranbrook BC

This course had 17 participants

Course was taught by Richard Johnson, geological Engineer.

#### **Course Description**

The free, open source QGIS program is used and supported by a world-wide array of developers. Learn how to use this program to produce maps from public databases and your own knowledge. The course was presented over two days, with the option of taking both days, or just day one or just day two.

Day one – Introduction to QGIS

In a hands-on environment, on their own computers, students created basic maps, adding lines, shapes, overlaying images, creating contours, adding labels and producing high quality maps for print or digital presentation.

#### Day two – Second Level QGIS

Participants expanded their capabilities, working with raster, vector and satellite/air-photo imagery to become proficient using QGIS to solve more complex problems.

### **Fishes of British Columbia Identification Course with a focus on the Columbia River Basin**

May 14-15, 2018

Okanagan College, Revelstoke BC

This course had 13 participants

Course was taught by Eric Taylor from University of British Columbia.

#### **Course Description**

The fresh waters of the world house spectacular diversity of freshwater fishes, accounting for over 40% of all described taxa in less than 0.01% of aquatic habitat by surface area. British Columbia has a relatively small number of described native species (69), yet contains a considerable wealth of un-described diversity and endemic species. This course serves as an introduction to the biogeography, evolution, and identification of native and introduced freshwater fishes found in British Columbia. Two lecture sessions focus on the biogeography, evolution of our fauna, as well as the morphological and molecular genetic techniques used in fish identification. Two afternoons focus on morphological-based identification of fishes, particularly those found in the Columbia River Basin.

### **Advanced Field Ornithology: Identification and Surveys by Sound**

June 4-6, 2018

Okanagan College and various field sites, Revelstoke BC

8 students attended this course

Course was taught by John Woods and Marc-André Beaucher with Creston Valley Wildlife Management Area

#### **Course Description**

For many field ornithology surveys, the ability to identify bird species by their calls and songs is an essential skill. It is also one of the hardest aspects of field work to master.

Technological advances in sound capture and visualization are pushing the ornithological frontiers with tools that make it easier than ever to learn field-identification by sound and to survey natural soundscapes (and their birds). In addition, modern sound recordings are providing high-quality acoustical specimens for analysis and independent review.

This course will combine field-experience listening to bird calls and songs during two mornings at the height of the breeding season, with hands-on recording practice to generate

sound files. Each afternoon, the class will learn to edit and review their recordings using sound visualization software on their personal laptop computers.

Topics for discussion and field practice will include: ethical considerations in recording bird sounds; digital recorders including smartphones, parabolas and digital video; the use of autonomous recording devices such as SWIFT; standard protocols for point counts (North American Breeding Bird Survey—BBS; BC Breeding Bird Atlas); and, the use of Audacity and Raven Lite 2.0 software to visualize songs and calls and to edit sound files into a format suitable for upload into eBird.

After taking this course students will have several tools and strategies to improve their ability to identify birds by songs and calls. They also will have an appreciation of the complexity and limitations of several forms of acoustical surveys.

### Wetland Classification

July 21-22, 2018

Okanagan College and various field sites, Revelstoke BC

22 people attended this course

This course was taught by Ryan Durand, EcoLogic

### Course Description

The half day classroom portion of this course will be spent learning about wetland classification, with a focus on using the provincial Biogeoclimatic Ecosystem Classification (BEC) system. Federal wetland classes will be discussed, as well as the physical and biological characteristics that can be assessed in the field in order to describe and classify wetlands.

The remaining 1.5 days of this course will be spent in the field in the Revelstoke area, visiting 3-4 areas to practice the wetland classification process in the field using provincial field forms as well as the Wetlands of BC handbook and the Describing Ecosystems in the Field manual.

Learning objectives for this course include:

- Wetland classification to the Federal Wetland Classes
- Wetland classification using the provincial Biogeoclimatic Ecosystem Classification (BEC) system
- Collection of ecological data using provincially recognized methodologies
- Introductory wetland plant identification
- Introductory organic soil descriptions

This course was approved by SER for 14 continuing education credits in their Certified Ecological Restoration Practitioner (CERP) program.

### Introduction to Willow Identification

July 9-10, 2018

Okanagan College and various field sites, Revelstoke BC

7 students attended this course

This course was taught by Jamie Fenneman

#### Course Description

Willows (*Salix*) are among the most widespread, diverse, and ecologically important vascular plants in British Columbia, yet are well known as one of the most difficult groups of plants to identify accurately to species. This course aims to provide students with a sufficient background in the genus to help untangle some of these complexities and become familiar with the identification process in the group. The course will include an in-class component, which will discuss the diversity, ecology, and identification of willow species, as well as provide opportunities for students to interact with fresh and dried specimen material. In addition, field trips will take students into the field to see a variety of willow species in different environments and practice field identification using taxonomic keys and other materials.

This course was approved by SER for 10 continuing education credits in their Certified Ecological Restoration Practitioner (CERP) program.

### Bioengineering: A Restoration Course

September 26-27, 2018

Okanagan College and various field sites, Revelstoke BC

A total of 21 students participated in this course.

This course was taught by David Polster

#### Course Description

Soil bioengineering is an applied science that uses live plant materials, rocks, soil and landscape elements to perform an engineering function such as slope stabilization, soil erosion control or seepage control.

Topics covered include:

- Factors involved in successful restoration
- Successional reclamation, with discussion of tools such as wattle fences that can be used to treat steep slopes (the terracing reduces erosion while the wood cuttings grow to provide a vegetative cover on the slope) and live staking (taking live cuttings of shrubs and staking them in the ground where there is a lack of vegetation along eroding stream banks. The clippings will re-sprout and establish new vegetation.)
- Soil bioengineering techniques
- Regional differences in climate, soils, hydrology, plant types, and growing seasons
- Maintenance and monitoring.

This course was approved by SER for 10 continuing education credits in their Certified Ecological Restoration Practitioner (CERP) program.

### **2018 Annual Researchers' Forum**

Sept 28, 2018

Old Fire Hall, Nakusp BC

32 people attended this course

#### **Event Description**

Every year CMI members get together to provide updates on their projects such as local research, field trials, new initiatives in southeastern British Columbia, etc. This event 'travels' around the Columbia Mountains area to small communities to give us a chance to catch up on each others' news. It's an informal atmosphere and non-CMI members are encouraged to join us!

The 2018 Researchers' Forum was in Nakusp on Friday, Sept 28, and included 11 speakers, two posters, and two field trip options. An event summary is available on the event webpage.

### **Occupancy Modelling Course**

October 23-25, 2018

Okanagan College, Revelstoke BC

14 people attended this course

This course was taught by Dr. Carl Schwarz

#### **Course Description**

The presence or absence of a species in a set of units (polygons, landscape units, territories, etc.) is a fundamental concept in many ecological studies (e.g. resource selection modelling, biodiversity, range). Visits to sampled units can result in a positive detection of a species or a non-detection of the species in that unit. However, a species may not always be detected if present which results in "false negatives". If the issue of detectability is not accounted for, estimates that rely on the level of occupancy can be misleading. This workshop covers methods for modelling species occurrence while accounting for potential false negatives.

### **CRED Talks: Columbia Region Ecological Discussions**

Various dates and the cycle for CRED talks spans 2018-2019 as they run through the fall and winter season

Revelstoke Community Centre, Revelstoke BC

60 people attended throughout this series in-person

### Speaker Series Description

The CRED talk series include speakers addressing a diversity of topics such as science communication, active ecological management, citizen science, research skills and techniques and the influences that our natural environment has on art and culture. In the most recent cycle of CRED Talks CMI hosted 4 different speakers who gave presentations over the lunch hour at the Revelstoke Community Centre.

There is one recorded talk from this cycle available for viewing by Kevin Bollefer titled Alternative Forest Harvesting Practices in Revelstoke BC. It can be found [here](#).

## **3.2 Supporting applied ecological research**

### ***CMI Members' Updates***

Twelve CMI Members' Updates (newsletters) were sent in 2018, as well as assorted announcements for events and a few interim messages with information that did not make it into the Updates. CMI's email bulletins include CMI news and information about funding sources, resources in print and on other websites, job postings, workshops, and various other information of interest to ecologists working in southeastern British Columbia. Updates went to over 323 individual email addresses, and were circulated further within the corporate memberships.

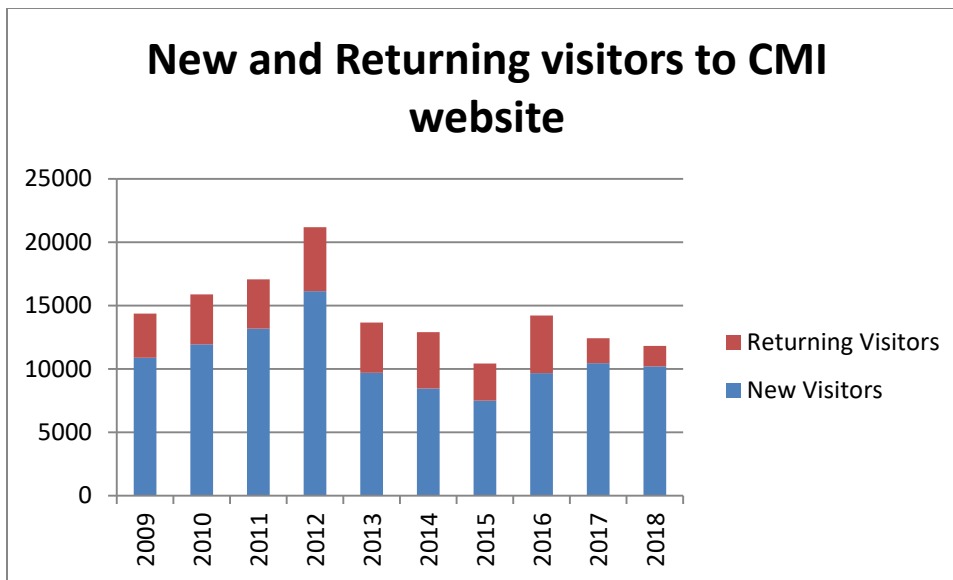
### ***CMI web site ([www.cmiae.org](http://www.cmiae.org))***

Our Google Analytics program tells us that in 2018:

- our website had 10, 469 visitors, which accounted for 15, 023 sessions
- 86.5% were new visitors
- 13.5% were returning visitors
- we had 31,373 pageviews

The following chart shows that traffic to our website compared with other years.





- The most visited page on the site was the home page (which contains a list of upcoming events) with 4,908 visits in 2018
- The second most visited page was the upcoming events page, with the event webpage for our conference coming in as a close second (Interdisciplinary Approaches to Managing Fish and Wildlife.)

The most popular PDF download in 2018 was for our conference summary for the season. These summaries are a legacy of our events, and make the information from the event available to a much wider group than the participants. As of April 2019 (at the time of writing this report), the top 5 PDF downloads to date are:

- Proceedings: Incidental Take of Migratory Birds, 2017 conference (419 downloads)
- Schedule for above mentioned 2017 conference (208 downloads)
- Wildland / Urban Interface Fires, Fuel Management, and ecosystems conference (150 downloads)
- CMIAE Executive Director Job posting, mat leave 2017 (96 downloads)
- Agenda for the Regulated Rivers II conference, March 13 version (84 downloads)

### **Facebook**

In May 2011 CMI opened a Facebook page with the aim of reaching more people with our announcements, and enabling discussion about ecological issues. In addition to event announcements, any material which the executive director thought might be of interest to members of the CMI facebook page was also posted.

*Available data on CMI Facebook page:*

- There were 710 followers in 2018 (up from 602 in 2017)

- The total number of page “likes” received in 2018 was 595 (up from 595 in 2017)
- 60% of the people who “like” the CMI facebook page are women, 36% are men. This split has been consistent for many years.
- 28% are between the ages of 25-34, and 33% are between the ages of 35-44. This has also remained consistent over the last five years.
- Country Representation: 536 of our “fans” are from Canada, 56 people are from the US, 8 are from Australia, and 27 are from other countries around the world
- Top 5 City Representation: 65 of our fans are from Revelstoke BC, 34 are from Nelson BC, 33 are from Victoria BC, 32 are from Vancouver BC, and 31 are from Calgary AB.

The facebook page does not sustain very much conversation and sharing of information apart from what the CMI executive director posted on the page. It is a good way to share pictures of events and postings of updates such as when a new download is available on the CMI website.

## **Instagram**

In 2018 CMI opened up an Instagram Account under “Columbia Mountains Institute.” Currently we have 105 followers. This platform was a fun way to share photos from our events and some event promo also took place. Activity on this account was slow to start but did pick up a little with time. We are unsure whether we will sustain activity on this account as we have found that Twitter is where all the action is for us – see below.

## **Twitter**

CMI opened up a Twitter account this year and has found that this is a fantastic venue for us well-suited to our demographic. The Twitter account is under the name @TheCMIAE and we currently have 98 followers. While this is not a large number we have found that there is more activity around our posts and that a large number of our members are using this social media platform. As one example, we have already had a number of our speakers and instructors “tweeting” about upcoming CMI opportunities and we simply did not see this type of activity on either one of our other social media accounts. We’ll continue with this platform.

## **3.3 Collaboration**

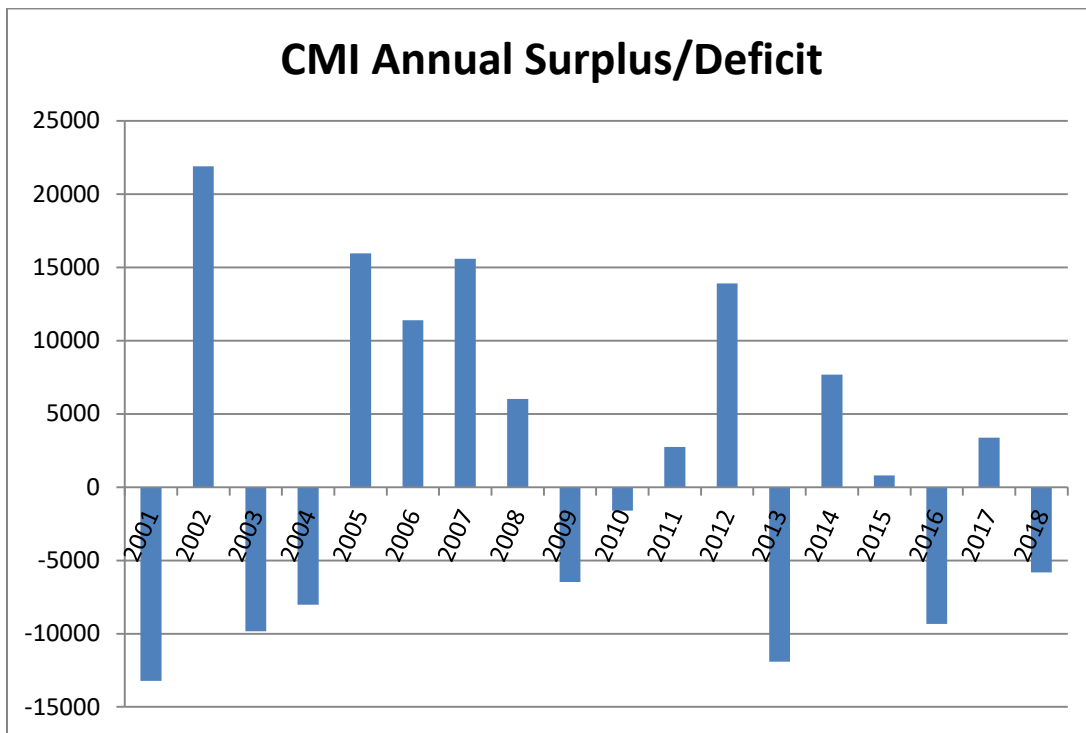
CMI exchanges information with professional associations such as the Y2Y Network, Columbia Basin Trust, the Bulkley Valley Society, Kootenay Association for Science and Technology, Columbia Basin Environmental Education Network, Kootenay Conservation Program, the Columbia Basin Watershed Network, and many other agencies and mailing lists. Information from these groups is often passed on to CMI members in our monthly Members’ Updates.

## 4 Preface to Financial Statement

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*This section prepared by CMI treasurer, Kevin Bollefer:*

The un-audited financial statements for the fiscal year ending December 31, 2018 reported a loss of \$5,828.73 for the year. The chart below shows how our net earnings have fluctuated from year to year. This is because our main revenue stream, which is net income or loss from our events, varies according to the number and type of events held each year.



In the years previous to 2014 Annual Surplus/Deficit was calculated with only administrative costs (including closed projects only). We have since changed this to include open projects as well.

The balance sheet on the final two pages of this annual report shows that we have built up our savings since CMI began in 1996. These savings are for keeping the society going if we have a year with low income, for replacing our assets, and for shielding us from risks, such as having to cancel an event at the last minute but still having to pay expenses. All in all, CMI remains in a good financial position to continue with what we do.

Our members and our volunteer Board of Directors continue to keep us in touch with current ecological issues and skill development needs. This is what keeps our events relevant and well-attended. Ideas for additional courses or conferences are welcome; please let Hailey or our Board members know.

Kevin Bollefer, CMI Treasurer

**Comparative Income Statement for the Columbia Mountains Institute for the Period  
ending December 31, 2018  
Income & Expense Sheet**

December 01, 2018 to December 31, 2018      Jan 01 2018 to December 31, 2018

**INCOME**

**PROJECT FUNDING**

Funding and Donations	0.00	11,450.00
Registration Fees	<u>5,025.00</u>	<u>67,725.07</u>
<b>TOTAL PROJECT FUNDING</b>	<u>5,025.00</u>	<u>79,175.07</u>

**ADMINISTRATIVE REVENUE**

Net Income / Loss from Finished Projects	0.00	12,692.88
Grants and Donations	0.00	0.00
Membership Fees	0.00	7,243.60
Intenet Sharing (Aboriginal Society of Revelstoke)	0.00	420.00
Miscellaneous Income and Interest	<u>2.62</u>	<u>614.85</u>
<b>TOTAL ADMINISTRATIVE REVENUE</b>	<u>2.62</u>	<u>20,971.33</u>

<b>TOTAL REVENUE</b>	<u>5,027.62</u>	<u>100,146.40</u>
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**EXPENSE**

**PROJECT EXPENSES**

Admin Cost Transfers	0.00	12,692.88
Advertising	0.00	277.25
Catering / Food	0.00	8,314.16
Wages - Exec. Director	615.35	21,362.98
Miscellaneous fees	0.00	473.50
Equipment	0.00	639.80
Contract Fees	0.00	17,522.69
PayPal Charges Projects	87.68	1,612.88
Photocopying	0.00	512.63

Postage	0.00	10.00
Rent Conference Venues	50.00	1,812.63
Speaker Fees	0.00	5,606.12
Supplies	0.00	825.91
Travel	0.00	5,189.15
Website	0.00	0.00
Incomplete Projects	<u>4,244.19</u>	<u>2,391.74</u>
<b>TOTAL PROJECT EXPENSES</b>	<u>4,997.22</u>	<u>79,244.32</u>

#### **ADMINISTRATIVE EXPENSES**

Bookkeeping	157.50	2,212.50
Amortization	0.00	0.00
Bank charges / Visa fees	(cheque order) 0.00	249.78
Insurance	0.00	1,872.00
Licenses and Dues	0.00	40.00
Miscellaneous	0.00	0.00
Office Furniture / Software	0.00	32.10
Office Supplies	0.00	179.34
PayPal Charges Admin	1.52	57.93
Photocopying	0.00	0.00
Postage	0.00	26.70
Rent	228.32	2,739.84
Staff Training	0.00	0.00
Telephone and Internet	141.09	1,397.72
Travel	0.00	0.00
Website	0.00	600.69
Gifts/Honorariums	0.00	0.00
Workers' Compensation	1.96	35.15
Wages	1,553.05	14,800.06
CPP Expense	92.90	1,632.43
EI Expense	50.40	854.57
Total Wage Expense	<u>1,696.35</u>	<u>17,287.06</u>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<u>2,226.74</u>	<u>26,730.81</u>
 <b>TOTAL EXPENSE</b>	 <u>7,223.96</u>	 <u>105,975.13</u>
 <b>NET INCOME</b>	 <u><u>-2,196.34</u></u>	 <u><u>-5,828.73</u></u>

## Balance Sheets 2018

As at December 31, 2018

### ASSET

#### CURRENT ASSETS

Money to be Deposited	2,904.82
Bank - R.C.U. 25890-5	10,155.37
RCU - Term Deposit 1 Year (Non-cashable) Jan 2018	26,668.82
RCU - Term Deposit 2 Year (Cashable) Jan 2018	20,883.54
RCU - Member Rewards	0.00
RCU - Shares	52.71
<b>TOTAL AVAILABLE CASH</b>	<u>60,665.26</u>

#### NON CASH CURRENT ASSETS

Accounts Receivable	(includes prepaid internet) 2,283.75
Prepaid Insurance	1,986.52
Open Projects Expenses Paid	2,481.21
<b>TOTAL NON CASH ASSETS</b>	<u>6,751.48</u>

#### CAPITAL ASSETS

Laptop Computer	815.00
Accum Amort. - Laptop Computer	<u>-815.00</u>
Net - Laptop Computer	0.00
Desktop Computer (Purch.March 2011)	1,403.00
Accum. Amort. - Desktop Computer	<u>-1,403.00</u>
Net - Desktop Computer	0.00
Digital Projector	1,915.82
Accum. Amort. - Data Projector	<u>-1,915.82</u>
Net - Data Projector	0.00
<b>TOTAL CAPITAL ASSETS</b>	<u>0.00</u>

<b>TOTAL ASSET</b>	<u><u>67,416.74</u></u>
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### LIABILITY

#### CURRENT LIABILITIES

Visa Payable	129.83
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Prepaid Membership	160.00
Accounts Payable	2,511.23
Open Projects Funds Received	8,390.00
GST / HST Collected	401.65
GST / HST Paid on Purchases	<u>571.24</u>
GST / HST Payable	-169.59
Wage Accrual	33.09
Vacation Payable	<u>0.00</u>
Total Payroll Taxes Payable	<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>11,054.56</u>
 <b>TOTAL LIABILITY</b>	 <u>11,054.56</u>
 <b>EQUITY</b>	
 <b>SURPLUS</b>	
Surplus - Beginning of the Year	62,190.91
Surplus (Deficit) - Current Year	<u>-5,828.73</u>
<b>TOTAL SURPLUS</b>	<u>56,362.18</u>
 <b>TOTAL EQUITY</b>	 <u>56,362.18</u>
 <b>LIABILITIES AND EQUITY</b>	 <u><u>67,416.74</u></u>