

**CLAYOQUOT BIOSPHERE TRUST
BUSINESS MEETING
DRAFT MINUTES**

**May 22, 2013
1:00 – 3:00 p.m.
Long Beach Golf Course
1850 Pacific Rim Highway**

Present: Stephanie Hughes, Gary Johnsen, Tammy Dorward, Larry Baird, Cathy Thicke, Anne Mack, Rose Touchie, Don McMillan (via telephone), Holly Herald, Brian Retzer, and Renee Wissink.

Regrets: Violet Clark, and Alan McCarthy

Staff: Adrienne Mason, Marcie DeWitt, and Brooke Wood.

Guests: Rebecca Hurwitz, and George Walkem.

Meeting commenced at 1:00 p.m.

Consent agenda:

1. Meeting Agenda

Adrienne Mason asked to amend the agenda and move number 4 and 5 to the top of the agenda to address time restraints. Adrienne Mason also asked that a letter from the Toquaht Nation be included in the Board Appointments as well as in correspondence.

Tammy Dorward asked for a policy of having a youth board member be reviewed under other business.

2. Minutes from the March 27, 2013 Board of Directors Meeting.

Moved by Stephanie Hughes, seconded by Tammy Dorward to approve the amended consent agenda.

Approved by consensus.

Regular agenda:

3. Board Appointments

Adrienne Mason announced the following Board appointments.

District of Ucluelet- Appoint Geoff Lyons as the director and Dario Corlazzoli as the alternate.

Yuulu?il?ath Government- Appoint Alan McCarthy as the director and Rose Touchie as the alternate.

Toquaht First Nation- Appoint Anne Mack as the Director.

Stephanie Hughes formally thanked Larry Baird and Gary Johnsen as this meeting marked the end of their terms as Directors on the CBT Board.

Rebecca Hurwitz thanked Gary Johnsen and Larry Baird for serving as directors to the CBT.

Board discussed the position of At-Large Director and felt this could be a good opportunity to bring in youth to the Board. Board advised staff when advertising the position to mention that first priority would be given to a youth. Staff will begin advertising for the position in August.

Larry Baird and Gary Johnsen stepped down and Rose Touchie and Anne Mack joined the Board Table.

4. Election of the Officers

Renee Wissink announced the process for the election of the Executive Committee. Adrienne Mason clarified the policy of the Board is to have half First Nation representation, with one First Nations Co-chair.

Renee called for nominations and/or expressions of willingness from the Board.

Stephanie Hughes put her name forward.

Tammy Dorward nominated by Cathy Thicke.

Cathy Thicke put her name forward.

Alan McCarthy was nominated by Rose Touchie.

Don McMillan put his name forward.

Cathy Thicke felt in keeping with Policy 3.2.5 Tammy Dorward and Alan McCarthy should sit on the Executive. All agreed.

The board voted the remaining two seats by written ballot.

Stephanie Hughes and Cathy Thicke were voted in as officers.

As Alan McCarthy was not present, the Executive Committee will hold a meeting soon to determine, who will hold the positions of Co-chair, secretary and treasurer.

5. Reports

a) Managing Director

i. Report

Adrienne Mason presented the report.

ii. First Quarter Financial Statements

Adrienne went over the first quarter financial statements that are included in the package and summarized that we are operating within the approved budget.

b) Executive Committee

Minutes from last May 9th Executive Committee meeting included.

c) Treasurer/Investment Committee

Adrienne Mason explained that the fund is currently at \$14,154,451 which would align us with the January 2014 COLA target.

The letter from Genus outlined the new funds, Biosphere Dividend Equity Fund and the Biosphere Can Globe equity Fund.

d) Secretary

Nothing to report.

e) Correspondence

Adrienne Mason reviewed the correspondence, noting the Board appointments from District of Ucluelet, Toquaht First Nation, Yuułuꞵiꞵꞵath Government, and the resignations of Cecil Sabbas and Marie Stradeski.

The NIC letter was missing from the package and will be brought forward at the next meeting.

Moved by, Stephanie Hughes, seconded by Tammy Dorward to approve the reports as presented.

6. Policy Review

Adrienne Mason went over the revised policy document, with the final edits from our lawyer. She noted, in particular Policy 3.2 which states that the Executive Committee meets 8 times per year. The lawyer recommended instead that the Executive Committee should meet as needed. Adrienne also mentioned Policy 3.25 on the Election Process, and how the CBT lawyer recommended in future that officers be elected to particular positions.

Cathy Thicke questioned if the wording in the organizational profile was strong enough in regard to the Biosphere Centre. It was generally felt that our "programs" are all of the work we do, including core priorities, such as the Biosphere Centre.

Tammy Dorward asked for clarification on the definition of an emergency. Adrienne Mason suggested an emergency would be something that is in regard to finances, staff, or a legal issue.

Board discussed the age limit that would define youth and whether to include this in the policy manual.

Stephanie Hughes felt there should be limit on the lower end.

Board asked staff to look into the legal definition of youth.

**Moved by Geoff Lyons, seconded by Stephanie Hughes to approve revisions to the document, *Board Governance and Policy Statements*.
Approved by consensus.**

7. Attendance at MAB Conference, Frontenac Arches Biosphere Reserve

Adrienne outlined the conference, October 15-19 and noted we have been asked for one staff and one Board member to attend.

Renee Wissink asked for expressions of interest from board regarding attendance and to bring it to the attention of staff for a decision at the next board meeting.

8. Board Self-Assessment

Next steps in furthering action items coming out of board self-assessment, as per Policies 2.1.2. and 2.1.3.

Board agreed to have a working group to help develop an action plan to bring forward to the next full board meeting.

Tammy Dorward felt that the new members on the board should have an opportunity to look over the assessment before any decisions or action plans are made.

Geoff Lyons felt it would be a good idea to re-issue the assessment with the current board and then develop an action plan.

Board agreed to have Stephanie, and Cathy, as members of the Executive Committee, evaluate the assessment develop an action plan that can be brought to the Board.

9. CBT/GENUS Central Region First Nation Scholarship

Adrienne Mason presented the recommendations. Tammy Dorward abstained due to conflict of interest.

**Moved by, Stephanie Hughes, seconded by Cathy Thicke to accept Ahmber Barbosa for CBT/Genus Scholarship.
Approved by consensus.**

10. Biosphere Centre Committee

Expressions of interest regarding sitting on the Biosphere Centre committee. Geoff Lyons, Cathy Thicke, Anne Mack and Renee Wissink all put their name forward to sit on the committee

11. Other Business

Tammy Dorward felt the issue of a youth Board member had already been addressed earlier in the meeting.

12. Questions from the public

None.

13. Moved by Stephanie Hughes to adjourn meeting.

Meeting adjourned at 2:48 p.m.

I hereby certify these minutes are correct.



Stephanie Hughes, A/ Executive Secretary

Next meeting *tentatively* scheduled for Saturday, September 14th in Ahousaht.