

## MINUTES

### CLAYOQUOT BIOSPHERE TRUST General Meeting of the Board of Directors

North Island College, Ucluelet  
March 22, 2007

Present: Jack Little, Don McMillan, Dan Edwards, Clive Pemberton, Darcy Dobell, Larry Baird, Eric Russcher, Bill Irving (on behalf of Diane St.Jacques)

Regrets: Gary Johnsen

Staff: Stan Boychuk, David Fraser, Rebecca Vines, Jean Wylie

**The meeting convened at 6:30pm. Jack acknowledged the passing of Jean's father, a Teshah elder, and passed on condolences on behalf of the Board.**

1. *Adoption of Agenda*

**Moved by Clive Pemberton, seconded by Don McMillan, to approve the agenda. Motion passed by consensus.**

2. *Minutes of February 17th, 2007 Board Meeting*

**Moved by Eric Russcher, seconded by Jack Little to approve the minutes of the February 17th, 2007 Board of Directors meeting. Motion passed by consensus.**

3. *Business arising from the February 17<sup>th</sup> minutes*

**Moved by Eric Russcher, seconded by Don McMillan to approve the 2007 – 2009 Business Plan. Motion passed by consensus.**

4. *Correspondence*

The Board has received two pieces of correspondence. Jack Little spoke to his letter concerning his educational leave from the Board. As an organization that supports research, education and training the Board is in full support of this temporary leave and looks forward to his return. The Board has also received a letter from the District of Ucluelet requesting support for Ukee Days. This request was deferred to later in the agenda during the Executive Committee report.

**Moved by Don McMillan, seconded by Clive Pemberton to receive and file. Motion passed by consensus.**

5. *Reports*

- a. Executive Director – Stan and David have been working closely now that we are entering into the transition phase. Stan noted that it would have been valuable to have a more tightly defined transition time and recommends considering that during the next planned hiring. CBRA lobbying effort is continuing and Stan has been very involved. The response from MP's has been very good although there has not been a response yet from Parliament. Stan's last day will be April 13<sup>th</sup>. There have been three expenditures from the ED discretionary fund including support for two basket ball teams. Jack took the opportunity to thank Stan for his work on behalf of Ahousaht.

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

- b. Executive Committee – The District of Ucluelet has requested \$2500 for Ukee Days. The Ex.Com recommends \$2000, in order to be consistent with other event sponsorship. The Ex.Com. also recommends this become a line item for annual spending in future budgets. The Ex.Com is also recommending that the Board establish a budget for sponsorship budget for youth athletics, as this was not the intention of the ED's discretionary fund. Staff will develop this further and bring it back to the Board. Motion to support Ukee Days moved by Jack Little, seconded by Clive Pemberton. Motion passed by consensus.
- c. Treasurer/Investment Committee – The committee reported that the recent reports are ½ a basis point below the benchmark. There are valid reasons why the benchmark was not met, including a decline in some stocks as a result of acquisitions. The real rate of return bonds have not done as well as expected. The other major issue was that smaller, highly leveraged companies did very well this year. The six year average has performed very well over that time the investment committee is pleased overall. The Board may want to encourage discussion of the continuance of the SRI practice at the next Investment Committee meeting in late June/early July. This will be incorporated into the larger fundraising discussion. Dan asked to see the background screening tool on the socially responsible criteria, as this screening tool has changed recently. This information will go to the newly formed fund development committee.
- d. Secretary – no report.
- e. Advisory Committees – The committee meetings are ongoing. Darcy and David provided a briefing at UFN, as well as a couple of calls to follow up on. A number of projects are in the works.
- f. Indicator Monitoring and Reporting Initiative – Rebecca reported on the recent Fraser Basin Council visit, as well as the upcoming LIRN BC workshops planned for Tofino and Ucluelet. Rebecca also spoke to the need to use more friendly language, in order to attract interest, and is now using 'measuring community health'.

**Moved by Jack Little, seconded by Clive Pemberton to accept the reports as presented. Motion passed by consensus.**

#### 6. CBT Board Appointments

The Board looked at the first phase of revisions in the fall and has left the more significant discussions for further staff thought. Darcy would like to take 20 minutes to look at the policy objectives and basic principles. The first objective is that directors of the organization are supposed to be accountable to the CBT. At the same time, we know that each of the communities is autonomous. The revised policy needs to be clear and achievable. We also need to find a balance between retaining corporate memory and allowing for new ideas. Clive believes that we are really missing the mark because we have no control of Board appointments from the communities. Why should we put policy statements forward that are not within our jurisdiction to follow? It was also noted that there is no provision for communities to withdraw support for an appointee. The four year term helps to build interest from community members. As an aside, it can also be problematic when staff has a greater memory than the Board. This discussion item needs a significant amount of time to discuss before staff can take another round at the policy. What has been finalized tonight? Could this go on to the consent agenda for the next meeting, given that Board have time to review?

**Moved by Dan Edwards, seconded by Clive Pemberton to bring the revised appointment policy forward on the next consent agenda. Motion passed by consensus.**

#### 7. CBRA AGM in Georgian Bay

The Board has been invited to attend the CBRA AGM in Georgian Bay and needs to decide how people would we like to send given the costs. Jack will be attending as an honorary member of CBRA and Stan has also been invited to attend. The Board chose to send Darcy as the Board representative, along with David. We will also be extending an offer to host the next AGM.

#### 8. *Celebration of the Biosphere in Ahousaht*

We will be hosting a Celebration of the Biosphere in Ahousaht during the first week of May, culminating in our AGM on May 5<sup>th</sup>. All of the committees will be hosting meetings that week, as well as public involvement events. We hope that Board members will also participate. Staff will forward the agenda once it has been finalized. We have issued a contract to the Ahousaht Cultural Youth Center for \$2500 to plan the event.

#### 9. *Results Measure Framework*

The Results Measure Framework (RMF) was created by Environment Canada shortly after the CBT fund was designated. This reporting has been completed annually by Environment Canada staff as a part of their report to Parliament. David noted that the Board has not looked at this for some time. Rebecca has conducted a review of the RMF and has reorganized the chart to link the results to the measures. She has also integrated more quantitative measures, rather than strictly qualitative. Any edits that we suggest need to be considered by Environment Canada. The Board thanked Rebecca for this work and suggested that she also update the first two columns for the RMF. The CBT will bring this forward to Environment Canada at the time of the next report.

#### 10. Consent Agenda

Darcy summarized the Consent Agenda meeting format, as used by the Fraser Basin Council. This is a streamlining mechanism that will require a great deal of time by staff. This will allow the Board to focus on substantive discussion, rather than regular business. The Ex. Com. suggested that the CBT Board implement the consent agenda format on a trial basis. Darcy noted that it can take some time for people to trust the consent agenda. Board members will also have an onus to read their packages ahead of time. Don supports this and thinks that in the long term it may well reduce staff time. Clive noted that this is very timely, as the Board has developed into a cohesive, trusting group that is ready to try this on a trial basis. Dan noted that there will be more time for substantive discussion. The next Board meeting in Hot Springs will utilize a consent agenda format.

**Moved by Dan Edwards, seconded by Jack Little to utilize the consent agenda on a trial basis. Motion passed by consensus.**

#### 11. Partnership Policy

The partnership policy as it currently exists does not fit with the actual way in which we work. This policy does not support staff work, nor does it fit with the spirit and intent of the organization. Don suggested that staff draft a revised policy for the Board to consider. Staff would be happy to receive any input from the Board in the meantime.

#### 12. *Adjournment*

**Moved by Jack Little, seconded by Darcy Dobell, to adjourn the meeting. Motion passed. Next meeting April 18<sup>th</sup> at 8:30 Boat.**

The next board meeting will be postponed to Wednesday, April 18<sup>th</sup> in Hot Springs. Jean has been advised that it is not suitable to plan meetings for weekends in the remote communities

because many people leave for the weekends. The Board is committed to traveling at the most appropriate time for the community and has therefore postponed the meeting to midweek.

*Meeting adjourned at 9:05 pm.*