

**CLAYOQUOT BIOSPHERE TRUST
BUSINESS MEETING
DRAFT MINUTES**

December 6, 2012

4:30 – 6:00 p.m.

Tin Wis Resort

1119 Pacific Rim Highway, Tofino

Present: Don McMillan, Gary Johnsen, Cathy Thicke, Tammy Dorward,
Stephanie Hughes, Geoff Lyons, Violet Clark, Brian Retzer, and Jane Owen

Regrets: Larry Baird, Marie Stradeski, and April Charleson

Staff: Adrienne Mason, Marcie DeWitt, Brooke Wood, and Rebecca Hurwitz (on
leave)

The meeting commenced at 4:14 p.m.

Consent agenda:

1. Meeting agenda

Adrienne added Real Estate Foundation letter to Correspondence. Also, Adrienne requested Board Attendance and Call for Projects be discussed under New Business.

2. Minutes from the October 24, 2012 Board of Directors meeting

Moved by Stephanie Hughes, 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 report. Geoff Lyons asked for confirmation of length of lease agreement. Adrienne is in the process of establishing next year's lease agreement with Rick Lindholm.

b) Executive Committee

Minutes from last meeting presented and reviewed. Cathy Thicke requested clarification on the CBT involvement with the Nuuchah-nulth Employment and Training Program (for emergency response training). Tammy Dorward gave an overview of the program and the benefits to the communities within the Biosphere Reserve Region. Adrienne explained that she applied for the funding and received approval to purchase training.

c) Treasurer/Investment Committee
Current Balance Sheet and Income Statement included in package.
Current Canada Fund balance: \$13,310,546.00 (as of December 5, 2012)
Gary Johnsen and Adrienne Mason attended Investment Committee meeting
November 15th 2012. The committee is reviewing proposed funds, but for now
there is no change in the investment strategy.

Violet Clark arrived at 4:28 p.m.

Genus has experienced some staff changes and Gary Johnsen expressed he is
happy with the new staff. Overall we are doing better than market standards.

d) Secretary
Stephanie Hughes had nothing to report as Secretary but took the opportunity to
acknowledge the hard work and effort put forth by Adrienne Mason and Marcie
DeWitt during the period of staff transition and thanked them for their
dedication.

e) Correspondence
- Office of the National Chief, Shawn A-in-chut Atleo
- Environment Canada, Paul Kuckner
-Real Estate Foundation

Cathy Thicke requested we send National Chief, Shawn A-in-chut Atleo a letter
in response. Rebecca Hurwitz suggested we send letter in response and invite
him to the Education Forum.

**Moved by Stephanie Hughes seconded by Geoff Lyons to approve the reports as
presented. Approved by consensus.**

4. 2013-15 Business Plan and Budget

Review draft business plan.

Adrienne Mason to redraft business plan based on discussion during strategic planning
and present at January 22, 2013 board meeting.

Don McMillan advised to postpone call for projects by one month to ensure projects are
meeting the CBT core priorities. Stephanie Hughes suggested we hold forums sooner
than later to receive direction from the communities.

**Moved by Gary Johnsen, seconded by Stephanie Hughes to redraft the Business
Plan based on discussion during strategic planning and present at January 22,
2013 board meeting. Approved by consensus.**

5. New Business

Board Attendance

Adrienne Mason reported that Cecil Sabbas has not attended a meeting in over a
year.

Adrienne Mason contacted April Charleson and April feels she is unable to fulfill her duties as a board member.

Gary Johnsen instructed that according to board policy resignation must be received in writing.

Don McMillan advised staff to contact the alternate Dan Edwards to fill the at-large seat and to look into finding an alternate for the at large seat.

Geoff Lyons suggested we send letter to Cecil Sabbas asking for formal resignation.

6. Questions from the public

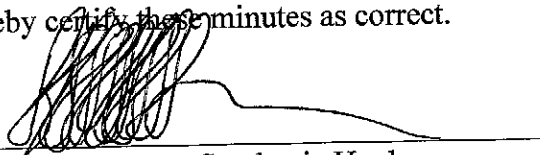
Don McMillan requested any questions from the public.

7. Motion to adjourn

Moved by Geoff Lyons to adjourn the meeting. Meeting adjourned at 4:48 p.m.

Next meeting scheduled for January 22, 2013.

I hereby certify these minutes as correct.



Executive Secretary, Stephanie Hughes

