

**CLAYOQUOT BIOSPHERE TRUST  
BUSINESS MEETING  
DRAFT MINUTES**

**January 22, 2013  
6:00 p.m. to 9:00 p.m.  
CBT Office  
316 Main Street, Tofino**

**Present:** Cathy Thicke, Tammy Dorward, Violet Clark, Gary Johnsen, Larry Baird, Kendall Woo, and Don McMillan (via telephone)

**Regrets:** Stephanie Hughes, Brian Retzer, Geoff Lyons, Jane Owen, and Diane Koshowski

**Staff:** Adrienne Mason, Marcie DeWitt, and Brooke Wood

The meeting commenced at 6:25 p.m.

**Consent agenda:**

**1. Meeting agenda**

**2. Minutes from the December 6, 2012 Board of Directors meeting**

**Moved by Gary Johnsen, seconded by Cathy Thicke to approve the consent agenda.  
Approved by consensus.**

**Regular agenda:**

**3. Reports**

**a) Managing Director**

Acting Managing Director presented her report.

Adrienne Mason explained she has given Cecil Sabbas a deadline with no response and that we still require a resignation letter.

Tammy Dorward asked for clarification on who would have access to the education assets document. Adrienne Mason explained the document would be available to all as a PDF file on our website.

Adrienne Mason will contact the District of Ucluelet to see if they are interested in us gathering statistics similar to what we are doing for the District of Tofino.

**b) Executive Committee**

Nothing to report.

c) Treasurer/Investment Committee  
Gary Johnsen presented the current fund balance at \$13,576,000.00 and that it is continuing to increase.

d) Secretary  
Nothing to report.

e) Correspondence

-District of Ucluelet

Cathy Thicke asked if this was the first extension that had been asked for. Adrienne confirmed this is the first extension that had been asked for. Tammy Dorward asked how this would impact our fiscal year. Adrienne assured all funds were forwarded in 2012, so it would have no fiscal impact.

Kendall Woo arrived at 6:42 p.m.

Kendall Woo asked if they had a positive history with completing projects with the CBT. Adrienne confirmed they have a positive history.

**Moved by Cathy Thicke seconded by Violet Clark to allow the extension. Approved by consensus.**

-Genus Quarterly Compliance Report

Cathy asked who is on the Investment Committee and how often does the group meet. Gary Johnsen explained there are three representatives, Mary Spurr, Robert Heinkel and Al Little, with extensive investment knowledge who assist the CBT. Gary explained that we have formal meeting twice a year with the committee but have several informal communications throughout the year.

**Moved by Gary Johnsen seconded by Violet Clark to approve reports as presented. Approved by consensus.**

#### **4. 2013-15 Business Plan**

Adrienne Mason presented the 2013-15 Business Plan.

Kendall Woo asked what sort of research projects the CBT supports. Adrienne provided some examples: eelgrass research, predator research, interactions between shorebirds and pets on beaches.

Larry Baird asked in regards to the youth committee what the age of the youth is. Adrienne felt it would be between 15-24. It was discussed and agreed to allow some flexibility in the age to support all youth that are interested and to promote community engagement.

Tammy Dorward asked what the plan is with scholarships. Adrienne Mason explained with such low graduation rates in our region that sometimes the First Nation scholarship is not awarded..

Adrienne explained that part of the business plan is to have staff investigate ways to broaden the range in which the scholarships are given or this scholarship money is used.

Cathy Thicke suggested the funds to be used for continued education. Violet Clark agreed. Tammy Dorward suggested having some funds available to be used toward vocational training. Tammy also suggested looking at ways to engage the children at a younger age.

Kendall Woo asked Gary Johnsen if the CBT was achieving COLA. Gary Johnsen responded no, but there have been significant gains recently. The COLA target for the beginning of 2013 is 13,786,250 and the fund is not far off with it now being over \$13.5M.

Kendall Woo advised the CBT to be cautious of using *Vital Signs* to measure our successes as the goals must be realistic to achieve. Adrienne Mason responded that we measure our success through the programs that we fund and the significant changes they provide to the community. Gary Johnson explained that *Vital Signs* gives us a target whereas before we ran on gut feeling.

Cathy Thicke expressed that many groups within the Clayoquot Biosphere Reserve region are interested in a center ("hub") very similar to that outlined in our core priority for the Biosphere Center. Cathy suggested that now is a good time to make these contacts and work together on achieving them. Adrienne advised that Marcie Dewitt the CBT community coordinator is currently in the process of setting up meetings to discuss possible options with various community groups.

**Moved by Cathy Thicke seconded by Tammy Dorward to approve the business plan as presented. Approved by consensus.**

5. **Call for Projects** – approval required if Business Plan not passed at this time.

Not Required.

6. **Result of board self-assessment. Presentation by Darcy Dobell.**

Meeting took a break at 7:30 p.m. and recommenced at 7:52 p.m.

Darcy Dobell presented by telephone the steps taken to perform the board self-assessment and advised board members to review it. Darcy Dobell will provide the results at the next board meeting.

7. **Questions from the public**

Larry Baird requested any questions from the public.

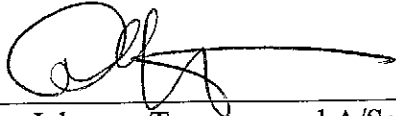
Daniel Arbour from Ecotrust Canada wanted to thank the CBT for the use of office space, and added he supports the idea of biosphere centres.

**8. Motion to adjourn**

Moved by Gary Johnsen to adjourn the meeting. Meeting adjourned at 8:05 p.m.

Next meeting scheduled for Wednesday, March 27, 2013.

I hereby certify these minutes as correct.



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Gary Johnsen, Treasurer and A/Secretary