

Minutes
CLAYOQUOT BIOSPHERE TRUST
DIRECTORS BUSINESS MEETING
Thursday, May 7, 2009
6:00 pm – 9:00 pm
Muuchinink Boardroom, TinWis Resort, Tofino, BC

* Light refreshments were provided

Meeting commenced at 6:10 p.m.

In Attendance: Darcy Dobell, Gary Johnsen, Nick Thorpe, Violet Clark, Dan Edwards, Don McMillan, April Charleson

Ex-officio's: Lorraine Cameron, Kim Seward Hannam

Regrets: Larry Baird, Eric Russcher, Clive Pemberton, Simon Tom Sr., Denise Kowshowski

Guest: Rebecca Henn, Brenda Kuecks, Danielle Arbour

Staff: Curtis Cook, Jessie Fletcher and Jean Wylie

Consent agenda:

1. Minutes from the January 28, 2009 Board of Directors Business Meeting.

Moved by Gary Johnsen, seconded by Don McMillan to approve the Consent Agenda

Approved by Consensus

No additions or changes

Regular Meeting:

2. **Meeting Agenda**

Curtis mentioned that there is one additional item to add to the Agenda.

- * 9. CBT Youth Representative Report submitted by Josh Charleston from his Gatineau, ON trip.

Moved by Violet Clark, seconded by Don McMillan to approve the Regular Meeting Agenda with the additional item incorporated in and Draft Agenda amended.

Approved by Consensus.

Discussion: as above.

3. **Reports**

a) **Executive Director**, presented by Curtis Cook

b) **Executive Committee**, Darcy advised that all items discussed at the most recent Executive Committee meeting are included in this Agenda.

c) **Treasurer/Investment Committee**, Gary Johnsen provided a brief update. During the month of April there was a slight upswing in the economy. As stated in previous meetings, it is predicted that the economy will pick up by year end.

d) **Secretary**, nothing to report. Eric sent regrets and his alternate, Nick Thorpe, is attending.

e) **Report for Committees**, Jessie Fletcher provided a brief on the Committee meetings and activities. The Education Committee is proposing funding to all local schools for *outdoor field activities/trips* within the Biosphere Region. The Terrestrial Committee is concentrating on GIS Mapping of the central Tofino area. The Marine and Aquatic Committee has been working on a salmon restoration collaboration with other organizations. The Culture Committee has not met, as nothing is pending at this time.

f) **Correspondence** was received from GENUS. Gary shared a quick update that the fund should show improvements by year end if not sooner, based on the current trend in the economy. The market, in the opinion of many financial critics, has been to its lowest point in this recession and will see improvements soon.

Moved by Don McMillan, seconded by Gary Johnson to accept the reports as presented.

Approved by Consensus.

Discussion: Don McMillan questioned what the Terrestrial mapping project had to do with lands? Jessie elaborated and shared that it relates to land usage and future development/s within the core area of the District of Tofino, and engages the District. The project concentrates efforts in regards to future land use, occupancy, alternate routing and avoiding further disturbances to wildlife areas, all within the Biosphere region.

4. **Mid-year revisions to Budget**, Curtis reviewed this item with the Directors. The reduction identified is equivalent to one month withdrawal from the fund.

Moved by Gary Johnsen, seconded by Don McMillan to approve the budget revisions, excluding the 'Scholarship 2009', which will be re-visited at the next Board Meeting.

Approved by Consensus.

Discussion:

- i. Concern in regards to removing the cell phones, as an emergency situation could arise?

5. **Draft Agenda for AGM**

A motion will be sought to approve Draft Agenda – AGM

A motion will be sought to:

- i. Set the Date & Time
- ii. Approve the Notice
- iii. Approve Directors Report
- iv. Agree on Financial Statements presented to members

Moved by Gary Johnsen, seconded by Nick Thorpe to approve the Draft Agenda – AGM, including; Set the Date & Time, Approve the Notice, Approve Directors Report and Agree on Financial Statements presented to members.

Approved by Consensus

No Discussion

6. **Board governance review for Directors**

Darcy provided background of the current model under which the CBT operates - the 'Carver Model' - and suggested a review in relation to operating by it's intention. Following much discussion regarding staff and Directors' responsibilities there remains commitment to this model and the Directors felt it unnecessary to have a dedicated meeting on governance. Rather, they would recommit to the governance model going forward.

7. **Identification of Board Alternatives**

- I. Ucluelet First Nation – VACANT
- II. ACRD – VACANT
- III. Ahousaht First Nation – VACANT
- IV. At-Large – VACANT
- V. Hesquiaht First Nation – VACANT

Discussion: Have Curtis work with the communities in filling vacancies, as well, if you are aware of anyone interested in filling these positions have them contact the office.

8. **Marine & Aquatic Committee**

Report on breach of Volunteer Code of Conduct

Status and Future of Proposed Salmon project

Following much discussion, Directors suggest;

- i. reminding all members of the 'Code of Conduct'.
- ii. respond in writing 'confidentially'
- iii. identify a 'Chair' for committee meetings

Decision:

- 1) Advise Committee members in question that, that in order to continue on the Committee an apology to the target of the attack is in order.
- 2) Streamline committee's with the core priorities.
- 3) Possibility of hiring one chair person from the community for meetings.
- 4) Remind committee's they have a structure in regards to their discretionary requests, and decisions are made according to majority input

* To do:

- i. suggest to mesh committees and their activities with the CBT Core Priorities, revisit the terms of reference terms of reference and have staff present this at the next meeting.
- ii. Have correspondence sent out to all committee members, reminding all are guided by 'Code of Conduct' and respect, Curtis can sign on behalf of Directors

9. CBT Youth Representative report, by Josh Charleston from his trip to Gatineau, ON.

A copy of our Youth Representatives report is attached for you to review. Overall it appears it was a great gathering with a lot of wonderful input and ideas. CBT staff will also be publishing a feature on Josh as our official 'Youth Representative' and submitting it to the local newspapers.

10. Staff performance evaluations

Staff evaluations are scheduled to be complete by July 09. As well, this evaluation is in line with Curtis's first year review. The Co-Chairs are requested to prepare for that process as well.

11. Other business

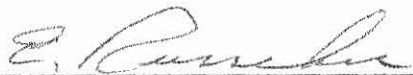
Darcy made mention that in previous correspondence, a statement in regards to staff participation at Directors meetings was not necessary. As Co Chair, she mentioned that the staff involvement in the Directors meetings is invaluable and the input of all staff is very much appreciated and contributes to our successes, now and in the future.

Curtis to forward a 'Thank You' letter to April Charleson and communication to Hesquiaht First Nation as well as Carol-Anne Hilton.

12. Adjourn meeting

Meeting adjourned at 8:05 p.m.

I here by certify these minutes as correct.



Eric Russcher, Secretary