

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT AGENDA

October 24, 2013
2 pm to 5 pm

Ucluelet Community Centre, Ucluelet

Present: Brian Retzer, Jeff Shatford, Hannah Nichols, David Johnson, Tammy Dorward, Cathy Thicke, Violet Clark, Alan McCarthy, and Don McMillan (telephone)

Staff: Adrienne Mason, Brooke Wood, Marcie DeWitt, and Rebecca Hurwitz

Meeting commenced at 2:09 p.m.

Cathy Thicke chaired the meeting.

Consent Agenda

1. Meeting agenda

Rebecca asked that the video from the MAB conference be added under Other Business.

Tammy asked if Board Engagement discussion be added under other business.

Cathy asked that Gord Johns and Marie Frank-Atleo resignation letters be added under Correspondence.

2. Minutes from the August 26, 2013 Board of Directors meeting

Cathy made note of the correct spelling of Jantzi and corrected the percentage that we pay to Genus for our Fund Management. It was stated that we pay 10%, however the correct figures are 1% on the first million, .375% from 1-9 million, and .25% on anything above.

Alan arrived at the Meeting at 2:23 pm.

Moved by Violet Clark, seconded by Hannah Nichols to approve the consent agenda.

Approved by consensus.

Regular Agenda

3. Reports

a) Managing Director

Rebecca thanked staff for keeping all areas of business up to date while she was on maternity leave and presented a summary of her written report.

b) Executive Committee

Cathy, Adrienne and Macie presented a summary of the MAB conference in Frontenac Arch, Ontario. Stephanie Hughes will be asked share her update at the next meeting. All who attended found the conference a great place to share information and ideas. Adrienne highlighted that the Canadian Commission for UNESCO plans to meet in Victoria in June and plans to visit Clayoquot Sound.

c) Treasurer/Investment Committee

i. CBT – 3rd Quarter Statements

ii. Genus – 2nd Quarter Compliance report

Rebecca invited all board member to attend the November 8th 2013 Investment Committee meeting in Tofino. Rebecca noted that Mary Spur and Rob Heinkel are investment professionals that sit on the CBT Investment Committee and will be attending the November meeting. The Canada Fund is currently just over 14.4 million.

d) Correspondence

i. Timmermans – Request for Deferral

Board sought clarification on policy as well as reporting methods used for Scholarships. Rebecca shared that the policy is to allow for one deferral and students must submit proof of registration and final grades. Violet expressed concern over the money sitting dormant for the year. Tammy would like to have further discussion on scholarships and the idea of having one available for returning students in the future.

Moved by Alan McCarthy, seconded by Tammy Dorward to approve Michael Timmermans' request for deferral having it noted that only one deferral would be allowed.

Approved by consensus.

Don McMillan called in by phone at 3:03 p.m.

ii. Drake – Request for Deferral

Board discussed that this is Malcom Drake's second request for a deferral. Rebecca will ask Malcolm for more detail on the programs he has already taken and the reason for his current request which she will bring back to the next board meeting.

iii. Edwards – Resignation from Board

Board advised staff to send Dan Edwards a letter of appreciation for his time on the Board.

iiii. Johns- Resignation from Board

Board advised staff to send Gord Johns a letter of appreciation for his time on the Board. Cathy advised that she will let council know to appoint a new alternate.

iv. Frank-Atleo- Resignation from Board

Board advised staff to send Marie Frank-Atleo a letter of appreciation for her time on the Board. Tammy advised that she has already spoken with Chief and Council in regards to appointing an alternate and will follow up again shortly.

Moved by Hannah Nichols, seconded by David Johnson to approve the reports as presented.
Approved by consensus.

4. Board Appointments

Moved by Violet Clark, seconded by Tammy Dorward to appointment Hannah Nichols to the position of At-Large Director and Rebecca Henn to the position of Alternate At-Large Director.
Approved by consensus.

5. Biosphere Centre scoping report – Marcie DeWitt

Marcie presented her report.

Overall the Board felt this was a great start and looked forward to seeing the final copy.

Tammy thought the idea tied into a lot of what is going on in Tla-o-qui-aht and felt CBT should discuss ideas further with Chief and Council. Violet has attempted to get community feedback but has been unsuccessful. Rebecca and Tammy both offered assistance in presenting to Ahousaht Chief and Council. Alan advised that he would bring the report to Iris Frank and seek further community input. Brian felt a good approach would be to first look at meeting basic needs like a central location and moving forward from there. Jeff thought the centre sounded very exciting and referenced a wonderful museum that was used as a community space in a northern rural community he used to live in. Hannah felt the Biosphere reserve region is lacking a central location to learn about the area. She referenced a great centre in the area she grew up called the Sitka center for Arts and Ecology. David would take the information back to his community for input. Cathy mentioned the District of Tofino is currently at a similar stage considering a civic centre and that this is a great time to share information and work together. Don felt it needs to be a centre that benefits all communities in the region and crown land should be considered to keep costs down.

Rebecca clarified that upon completion of the final report, Marcie's contract will be complete and that staff would be taking the lead on the project moving forward. The final draft of the report will come forward to be approved by the Board.

6. Draft 2014-16 budget and 2014 business plan.

Rebecca summarized the draft business plan and budget and highlighted some potential new ideas of activity including:

- Larger budget during call for projects
- Larger research award
- Offering a Scholarship to a student returning to school

- Board Retreat
- Coupon book
- Biosphere Centre

Tammy asked if Board travel is included under national and regional travel in the budget. Rebecca clarified that board travel to meetings is a board expense and other board travel would go under national and regional travel.

Jeff felt it would be beneficial to look for research partnerships with universities. Don expressed that trying to promote more research in the Sydney cabin is not the most viable option. Don felt the cabin has many obstacles to conducting research and it would be more beneficial to the communities of Ahousaht and Hot Springs to send more researchers there.

Cathy felt a larger discussion should happen in the future on the current and future use of the Sydney cabin. Board agreed to discuss further in future in the context of the Biosphere Centre.

7. Celebration of the Biosphere – November 3-9, 2013

Rebecca outlined the celebration and encouraged Board member participation.

Don McMillan left the meeting at 4:35 pm.

8. Other business

Cathy asked the topic of Board Engagement be brought forward to the next meeting.

Marcie presented the video from the MAB conference.

9. Questions from the public

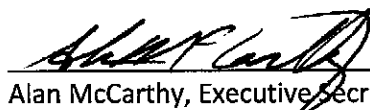
None.

10. Motion to adjourn

Moved by Alan McCarthy.

Meeting Adjourned at 4:42 p.m.

I hereby certify these minutes are correct.



Alan McCarthy, Executive Secretary