

## MINUTES

### CLAYOQUOT BIOSPHERE TRUST BOARD OF DIRECTORS BUSINESS MEETING

THURSDAY, JULY 26, 2007

6:00– 9:00

UCLUELET DISTRICT OFFICE

Present: Darcy Dobell, Larry Baird, Gary Johnsen, Eric Russcher, Clive Pemberton, Jack Little, Stephanie Hughes, Don McMillan, Robert Sheldon (Ex-officio), Wilf Luedke (Ex-officio)

Regrets: Bruce Frank

Alternates: Marisa Bennett, Diane St. Jacques, Dan Edwards

Guest: George Patterson (former CBT Director), Glen Jamieson (Mount Arrowsmith Biosphere Reserve), Bessie Swartz (student)

Staff: David Fraser, Jean Wylie

#### **The meeting convened at 6:30 p.m.**

Darcy welcomed everyone and extended thanks to Directors and observers for their attendance. On behalf of CBT Board and staff Darcy presented a gift and expressed appreciation to George Patterson for his longstanding contribution to CBT.

#### Consent Agenda

1. July 26, 2007 Meeting Agenda
2. May 17, 2007 Meeting Minutes
3. June 16, 2007 Meeting Minutes
4. Revised CBT meeting agenda dates for 2007

**Moved by Don McMillan, seconded by Gary Johnsen to approve the consent agenda. Motion passed by consensus.**

#### Business Meeting

1. Motions regarding election of Executive Committee

Two motions were required of the Board regarding the election of the 2007 CBT Executive Committee

**a) Moved by Don McMillan, seconded by Clive Pemberton that the 2006 Executive Committee stand and that the incumbents maintain their current portfolios until the 2008 AGM. Motion passed by consensus.**

**b) Moved by Don McMillan, seconded by Clive Pemberton that signing authority for the CIBC Bank Account be extended to Secretary Eric Russcher and that David Fraser (A/Executive Director), Darcy Dobell (Co-chair), Larry Baird (Co-chair) and Gary Johnsen (Treasurer) retain signing authority on behalf of Clayoquot Biosphere Trust. Motion passed by consensus.**

2. Reports

a) A/Executive Director

A number of points were raised in the A/Executive Director report including:

- Staff recently visited the communities of Ahousaht and Hot Spring Cove and had good

discussions on upcoming community initiatives and CBT activities. The Hesquah First Nation committed to nominating their new Board Director and Alternate. Efforts will continue to secure nominations for Alternates from the Tla-o-qui-aht and Ahousaht First Nations as well as the District of Tofino. David will be seeking the advice of the sitting members on how best to proceed.

- The year-to-date expenditures will be provided to the Board as soon as possible. Every effort will be made to ensure that regular up-to-date financial reports will be available for each meeting.
- The rent for the Ucluelet office has been increased to \$583.00 per month from \$326.35.
- With the CBT Accountant, staff is in the final stages of re-instating the CBT charitable status.
- David has met with all but one of the 2006 project grant recipients who have been targeted for multi-year funding. All projects are running smoothly and there does not appear to be any issues or concerns regarding their successful completion. A complete interim report will be available to the Board when the interviews with 2006 grant recipients are finalized.

b) Executive Committee

The results of the previous ExComm meeting will be discussed later in the agenda during the in camera session. Darcy asked Board members to be more responsive to staff when requests are made (e.g. kindly provide your confirmation to meetings in a timely manner).

c) Treasurer

No report beyond what was already addressed in the A/ED report.

d) Secretary

No report at this time – the Secretary is comfortable to date with the staff's management of meeting agendas and minutes.

e) Advisory Committees

The Marine and Aquatic Committee allocated \$2,400 from their discretionary funds for a pilot project to assess the impacts of recreation on the marine invertebrates that inhabit the Tofino Mudflats Wildlife Management Area.

f) Fund Development Committee

Darcy reported that the inaugural meeting of the Fund Development Committee went very well with much discussion about the linkages required between fund raising, the finalization of CBT outcomes/core priorities and the Measuring Community Health initiative. The minutes from this meeting are available upon request.

**Moved by Eric Russcher and seconded by Stephanie Hughes to accept all reports. Motion passed by consensus.**

3. Correspondance

- a) The CBT received an invitation to attend the upcoming *Yuu-cluth-aht Holistic Celebration of Health* event on August 10-12, 2007. This event was supported by four of the CBT Committees from their discretionary funds.
- b) The Hooksum Outdoor School has invited CBT Board members to visit them at their school. David accepted the invitation and will coordinate an overnight stay.
- c) UBC researcher, Bessie Schwarz, requested the Board's participation in a study on "*People's perceptions of the environment of Clayoquot Sound*".

**Moved by Don McMillan seconded by Erik Russcher to receive correspondence. Motion passed by consensus.**

#### 4. Mount Arrowsmith Biosphere Reserve

Glen Jamieson provided an update on activities in the Mount Arrowsmith Biosphere Reserve highlighting possible linkages including the co-hosting of the 2008 CBRA AGM during the first week of June.

Larry Baird offered to approach First Nations in Mount Arrowsmith to encourage their involvement and participation in *Mount Arrowsmith Biosphere Reserve* activities. Don McMillan suggested that community participation begin now and perhaps Glen join CBT as an ex-officio member. Staff was asked to provide Glen with a copy of the upcoming scheduled meeting dates. With respect to the upcoming 2008 CBRA AGM Darcy Dobell suggested that convening a steering committee would be of great assistance; Larry Baird, Jack Little, Gary Johnsen and Robert Sheldon all volunteered to assist as steering committee members.

David Fraser advised that the Board will be asked to approve a sponsorship policy and a partnership policy in the future.

**Moved by Don McMillan, seconded by Stephanie Hughes to add “Partnerships and Linkages” to the next agenda. Motion passed by consensus.**

#### 5. 2007 “Call for Projects”

David advised that three draft documents have been prepared for the Board’s review and approval:

- a) The 2007 “Call for Projects” which will be released on September 6, 2007
- b) The timeline for the 2007 “Call for Projects”
- c) A draft “CBT Funding Fact Sheet” aimed at clarifying when and how CBT grants resources to the communities

David Fraser suggested that the maximum request for funding be lowered to 8K allowing, perhaps, a few more groups being successfully funded. Committees recommended that the two-stage process utilized in the 2006 Call for Projects caused much confusion and delay – a one-stage process will be announced this year and a standard template will be developed to facilitate easier application.

**Moved by Eric Russcher, seconded by Stephanie Hughes to approve the draft documents. Motion passed by consensus.**

#### 6. Outcomes discussion

Darcy Dobell provided the Board with a paper prepared in consultation with Board members and staff summarizing the discussions from the June 2007 Committee of the Whole meeting and the Fund Development Committee meeting in July 2007. The paper was prepared to set the stage for future discussion on CBT’s outcomes/core priorities, and to solicit direction to staff in advance of future meetings.

It was agreed that the ultimate goal of this initiative is to identify 4-5 core priorities to guide the organization into the future. Specifically, the identification and approval of 4-5 priorities will help to focus future project funding, partnership establishment, fund raising and the hiring of the next Executive Director. CBT will show leadership by example – as these core priorities begin to be fleshed out it will be important to ensure that other key regional organizations are consulted, synergies are identified and possible partnerships arrangements considered.

To help the Board work through this prioritizing process, staff will identify a 4-5 draft priorities visually with each draft priority represented at a top of a pyramid with the associated activities/outputs drilled down to the bottom of each pyramid. It was suggested that the top of each pyramid would represent the responsibility of the CBT Board level while staff and community members would be responsible for the lower levels of the pyramids.

Clearly, the Board collectively and individual Board members will need to commit to this process and to the individual core priorities as they are identified and approved.

**Moved by Don McMillan, seconded by Eric Russcher to proceed with this initiative. Motion passed by consensus.**

7. Adjournment

**Moved by Clive Pemberton, seconded by Gary Johnsen to adjourn the meeting. Motion passed by consensus.**

Staff and guests were asked to leave the room for the in camera session.

8. In Camera

The Board reviewed the CBT budgetary situation and financial systems and agreed that specific steps are required to address issues identified as concerns.

**Moved by Clive Pemberton, seconded by Stephanie Hughes that staff keep the Board apprised of the budgetary situation as more information becomes available and that a lawyer be engaged to advise on next steps. Motion passed by consensus.**

Darcy led a discussion on the A/Executive Director's appraisal and agreed to consult Board members during her drafting of the document.

Meeting adjourned at 10:30 p.m.

Approved by Secretary: \_\_\_\_\_