



Kluane National Park Management Board  
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Meeting Minutes 08-24  
6:00pm, August 27<sup>th</sup> 2024  
KNPMB Office, Haines Junction

**1. Call to Order 6:03pm**

Elsabe Kloppers (Chair), Robin Chambers, Ellen Bielawski, Grace Southwick, Tom Buzzell, Todd Chambers, Darlene Small (Ex-Officio Park Canada), Christa Egli (Office Manager)

**2. Review draft Agenda 08-24**

Motion 01 08-24: Robin motions to approve the Agenda 08-2024, Grace seconds, approved unanimously.

**3. Review Minutes 07-24**

Motion 02 08-24: Ellen motions to approve Minutes 07-2024, Todd seconds, approved unanimously.

**4. Presentations & New Business**

4.1. KFN Culture Camp Recap – No members were able to attend.

**5. Old Business**

5.1. Chair's Update

5.1.1. KFN Trapping Letter

- Board needs to assess their role in how best to assist KFN in moving this forward. There are many fine details that need to be considered when preparing a letter of recommendation for the minister.
- Darlene has offered Parks assistance in putting together some process points regarding how the recommendation to the minister ought to unfold. Action Item 01 08-24: Admin to reach out to Darlene after the meeting regarding this.
- Tom has a previously prepared package that can be recirculated to the board to assist in making this decision. This should enclose the process for both the board and the minister. Action Item 02 08-24: Darlene to source that package for the board to review.

5.1.2. Booth at CAFN GA September 7<sup>th</sup> 2024

- Todd has goals to attend and be a representative for the Board for the Saturday. Action Item 03 08-24: Admin to prepare booth package for board.

5.1.3. Review of Elsabe's Photos from the Sockeye Lake Kokanee Trip. Todd, Elsabe, Tom, and Ellen were also in attendance with members from Parks.

5.1.4. Office Manager Position

- Brief discussion of resignation email from briefly hired Office Manager. Action Item 04 08-24: Admin to finish preparing final paystub to be sent out with ROE and T4.

- Board discussion on pulling remaining un-interviewed applicant from previous applications and hopefully arranging an interview. Elsabe and Todd to be on the final hiring committee.

#### 5.1.5. Chair Position

- Elsabe as chair and representative for Canada for the past 3.5 years feels it is time for the chair position to recirculate to another CAFN or KFN member, officially tendering her resignation effective at the conclusion of this meeting. Tom Buzzel, as representative for CAFN, put his name forward as replacement.

**Motion 03 08-24:** Robin motions to appoint Tom as the new Chair effective at the conclusion the meeting, Grace seconds, approved unanimously.

### 5.2. Site Manager's Update

#### 5.2.1. Management Plan Update & News Release

- Discussion on the status of the Management Plan and plans moving forward.

#### 5.2.2. Forest Health Project

- Plan for a prescribed burn has been approved for the Alder creek area. Special considerations are being made especially considering the recent burn in Jasper.
- Currently waiting for the right weather before moving forward, with the ideal window being Sept 9<sup>th</sup>-19<sup>th</sup> 2024.
- Darlene provided a hard copy of the plan for the board's viewing and will forward full pdf document to Christa to be circulated to the board members via email.

#### 5.2.3. Bison Sightings

- Brief note from Scott Stewart from Parks on the recent sightings with plans to initiate meetings with CAFN and KFN with goals to prepare a bison management plan.

#### 5.2.4. Kokanee Management Discussion with gratitude for Elsabe's photos from the previous trip.

- New spawning ground discovered on recent second trip up.

#### 5.2.5. Recent Washburn Cache visit lead by Kelsey accompanied by elder Alice Johnson and her two grandsons.

#### 5.2.6. Visitor Experience Update

- Sept 20<sup>th</sup> to 22<sup>nd</sup> Northern Lights Festival to which the board is invited to attend.
- Record attendance to visitor experience events.
- July 2024 stats on par with July 2025 with 94% occupancy at the camp ground.

#### 5.2.7 Visitors from Tajikistan visit is on hold due to visa issues.

## 6. Finance and Administration

### 6.1. July 2024 Financials

**Motion 03 08-24:** Todd motions to accept July financials, Robin seconds, approved unanimously.

### 6.2. Administrator's Update

#### 6.2.1. Signing Authorities Status

#### 6.2.2. VISA Update

- **Update Action Item 04 07-24:** Admin to purchase and set up new reloadable VISA from the Post Office. Expected expenditures for Starlink and Adobe Acrobat for the next 7 months, up till the end of this current fiscal March 2025, will be

\$1565.34 + monthly fees for the reloadable card. Card to be reconciled each month.

- Motion 04 08-24: Todd motions to add \$1600 to reloadable visa, Grace seconds, approved unanimously.

6.2.3. Board Cell phone Update

Christa to make arrangements for cell phone purchase and plan setup.

**7. Updates or Additions**

**8. Action Log Review**

- Add: Action Item 05 08-24: Admin to update website with status changes, member bios, minutes, and images.
- Admin to update and send out to members post meeting.

**9. Next Meeting Dates**

- September Board Meeting: Sept 24<sup>th</sup> 2024
- October Board Meeting: Oct 22<sup>nd</sup> 2024
- Dakwakada Festival: Dates pending

**10. Adjournment 8:07**

Motion 05 08-24: Todd motions to adjourn, Tom seconds, approved unanimously.



Chair or Vice-Chair



Administration