

**CLAYOQUOT BIOSPHERE TRUST
BUSINESS MEETING
DRAFT MINUTES**

**March 27, 2013
6:00 p.m. to 9:00 p.m.
Ucluelet Community Centre**

Present: Larry Baird, Gary Johnsen, Cathy Thicke, Geoff Lyons, Denise Koshowski, Kendall Woo, Tammy Dorward, Renée Wissink, Dan Edwards, Rhonda Morris, Violet Clark (arrived at 7:25 p.m.), and Don McMillan (via telephone).

Regrets: Stephanie Hughes

Staff: Adrienne Mason, Marcie DeWitt, and Brooke Wood

Guest: Rebecca Hurwitz

The meeting commenced at 6:10 p.m.

Consent agenda:

1. Meeting agenda
2. Minutes from the January 22, 2013 Board of Directors meeting.

**Moved by Geoff Lyons, seconded by Cathy Thicke to approve the consent agenda.
Approved by consensus.**

Regular agenda:

3. Reports

a) Managing Director

Acting Managing Director Adrienne Mason presented her written report. Adrienne highlighted the success of the EMR training program and the potential of working with NETP on future projects.

Adrienne reported on the Educational Asset Inventory and how it has been translated to French with funding from Francophone Affairs.

Cathy Thicke asked for clarification on the funding proposals. Adrienne explained that the proposal to the Vancouver Foundation is to bolster our goal of youth programming as set out in our business plan, specifically targeting youth leadership and civic engagement projects.

The CIBC grant was applied for to do four more workshops on community organizations (e.g. board governance, fundraising, etc.).

The Walmart Evergreen grant was applied for a small demonstration garden on our deck for our summer student could work on.

The Hamber Foundation grant was for West Coast Vancouver Island Leadership Initiative program.

Kendall Woo asked for clarification from the report on the repairs to the building as outlined in the lease. Adrienne clarified that both French doors need to be replaced and the gutters need to be cleaned.

b) Executive Committee

Gary Johnsen went through the minutes from the last Executive Committee meeting. Gary explained why we now receive the compliance report from Genus; so we have an overall idea of how the company is doing. Gary explained that the Pacific Rim Music Society presented a proposal for the CBT to hold the liquor license for the proposed music festival. Gary explained the Executive Committee discussed the pros and cons but overall felt it was a good fundraising opportunity for the CBT.

Kendall Woo commented that he was concerned over the profit from liquor sales; he suggested staff seek clarification on the matter.

Board discussion ensued with concerns expressed over safety and appropriateness. Staff clarified it is a family event and that safety concerns have been addressed. Also, explained that the music festival society had been working closely with the District of Ucluelet Parks and Rec. and the RCMP and that Parks and Rec. signed off on the liquor permit.

Motion to support the Executive Committees decision to support the music festival once insurance and charitable status compliance are confirmed.

Moved by Geoff Lyons, and seconded by Dan Edwards.

Motion Passed. Cathy Thicke and Tammy Dorward requested that their opposition be recorded.

Further discussion continued regarding dissatisfaction with process in how this event was presented to the board.

Cathy Thicke felt the Executive Committee should bring motions forward to the board for final decisions. Don McMillan explained that we cannot micro manage and staff can be directed to do tasks if they fit within our policy guidelines are in the approved business plan.

Motion for Executive Committee to use electronic voting to bring issues to the full board if timing is an issue or to give support in principle with subsequent approval to come from the full board.

Moved by Geoff Lyons, seconded by Cathy Thicke.
Approved by consensus.

c) Treasurer/Investment Committee

Gary Johnsen explained that the fund is doing well (\$13,928,792) and we are close to our COLA target.

Genus has created new funds with more of a global mix where are funds will be moved.

d) Secretary

Nothing to Report.

e) Correspondence

Adrienne presented the letter from the Pacific Rim National Park Reserve regarding the Parks Canada appointment to the Board. The Superintendent is the primary appointment, with the Manager of Resource Conservation being the alternate.

Discussion:

Kendall Woo suggests board gets clarification on Board Policies and procedures.

Cathy Thicke agrees we need clarification on procedures and policy.

Denise Koshowski recommends the board reads the policies as they are available in the board binder that each board member has.

Adrienne clarified that there has been extensive work on the bylaws and policies in the last year. The bylaws were revised and approved last year and the policy revision is almost complete.

Violet Clark entered the meeting at 7:25 p.m.

Motion to approve the reports as presented.

Approved by consensus.

7:30 p.m. Break for 10 minutes.

Don McMillan left the meeting.

7:40 p.m. Meeting re-commenced

4. Biosphere Centre Update

Marcie DeWitt gave a verbal presentation.

Marcie explained that she is meeting with the communities, groups and agencies to find out their needs of a Biosphere Centre. She has prepared a survey to gather information and will use it at a variety of public events. A final report to the Board is expected in October.

5. Tofino Mudflats – Western Hemisphere Shorebird Reserve Update –

Kendall Woo made a presentation in regards to the recent designation. Kendall explained that although this does not provide protection it brings awareness to the issue. Cathy Thicke commented that this was very exciting and a long time coming. She added that the District of Tofino passed a motion of support, and wondered if the CBT should do the same.

Adrienne explained that she has been in touch with the Mayor of Tofino and has offered to work together on the project and didn't feel a motion was necessary.

Tammy Dorward wanted to raise a point the Tla-o-qui-aht had offered support to the project on the condition that the traditional name for the region was included.

6. Call for Projects –

Adrienne presented the 2013 Call for Project recommendations.

Discussion:

Gary Johnson sought clarification on the funding for the Toquaht hunting project. Marcie explained that the committee has agreed to fund the deer hunting and food preservation aspect of the project. Marcie explained that she had spoken with Lisa Morgan and is looking into leveraging an additional \$1000.00 to go towards the food preservation side of the project.

Tammy Dorward had a concern over the Pacific Rim National Park Reserve using speakers from out of town. The Board agreed that local speakers should be used. Staff will ensure that funding for the project will proceed only if board requests are adhered to.

Kendall Woo asked for clarification on the research done in the region and if the results are able to be used by government agencies. Denise Koshowski responded that the committee is very strict in the projects they choose and most of the data is able to be used by government agencies. Tammy Dorward added that universities also use the data gathered locally.

Adrienne summarized the recommendations and added that staff will be making revisions to the application forms next year.

Moved by Gary Johnsen, to approve the 2013 project funding recommendations forwarded by the CBT Advisory Committees and the resulting next steps. Seconded by Geoff Lyons. Approved by consensus.

7. Board Assessment – Discussion regarding the results of the Board Self-Assessment.

Adrienne Mason handed out Darcy Dobell's recommendations.

Board felt there was not enough time to go over the board self-assessment and that it should be brought forward to the next meeting.

Adrienne felt the assessment should be reviewed before the AGM, especially with all the questions in regards to policy. Adrienne suggested a working meeting in April to discuss everything and an opportunity to bring questions forward.

Kendall Woo commented that there has been a lot of turnover on the Board and he felt the Board needed to have a clear line on policy and structure. Kendall may be able to provide some help in regards to a facilitator on board structure.

Tammy Dorward suggested that alternates to be included in April's working meeting.

Geoff Lyons asked for a motion to approve a stand-alone meeting in April to discuss the board self-assessment, and to review board roles and responsibilities. Consider a facilitator to assist. Seconded by Tammy Dorward. Approved by consensus.

8. Questions from the public

Larry Baird asked for any questions from the public.

9. Moved by Gary Johnsen to adjourn the meeting. Meeting Adjourned at 9:05 p.m.

Next meeting scheduled for Wednesday, May 22, 2013, 11 am – 3 pm. **AGM and Regular Board Meeting.**

I hereby certify these minutes as correct.



Stephanie Hughes, Secretary

