

**CLAYOQUOT BIOSPHERE TRUST**  
**Community Development Committee**

**Wednesday, January 30th, 2008**

6:00 pm – 9:00 pm

Schooner Restaurant, Tofino

Meeting Notes and Next Steps

**In attendance:** Tony Bennet, Francine Frank, Alex Nikolic, Kim Mack, Doug Wright

**Staff:** Rebecca Vines

**1. Dinner was provided 6:00 – 6:30**

Rebecca welcomed everyone and expressed her appreciation for the volunteer commitment to the committee process.

**2. Review and approve agenda and recent minutes.**

The agenda and recent minutes were approved. No changes or additions required.

**3. CBT Update**

The 2007 Call for Projects has been completed. The Board approved the project funding recommendations provided by the Committees. In a few instances the amount of funding was adjusted in order to fund the entire package. Proponents have been advised and their funds are being distributed. David Fraser will be attending the 3rd World Congress for Biosphere Reserves in Madrid, Spain. Upon his return we will provide an update at the next meeting. Rebecca will be traveling to Peru with the USS Global Ed Class as one of the chaperones. We are in the beginning stages of advertising for the Executive Director position. David has been on an interchange agreement from Environment Canada and will be returning to his position there in August 2008. We will be advertising locally, regionally, nationally and internationally. The advertisement will be out by mid February. The Board has just recently approved our draft core priorities and the 2008 Business Plan.

**4. 2006 Project Funding**

All final reports are in and are now available through our webpage. Go to Projects; enter tab, Funded Archive section.

**5. Review of Committee Roles & Responsibilities.**

Overall, the Committee was pleased with their role and processes.

Input included:

- continue to have staff chair the meetings.
- consider lowering the quorum number if the number of people attending people is not increased
- continue to send meeting packages in advance of the meeting
- when quorum is not reached, staff should phone to ratify decisions (rather than email)
- dinner is great
- keep the workload manageable – 6 meetings a year is appropriate to the amount of funds distributed.

- advertise for new members, including a blurb about what they have done.

## 6. **2007 Call for Projects**

Overall, the Committee was very pleased with the 2007 process, especially as much had been learnt from the 2006 process.

### **Input included:**

- include a spot on the form for applicants to acknowledge if they have applied for or received funding from the CBT in the past and from other sources
- having all applicants present their projects worked very well.

## 7. **Truth about Fundraising Seminars**

Rebecca updated the group on plans for the fundraising training, which will be offered over the next four months. As the registration is currently half full, committee members were encouraged to spread the work to folks who may be interested.

## 8. **Discretionary Funding Request**

The Committee reviewed the request from the Ucluelet Disaster Relief Society and had many unanswered questions. The Committee would like to invite the proponent to present the request in order that they can have the questions answered in person. Questions included how will the outlying communities be included and is the CBT the sole funder of this training. Rebecca will contact the proponent and follow up with the Committee.

## 9. **Visiting researcher Sharmalene Mendis-Millard**

Committee members provided input to her current research on biosphere reserves.

## 10. **Next Meeting**

The next Committee meeting will be held on Thurs. April 10, 2008, in Ucluelet.