

**CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES**

**December 5, 2013
3:00 p.m. – 5:00 p.m.
Kwisitis Feast House, Wick Road
Pacific Rim National Park Reserve Interpretive Centre**

Present: Anne Mack, Geoff Lyons, Jane Owen, Renee Wissink, Rebecca Henn, Mariah Charleson, Hannah Nichols, Stephanie Hughes, Cathy Thicke, and Tammy Dorward.

Staff: Rebecca Hurwitz, Adrienne Mason and Brooke Wood.

Tammy Dorward chaired the meeting. The meeting began at 3:15 p.m.

1. Agenda

Tammy Dorward asked that the Hesquiaht appointment be added under 4.d)ii and Stephanie Hughes asked that the letter from Eli Enns be added under Other business.

Moved by Stephanie Hughes, seconded by Geoff Lyons to approve the agenda. Approved by consensus.

2. Minutes from the October 24, 2013 Board of Directors meeting

Moved by Geoff Lyons, seconded by Cathy Thicke to approve the October 24, 2013 meeting minutes. Approved by consensus.

3. Community updates

This was an opportunity for Board members to provide a brief update on behalf of their community.

Tammy provided an update on the Tla-o-qui-aht education programs and how they are really taking off on a community level.

Cathy presented an update on the Lighthouse Trail in Tofino and the potential name change to the Tonquin Trail to encompass the history of that piece of land and that the District of Tofino is still in discussions with the Tla-o-qui-aht First Nation, but discussions have been positive and the potential to complete the trail to connect to Middle Beach is seeming tangible.

Anne Mack gave an overview of the water treatment plant and how they are close to removing the boil water advisory which they have been under for over 10 years.

Anne explained that with the closure of the campsite and marina this summer, it has been very difficult to provide economic opportunities.

Geoff Lyons provided an update of the expansion of the Wild Pacific Trail and the overall goal to eventually connect the trail to the Pacific Rim National Park.

Violet Clark provided an update on the growing number of community groups in Ahousaht and how there is a new lodge available to provide accommodation to people visiting the community.

Jane Owen indicated that Environment Canada would provide parliament an overview of the CBT plans and priorities following this meeting and is available to offer support where needed.

Renee Wissink gave an update on the Pacific Rim National Parks and the potential partnerships available moving forward with a variety of trails.

Rebecca Henn informed the board of her participation in the Leadership Vancouver Island program and how she felt it was working well at connecting the communities.

Mariah Charelson gave an update of the complete lack of economy in the community of Hotspings, and explained the community's frustration with the businesses from outside the community being the only ones profiting from Hot Springs tourism. Mariah added that the Hesquiaht First Nation would like consultation on any development plans in their territory. Mariah outlined how funding has recently come through from NETP to pay for 10 spots for Nuu-Chah-Nulth individuals to take part in the 28 day program at the Hooksom outdoor school.

Hannah Nichols outlined some positive volunteer events that have taken place in the community of Tofino and how she enjoyed taking part.

Stephanie Hughes outlined the ripple affect she has noticed in working with youth and cited a specific example of a logo contest held years ago that is having positive influences years later.

4. Reports

a) Managing Director

Rebecca Hurwitz presented her written report and provided Board with information on the upcoming Toastmasters program as requested.

Adrienne Mason updated the Board on the most recent social media photo campaign and how it proved to be very successful.

b) Executive Committee

Tammy Dorward presented the minutes from the last executive committee meeting.

c) Treasurer/Investment Committee

Stephanie Hughes informed the Board the fund is doing well and currently sitting at \$14.7M and is on track for our COLA target.

d) Correspondence

- i. McMillan – Resignation from Board
Cathy Thicke asked to provide Don McMillan with a memento and card to thank him for all of his service to the CBT.
- ii. Hesquiaht appointment of Mariah Charleson.
- iii. Stephanie Hughes provided an update to the board on the recent MAB conference she attended in Frontenac, Ontario. Stephanie said the CBT was seen as a model for our high level of First Nation participation on our board and from the communities within our Biosphere region. Resource extraction within Biosphere reserves was a topic of the conference and other areas are struggling with the same issues as us, and the consensus of most Biosphere reserves is that resource extraction must be discussed on a case by case basis.

Moved by Hannah Nichols, seconded by Cathy Thicke to approve the reports as presented. Approved by consensus.

Moved by Stephanie Hughes, seconded by Cathy Thicke to accept the appointment of Mariah Charleson from Hesquiaht First Nation. Approved by consensus.

5. M. Drake scholarship deferral request

Rebecca explained the circumstances of Malcom's request and recommended the deferral request be approved.

Moved by Geoff Lyons, seconded by Stephanie Hughes to approve Malcolm Drake's scholarship deferral to 2014 noting that this is the final deferral he will be granted. Approved by consensus.

6. 2014 – 2016 Business Plan & Budget

Rebecca presented the draft Business Plan & Budget for Board approval.

Geoff advised that we consider adding in the rate of inflation when we are doing multi-year budgets.

Tammy asked for more information on the youth funding and if the funds are set aside for predetermined projects.

Rebecca clarified that some projects are already planned but there are funds still available for additional projects. Mariah highlighted an exciting youth project coming up in our region with the Urban Aboriginal Youth Council taking place February 10th 2014. Mariah suggested this is a very good opportunity for youth involvement in our region.

Moved by Stephanie Hughes, seconded by Hannah Nichols to approve the 2014 – 2016 Business Plan & Budget as presented. Approved by consensus.

7. Appointment of the Auditor

Greg Mollon is no longer able to provide auditing services due to staff shortage. An invitation to tender has been circulated to four firms. Rebecca presented a summary of the quotes provided by the three firms who responded and how she felt Smythe Ratcliffe would be the best fit for the CBT.

Tammy presented the recommendation from the executive committee to use Smythe Ratcliffe.

Moved by Geoff Lyons, seconded by Anne Mack to appoint Smythe Ratcliffe as auditors of the Clayoquot Biosphere Trust Society to hold office until the close of the next annual general meeting of the members or until a successor is appointed. Approved by consensus.

8. Lease

Rebecca presented a brief update on the status of our office lease and asked for direction regarding renewal.

Stephanie asked to make sure all maintenance matters are addressed before new lease is signed. Rebecca explained that all maintenance issues are included in the lease agreement.

Board discussed and agreed for staff to renew lease if satisfied with terms.

9. Board Engagement

Cathy Thicke led a discussion on board engagement and reporting to communities.

Board discussed different ways of getting information to members of their communities. It was agreed that social media is a very valuable tool and staff is available to assist board members if they would like a brush up on social media.

Face to face contact is also a great way of spreading the word, the contest that went out to all the schools was a great way of connecting the CBT with the youth of the communities.

10. Other Business

Staff to send out letter from Eli Enns to all Board members.

11. Questions from the Public

None.

12. In Camera


Board advised to leave car lease as is until the term is complete and when review as renewal approaches.

Moved by Hannah Nichols, seconded by Geoff Lyons to accept the employee agreement pending legal review of severance pay, vacation days and car lease
Approved by consensus.

13. Moved by Stephanie Hughes to adjourn meeting

Meeting adjourned at 5:52 p.m.

I hereby certify these minutes are correct.



Stephanie Hughes, A/Secretary