

**CLAYOQUOT BIOSPHERE TRUST
BUSINESS MEETING
DRAFT MINUTES**

August 26, 2013

1 pm to 3 pm

Middle Beach Lodge, Tofino

Present: Cathy Thicke, Tammy Dorward, Don McMillan, Anne Mack, Geoff Lyons, Violet Clark, Stephanie Hughes, Alan McCarthy, and Jim Morgan

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

Meeting Commenced at 1:05 p.m.

Tammy Dorward chaired the meeting.

Consent Agenda

1. Meeting agenda

Adrienne Mason asked that a report from Marcie DeWitt on the Biosphere Centre and Eat West Coast be added to agenda item five. Adrienne handed out a revised budget.

2. Minutes from the May 22, 2013 Board of Directors meeting

Moved by Geoff Lyons, seconded by Stephanie Hughes to approve the amended consent agenda.

Approved by consensus.

Regular Agenda

3. Reports

a) Managing Director

Adrienne Mason presented her written report.

b) Executive Committee

Board reviewed minutes from August 31st 2013 meeting.

Board discussed self-assessment and agreed to table it until next meeting.

c) Treasurer/Investment Committee

Genus Quarterly Statement

Genus Quarterly Compliance Report

CBT – 2nd Quarter Statements

-Stephanie Hughes reported that as of Thursday August 22nd the fund was at \$13,951,463.00.

-Board reviewed financial reports. Adrienne Mason made note that the wrong compliance report was attached and that the correct one would be e-mailed to each board member.

-Cathy Thicke asked for clarification on the percentage that Genus received from the CBT and if it was along industry standards. Don McMillan advised that 10% is on the lower side of industry standard and that Genus has not changed their rate since we have been with them.

- Don McMillan and Rebecca Hurwitz briefed the board on the Junzi Screening system that Genus uses to choose ethical investments. Board advised staff to get new board members a copy of the Junzi Screening protocols.

d) Secretary

Nothing to report.

e) Correspondence

YFN Request for Extension

-Board discussed request for extension and clarified that the policies would allow for the extension.

Moved by Don McMillan, seconded by Geoff Lyons to approve YFN request for extension.

Approved by consensus.

Toquaht First Nation – Appointment of Alternate

Moved by Stephanie Hughes, seconded by Cathy Thicke to approve David Johnsen as the Toquaht First Nation Alternate.

Approved by consensus.

CRA T3010 Return Summary

-Provided for information.

GENUS – Scholarship

-Provided for information.

Boychuk – MAB Request

-Adrienne went over the history of the MAB and the request from Stan Boychuk. Adrienne informed Board that she had asked for clarification on what the money would be used for and who it would be paid to. Response was that it would be for travel, accommodation and registration and that it could be paid to Frontenac Arch BR or CBRA.

Board discussed the ask and felt it didn't fit within the guidelines of the Canada Fund and as a Board there has always been a policy to only fund projects within the Biosphere Reserve Region.

Board advised not to fund proposal.

Moved by Stephanie Hughes, seconded by Don McMillan to approve the reports as presented.

Approved by consensus.

4. Board Appointments/Committee Ratifications

Moved by Geoff Lyons, seconded by Don McMillan to ratify the Executive Committee positions (Co-chairs: Tammy Dorward and Cathy Thicke; Treasurer: Stephanie Hughes; Secretary: Al McCarthy).

Approved by consensus.

Motion to accept the appointment of David Johnsen, Toquaht First Nation Alternate.

- Dealt with in reports.

Moved by Geoff Lyons, seconded by Stephanie Hughes to accept Gary Johnsen remaining on the Investment Committee.

Approved by consensus.

Appointment of At-Large Director

- Board advised staff to ask applicants to forward resume and to set up interview prior to September 14th 2013 where Cathy Thicke, Geoff Lyons, and Don McMillan (via telephone) would be available.

Stephanie Hughes left the meeting at 2:07 p.m.

5. Presentation of Biosphere Centre, Eat West Coast, and Community Foundations of Canada campaign, Smart and Caring Communities.

- Marcie DeWitt presented progress of her report on the Biosphere Centre. The full report will be ready for the October meeting. Marcie reported that she has been meeting with potential partners, board members, and gathering community input. Geoff Lyons and Cathy Thicke expressed interest in taking part in the report. Don McMillan expressed interest in being part of the Biosphere Centre Committee.
- Marcie DeWitt presented on the current activities of Eat West Coast. Looking at the needs of individual communities and looking at ways of working together to improve distribution, as well as community gardens, food banks, and community kitchens.
- Adrienne Mason presented the Community Foundations of Canada Smart and Caring Communities Campaign. Rebecca Hurwitz suggested that a "Smart and Caring" community fund, which many community foundations are starting, could be a potential use of the proceeds from the Otalith Music Festival.

6. Year-to-date and revised budget

Adrienne Mason went over the budget and summarized that although there is some small variances we are operating just under our target budget. Don McMillan asked for the percentage variance is included on future budgets.

7. New CRA Requirements for organizations "doing the work of government."

Adrienne Mason advised Board members of the upcoming changes by the CRA.

8. Euro MAB Conference

Cathy Thicke and Stephanie Hughes have both expressed interest in attending. Adrienne Mason explained that we have budgeted for one staff and one board member to attend the conference, and that we are paying for part of Marcie's travel but the SHIRK program is paying for the majority her participation.

Board discussed that since it is very rare for the conference to take place in Canada that we should send both board members.

Moved by Geoff Lyons, seconded by Don McMillan to send a third representative to the MAB conference.

Approved by consensus.

9. Celebration of the Biosphere – November 6-9, 2013

Adrienne Mason went over planned and potential activities for the celebration of the biosphere. Planned events include science symposium on November 9th, celebration to thank volunteers on November 8th. Potential activities include weaving workshop, and a “discover your Biosphere” scavenger hunt.

10. Other business.

None.

11. Questions from the public.

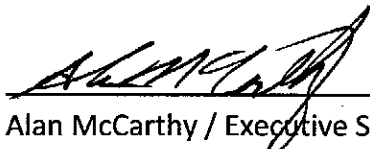
None.

12. Motion to adjourn.

Moved by Cathy Thicke to adjourn.

Meeting adjourned at 3:30 p.m.

I hereby certify these minutes are correct.



Alan McCarthy / Executive Secretary

Reminder of fall meeting schedule:

Thursday, October 10, Hitacu, 6-9 pm

Thursday, Nov. 28, Ucluelet, 6-9 pm