

MINUTES

CLAYOQUOT BIOSPHERE TRUST General Meeting of the Board of Directors

Council Chamber, District of Ucluelet, Ucluelet
June 16, 2007

Present: Marissa Bennett, Gary Johnsen, Don McMillan, Darcy Dobell, Larry Baird, Robert Sheldon (ex-officio), Eric Russcher

Regrets: Jack Little, Clive Pemberton, Stephanie Hughes, Dan Edwards

Staff: David Fraser, Rebecca Vines, Jean Wylie

The meeting convened at 10:10 pm.

Darcy welcomed the group and thanked them for their attendance at this weekend meeting.

1. Approve the Agenda

The agenda was approved with the addition of discussion of the NTC Research & Ethics Board before lunch.

2. Revised meeting schedule

David reiterated the message we have received from First Nations communities, which is that it is not appropriate to convene on the weekends in the First Nations communities. This has led staff to review the meeting schedule, as posted in the Business Plan, and present a revised schedule. There is also a conflict with the third Thursday of the month because two board members are committed to another Board meeting and they ask that the Board consider moving these to either the third Wednesday or the second Thursday of the month. David will advise the Board of these options via email, as only half of the Board was present. The group also discussed the necessity of having an October meeting in light of the retreat scheduled for October and will play it by ear.

2. Mid-term Business Plan update

Darcy has asked the staff to provide a check-in on the progress of each of the initiatives included in the business plan, as we are at a mid-point in the business plan year. David put together a brief update on the initiatives included in the Business Plan. Obvious achievements include the Celebration of the Biosphere in strengthening the CBT's role as the organization responsible for the spirit and intent of the Biosphere Reserve. The Indicator Monitoring Program is on target to identify a suite of indicators to be reviewed in the fall. The Advisory Committees have had good attendance and are engaged in the planning for the 2007 Call for Proposals. A number of business items are in progress to further the recruitment of a new Executive Director and enhancing the CBT Trust Fund. Our role both nationally and internationally is being fulfilled, especially through attendance at the CBRA AGM and through assistance offered to the Canadian Commission for UNESCO.

3. Status of recent Board appointments/resignations

Darcy updated the group on the status of a number of Board positions. George Patterson has resigned as alternate for the District of Tofino. Hesquiaht First Nation has still not nominated a Director, nor an Alternate Director. Ahousaht also has a vacancy in the Alternate Director position. Darcy has volunteered to draft a form letter to advise the communities of these vacancies and in doing so remind the communities of the basic principles of the appointment

Approved by Secretary: _____

process. George Patterson will be invited to the next CBT Board meeting so that the Board can thank him for his lengthy volunteer commitment and show their appreciation. Randall Cripps has moved on from Environment Canada. In turn, EC has appointed Lorraine Campbell. David will be meeting with her in early July and will be encouraging her to appoint an alternate. The Board suggested speaking with Lindsay Jones at ILMB, who may be able to help fill the Ex-Officio seat for the Province of BC. It was also suggested the David make contact with Paul Sproat from DFO.

4. Executive Committee Election

As this is a Committee of the Whole meeting the Board can elect an Executive Committee and make the recommendation for adoption at the next Business meeting. While attendance at this meeting is disappointing, the election has been announced and was scheduled two months in advance to give members the opportunity to attend. Darcy advised the group that while her family will be relocating to Vancouver she is still very much committed to the CBT and is available to maintain her position as co-chair. Don nominated the existing Executive Committee to continue to stand and to maintain current portfolios. This nomination was accepted and will be brought forward as a recommendation for the next regular Business meeting. David will propose a schedule for the Executive Committee meetings and will likely suggest Monday afternoons (1:00 – 3:00). The group can make use of the speaker phone to include Darcy in conference calls and Robert invited the group to utilize the Parks Boardroom. David also proposed that Eric be added to the signing authority list, as he is easily accessible. A motion will be passed at the next Business agenda to facilitate this process.

5. Update on financial matters

David provided an update on the organization's financial systems and the challenges of the accounting and finances. Gary, Vera and Greg & David met in May to understand where we are at and how to modify our currently outdated systems. Problems include a huge lag in the data entry, the outdated coding structure of our chart of accounts (line items do not match the budget) and issues of compliance with the government processes. We are now in really good shape and have made the necessary revisions. We will now receive a year to date on a monthly basis and those actuals can be brought forward to the Board. David will be the only person in contact with Vera and cheques will be issued only twice a month in conjunction with the pay period. We came very close in 2005 to losing our non-profit status, which came as a result of many notices from the lawyers. We have lost our charitable status, although the paperwork has been processed to reinstate us. David is not aware of the timeline for reinstatement. The trust fund is dependant on us being a non-profit, but not our charitable status. We lost the status because we did not comply with the Governments paper requirements. That said, we are in great shape with our accounting processes and the trust fund is in great shape. Gary thanked David for handling this with great expediency. Gary noted that this reflects on the Board as a whole and points to the need to have an internal audit process for the Board. Don would support having an audit procedure developed by an external auditor for the process and procedures that we use to ensure we have met the by-laws, procedures and policies. Don suggested utilizing KPMG on a contract basis. The Board would also like to keep this in mind when developing the qualifications for the next Executive Director and as a basis for ED evaluation. An external audit procedure will also help the CBT to exhibit professionalism when are out in the world raising money. The Board will draft a press message regarding the loss of charitable status and include a contact person for any media inquiries.

6. Update from CBRA

Darcy and David attended the annual Canadian Biosphere Reserve Association meeting in Georgian Bay, which included a series of events, both social and business. Twelve of the BR's were present, as well as two aspiring Biosphere Reserves who have submitted to UNESCO for status. Stan was presented with an award from CBRA for his work as chair. The cost was

shared between the CBT and CBRA. Jack attended on behalf of CBRA as an ex-officio member. A lot of the discussion focused on the lack of funding for Biosphere Reserves and the continued push for core funding. There is also a question of whether Parks Canada can continue to be the federal agency responsible for the BR program. David has committed to providing assistance in advance of an international event and to continue to assist CBRA in the search for funding. Darcy has extended an invitation to CBRA to host their AGM in Clayoquot Sound in the first week of June in conjunction with Mt. Arrowsmith BR. Darcy was left with a sense that CBRA is an organization desperately in need of a mandate and she is wondering how much we want to engage in that process. Their current thinking does not include the social and economic values of the BR program. Darcy sees a need to think about how much the CBT should engage in this process. She sees SBRA mainly a networking opportunity, with some lobbying potential.

7. NTC Research & Ethics Board

Larry asked the Board if there is an appetite to convene a meeting of the CBT Board and the NTC Research & Ethics Board, as the NTC group is working on defining their roles and relationships in the world of research. It was agreed that it is important to understand what one and other are involved at, but it was preferred that this meeting take place first at the staff level. Rebecca will meet with Lynette Barbosa to discuss her work as the Research Coordinator and the CBT's role in research.

8. Lunch

Marissa excused herself from the meeting after lunch, voiding quorum.

9. CBT Priorities

David has provided a "Defining Outcomes" background document for the Board that lists a number of historical documents that the Board may request to aid future discussions. David has also revised the discussion timeline to include a retreat in late October, as well as a number of open-ended questions to guide the discussion of CBT priorities. While the timeline is tight, we need to do as much as possible in advance of beginning the process of hiring the next executive director. There was consensus that it is not necessary to re-canvass the communities on CBT priorities, as there is a lot of consistency in the background documents. The CBT needs to focus on building partnerships and moving forward on indicators and monitoring. We also need one or two large projects that can bring attention to the CBT. Darcy would like us to identify what it is that we do that no one else does? We have strong roots locally and a gateway to an international program that no one else does. How can we structure the financial contributions that we make to the greatest local benefit? We need to use the Measuring Community Health program to identify areas of importance and then work with the information which that program generates. Larry spoke to the experience of the First Nations community that has no strategic plan, but runs with the trends. Gary does not see it as our role to provide leadership to all of the communities. Gary sees us as having the big picture in mind and working to address those gaps. Don sees a need to pick long term projects if we are going to address sustainability issues, building on the shorter-term projects. Our engagement is good right now with the Board and Committees, but we lack a way to connect the funding & investments with the long-term vision. Darcy noted that all of the outcomes that we hope for are out of our control, so we need a way to connect the long-term outcomes with our funding investments. David spoke to his concerns about how the Board will get to an answer when so much of this is way out of our control. We have moved from 10,000 to multi-year funding and need to get to the legacy 10-20 year projects. Without a long term project we won't be able to get any funding. We decided that establishing the committees is a way to increase community input. Do we want to stay small or get to the legacy project level? Lots of organizations do one year projects, some do 3-5, few do long term projects. We have the potential to connect what happens at the local level to the national and international level. A measure of success would be one or two long-term projects that people in the area are working towards, rather than 70 small organizations. Information management is the foundation for all of

this work. Research partnerships will help to identify where the areas of focus are. We also need to increase the communications make sure people know who we are. Robert suggested that it would be useful to have a communications person or plan. Our profile has to improve in order to become a leader. What are the long-term projects? Let's support what is happening where it is working and work to fill the gaps ourselves. Gary suggested reaching out to other organizations to understand how they are identifying targets and priorities, such as the Vancouver Foundation. The fundraising committee will work to summarize this conversation and lay out options on how to proceed with this discussion. Darcy will coordinate the fundraising committee in order to achieve this.

10. Adjournment

Meeting adjourned at 2:00 pm.