

**CLAYOQUOT BIOSPHERE TRUST
BUSINESS MEETING
DRAFT MINUTES**

**October 24, 2012
6:00 p.m. - 9:00 p.m.
Tla-o-qui-aht First Nation Treaty Office
1119 Pacific Rim Highway, Tofino**

Present: Don McMillan, Larry Baird, Gary Johnsen, Violet Clark, Stephanie Hughes, and Tammy Dorward

Regrets: Marie Stradeski, Cathy Thicke, April Charleson, Gord Johns, Geoff Lyons, Dan Edwards, Kendall Woo.

Staff: Adrienne Mason, Marcie DeWitt

The meeting commenced at 6:20 p.m.

Consent agenda:

1. **Adoption of Agenda**
2. **Minutes from the May 30, 2012 Board of Directors Meeting.**

**Moved by Gary Johnsen, seconded by Larry Baird to approve the consent agenda.
Approved by consensus.**

Regular meeting:

3. **Reports**
 - a) Acting Managing Director, Adrienne presented her report.
Discussion: Gift (up to a value of \$200) for Jean to acknowledge her 6 years with the CBT.
 - b) Executive Committee
Minutes from last meeting presented and reviewed.
 - c) Treasurer/Investment Committee
Investment meeting in November, more information to follow
Current Canada Fund balance: \$13,249,501.00

**Moved by Don McMillan, seconded by Violet Clark to approve the reports as presented
Approved by consensus.**

4. **Hosting EuroMAB 2013**

EuroMAB Briefing Note presented.
Discussion: Disadvantages noted for the Clayoquot BR outweigh the amount of time spent on proposal.
Action: Adrienne to send a letter to organizers on behalf of the CBT Board of Directors, expressing interest in future conferences, while acknowledging that lead time for 2013 EuroMAB was not adequate.

**Moved by Larry Baird, seconded by Stephanie Hughes to send letter declining proposal,
but expressing interest in future.
Approved by consensus.**

5. 2013-2015 Business Plan

Discussion: What I learned about my Biosphere Program needs to be evaluated and possibly revamped. Funding intended to be distributed local schools to assist in field trips with in the Biosphere. Evaluation is a simple paragraph from the school and a feedback form to be distributed to participating school kids to document the Biosphere from a child/youth perspective.

Suggested Action: Hold back 10% until final report submitted. Distribute cameras to children/youth to document their experience or request photo shoots which would assist in building photo store.

Discussion: Deliverables built into business plan with the intent to challenge communities and committees to meet them.
Financial goals need to reflect increased fundraising and sustainability to ensure principal in the Canada Fund remains.
Board retreat after the November meeting. Include all board members and focus on developing business plan and establish short-, medium- and long-term goals. Develop some objectives and goals based on Vital Signs. Consider having the Community Foundation of Canada help evaluate our business plan.

Action: Email retreat times

6. Office Lease

Rebecca requested a freeze or reduction in monthly rates. MaMook has not responded but will be meeting later this month. Current lease is approximately \$15.75/sq. ft. which includes revenue from tenants. Consider also that we have a kitchen, and adequate meeting, storage and library space at current location. Most attractive alternative at The Shore is 600 sq. ft. smaller at \$18.66/sq. ft.

Moved by Don McMillan to stay at current location, but continue to try and get a freeze or reduction in rent through MaMook. Seconded by Gary Johnsen. Approved by Consensus

7. Christmas Meeting/Dinner

Dec 4th proposed in conjunction with board retreat.

Action: call members and check retreat, board meeting and dinner. Send out Doodle poll if alternative dates need to be considered.

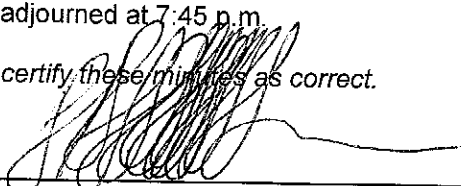
8. In Camera

9. Motion to Adjourn meeting

Moved by Larry Baird, seconded by Stephanie Hughes to adjourn the meeting. Approved by consensus.

Meeting adjourned at 7:45 p.m.

I hereby certify these minutes as correct.



Executive Secretary, Stephanie Hughes