

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

Thursday February 8, 2018

2:00 p.m. – 4:00 p.m.

Upstairs Boardroom, Yuu-cluth-aht Community Centre, Hitacu

Present: Anne Mack, Cathy Thicke, Geoff Lyons, Alan McCarthy, Ariane Batic, Rebecca Henn, Renee Wissink, and Tracey Parker (by phone)

Staff: Rebecca Hurwitz, Faye Missar, and Laura Di Feo

Guests: Dr. Bernice Touchie and Asya Touchie

Dr. Bernice Touchie shared an update on the Yuuṭuʔitʔatʰ Government signage project funded by CBT as part of the Community Fund for Canada's 150th granting in 2016-2017.

Nuu-chah-nulth word of the meeting: Alan shared the pronunciation of Yuuṭuʔitʔatʰ.

Policy review: A number of policies were enclosed in support of the CFC membership questionnaire.

1. Consent Agenda

Motion to approve the consent agenda approved by consensus.

2. Director updates

This was an opportunity for Directors to provide a 2-3 minute update of items that relate to the CBT. Directors are reminded to be brief and emphasize the connection to CBT activities.

3. Scholarship Recommendations

In January, Faye presented the scholarship review results to the Board. She had since sought answers to the Board's questions which she shared at the ad-hoc scholarship committee meeting. The committee had a through discussion of the information and provided the following recommendations:

a) Change the program name from "CBT Scholarship Program" to "CBT Education Award Program."

b) The education award amounts will be adjusted to align with the provincial inflation of post-secondary tuition rates every three years.

c) In the case that an educational award recipient enrolls in a program with a unique program and/or course schedule, said student may request an alternate payment schedule. This schedule may be approved by staff so long as the payments are made within the budgeted calendar year.

d) Recipients must be “in good standing” with their post-secondary institution in order to access the next installment of the education award.

e) The CBT Board of Directors is responsible for award decisions for both the Central Region Nuu-Chah-Nulth Education Award and the Clayoquot Sound Biosphere Region Education Award based on the applications, the advertised criteria and staff recommendations. A representative from the local high schools will be invited to participate in the decision making process.

f) Students that are graduating from high school or an accredited home school program, or those that graduated within the last 12 months and have not been yet been enrolled in a post-secondary program, are eligible to apply.

Motion to receive the recommendations of the ad-hoc scholarship committee approved by consensus.

Motion to direct staff to implement the recommendations and to amend Policy 8.4 Scholarships accordingly approved by consensus.

The scholarship policy will be presented for review and approval at the next meeting.

4. Biosphere Centre update

Rebecca provided an update on the renewal of the office lease, as well as the potential Biosphere Centre sites. Rebecca shared that the CBT has leased an office in the Ucluelet Community Centre for January through April at a very reasonable rate. This is an opportunity to learn from being located in a community hub and to increase the CBT's presence in Ucluelet, as well as offer more flexibility for staff to work and meet in the community. This expense will be allocated to the Biosphere Centre budget and may continue beyond April dependent of staff feedback.

Rebecca shared that the 316 Main Street office has been renewed for a three-year term ending December 2020.

Rebecca also shared an update on the potential for a social-purpose, mixed-use building at 391 Main Street in Tofino in partnership with the District of Tofino and the Vancouver Island Regional Library. Rebecca has been in contact with Bob McPherson at the District of Tofino to confirm CBT's interest in developing an MOU which would

outline each party's role and responsibilities for the concept and design phase of the project.

Rebecca noted that she was not seeking any decision from the Board, but wished to keep the group up to date as she had been directed that this was to be one of her top priorities. She will continue to focus on the two sites that have met the Boards criteria most strongly while scanning for other opportunities.

5. Granting update

Rebecca presented an overview of the new Vital Grants funding stream and the online grant system. She noted that granting to relevant projects aligned with the Biosphere mandate is one of the ways the CBT upholds this international designation and it is important for directors to be aware of how the granting programs have evolved based on feedback in order to be ambassadors of the CBT.

Cathy asked how the CBT programs are supporting youth in the region. Faye provided an overview of the recent youth-led project funding and partnerships.

6. Community Foundations of Canada

The Board took this opportunity to complete the enclosed 2018 Community Foundations of Canada membership questionnaire.

Given that CFC has a mandate (Annual General Meeting, May 2002) to confirm that members meet, or are working to meet criteria for continuing membership, the Board of Directors of the Clayoquot Biosphere Trust has reviewed, read, and understood the Criteria for continuing Membership in CFC and has completed the attached Checklist on continuing Criteria for Membership in CFC.

The above resolution was supported by consensus.

7. Investment Committee Appointment

Rebecca provided a summary of the Investment Committee recruitment process. The Investment Committee recommended appointing Janine Beaudoin as a member for a 3-year term. Renee suggested that the CBT request a copy of Janine Beaudoin's resume for reference.

Motion to appoint Janine Beaudoin member of the Investment Committee for a 3-year term approved by consensus.

8. Long-term Investment Policy revision

The Long-term Investment Policy 6.1 was revised based on discussion at the November meeting. Directors supported the suggestion from Kendall Woo to separate the policy into two distinct policies:

- Long-term Investment Policy 6.1 (including 6.1.1 and 6.1.2)
- Real Estate Policy 6.2 (including 6.2.3, 6.2.4 and 6.2.5, to be renumbered 6.2.1, 6.2.2, and 6.2.3)

Motion to approve the separation of the Long-term Investment Policy into two distinct policies to create a Real Estate Policy approved by consensus.

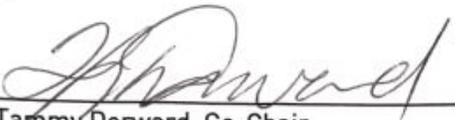
Motion to approve the Long-term Investment Policy 6.1 and the Real Estate Policy 6.2 approved by consensus.

9. New Business

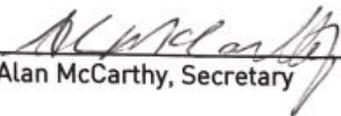
Geoff shared an update on the recent investment market correction as provided by Genus Capital Management and noted that the current value of the CBT endowment funds was \$17.6M.

Meeting adjourned at 4:04 pm.

I hereby certify these minutes to be true.



Tammy Dorward, Co-Chair



Alan McCarthy, Secretary