

MINUTES

CLAYOQUOT BIOSPHERE TRUST Committee of the Whole Meeting of the Board of Directors

Community Hall, Hot Springs Cove
April 18, 2007
(no quorum)

Present: Don McMillan, Darcy Dobell, Larry Baird, Eric Russcher

Staff: David Fraser, Rebecca Vines

The meeting convened at 11:00 am.

1. *Adoption of Agenda*

Darcy welcomed the group and thanked those in attendance for taking the time to travel up to Hesquiaht Territory for this meeting. The Board discussed their disappointment with the low attendance as well as the low response from Board members (e.g. not responding to e-mails from staff). The co-chairs will be sending a letter to all Board members reminding them of their commitment to the Board, as well as an updated copy of the Board schedule for their planning purposes. Board commitment is especially important given that Board members act as representatives of the CBT in their respective communities and need to communicate our activities back to them.

Moved by Darcy Dobell, seconded by Don McMillan, to approve the agenda. Motion passed.

2. *Indicators*

Rebecca gave a brief overview of her recent work on the Measuring Community Health initiative. Two workshops have been held in partnership with LIRN BC to increase understanding of sustainability indicators and begin to hear input from community members on priority areas for monitoring. Although attendance was disappointing, the results of the workshops will prove valuable as they begin to form a framework for a monitoring program. Rebecca has begun working on a photo project with the Youth Advisory Council in Ahousaht. The youth will be taking photos of what they value in their community and will post the photos on the Ahousaht Cultural Youth Centre website, organized into a tour of Ahousaht. The youth are very excited and it has been a great way to get to know people in the community and begin the Measuring Community Health conversation in Ahousaht.

Don raised the issue of data management, as a pillar of any indicator program. Don sees an opportunity for the CBT to bring together all of the data holders in the region to design a regional data management plan, including data sharing agreements. It is an ideal time for such an arrangement to be formed, as recent changes in local organizations have brought the need to maintain data locally to the forefront of people's minds. David noted that it would be a huge job to centrally manage a collaborative regional data-management system and would likely require a long-term investment in a new full-time staff member.

The Board recommends that the CBT host a data management meeting with other local organizations.

3. *Staffing Update*

Approved by Secretary: _____

Stan has now officially finished his commitment to the CBT and David will be acting ED until August 2008. Jean Wylie has taken a 6 week medical leave. David has come to the realization that the Administrative Assistant position has grown as a result of the committees. There is an increase in both the number of meetings and the logistical planning, as well as increases in the financial transactions. David has now split that position into two jobs by isolating the bookkeeping work. He has posted an ad for a 32 hour/month position and received three applications. He has brought on Vera Webb on a contract basis to fulfill those duties, which are expected to be reduced to 20 hours/month once established. David has also hired Sheila le on a temporary basis to fill the administrative assistant position during Jean's medical leave. Sheila brings with her an expertise in event planning that will be well used during the planning for the Celebration of the Biosphere.

Break for lunch with community members

4. Preview Presentation

After lunch, David ran through a power point presentation on the history of the Biosphere Reserve and the current activities of the Biosphere Trust. There was also an opportunity for Hesquiaht community members to ask questions. While overall feedback was good, there is a need to better recognize the history of the biosphere reserve including how the region became designated. Other feedback included adding the list of committees and a slide that focuses on the research protocol. The Board was comfortable with the language used and was generally supportive.

5. Zero Footprinting

Darcy brought forward the idea of formally working to reduce the carbon footprint of the CBT, which can be done through investment options such as tree planting. This program would offset the impacts of Board, committee and staff travel that is a necessity in our region. We could also consider challenging other organizations and businesses in the region to do the same. This could be incorporated into the next business plan and also become a part of our monitoring program. David will develop a background package for the Board and bring it forward for discussion in the fall.

6. Benefits for CBT staff

Darcy is bringing this discussion forward on behalf of the Executive Committee as an opportunity for broad discussion before presenting a more detailed package. The CBT needs to be able to attract and retain high quality staff and act as a model in the communities. The CBT is looked at as a leader in the region, and amongst biosphere reserves. Providing staff benefits are a means of increasing the organizations sustainability by attracting long-term, professional staff. An extended benefit package would include medical, dental, long-term disability and a matching RRSP plan. The current salary budget can provide the funds to cover the associated costs. Don suggested that benefits also need to be considered in light of benchmarks with other similar organizations such as Parks Canada. Staff will be providing the Executive Committee with a detailed quote in May, which the Ex.Com. will bring forward to the Board in June, anticipating the establishment of a benefit package in September.

7. Celebration of the Biosphere in Ahousaht

We have heard much about the need to increase the commitment of the CBT to the outlying communities and also about the need to celebrate the Biosphere Reserve. This event will achieve both through a series of exciting events April 30 – May 5th, culminating in the CBT AGM. Board participation in these events is especially important and committee members have already made commitments to participate. The Board will be sent the finalized schedule as soon as it is complete.

8. *Dinner for Stan*

A dinner is planned for Thursday April 19th to celebrate Stan's commitment to the CBT. Board members and staff have been invited to attend with their spouse at the TinWis restaurant.

9. *Partnership Policy*

The partnership policy has been revised based on input from the March Board meeting to reflect the new business plan priorities. This policy is much clearer and achievable. There was discussion about the need for the policy and the Board came to the conclusion that the policy will be useful to staff as they move forward, although it may seem more detailed than currently necessary. David would like to spend a bit more time on the policy before bringing it forward to the Board for approval. The Board is in support of the revisions to date.

Moved by Eric Russcher, seconded by Larry Baird to adjourn the meeting. Motion passed.

Meeting adjourned at 2:30 pm. The Board thanked the Hesquiaht community for hosting the meeting.