

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS
MEETING DRAFT MINUTES

Thursday December 6, 2018
10:00 a.m. – 12:30 p.m.
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet

Present: Cathy Thicke, Ariane Batic, Anne Mack, Thomas Campbell, Hannah Nicholls, Alan McCarthy, Geoff Lyons, Denise Koshowski, Ruth Charleson

Staff: Rebecca Hurwitz, Faye Missar, Colin Robinson, Brooke Wood

1. Welcome and Introductions

Cathy called the meeting to order. Alan welcomed the group to Yuułuᶯitᶯatᶯ territory. Faye shared the Nuu-chah-nulth words of the meeting: *ca cim hihuk qwaa* which roughly translates “are you okay” and the response *haa?a cacim hisima*, which is the positive affirmation. The group expressed their condolences regarding recent losses in Ahousaht, Yuułuᶯitᶯatᶯ, and Tofino, and Cathy thanked the group for coming together in the wake of these events.

2. Approve the Agenda

Motion to receive the appointment of Rachel O’Callahan as alternate director for the Alberni-Clayoquot Regional District effective November 15, 2018 carried by consensus.

Motion to receive the resignation of Mayco Noel as alternate director for the District of Ucluelet effective November 5, 2018 carried by consensus.

Motion to receive the appointment of Rochelle Cole as alternate director for the District of Ucluelet effective November 6, 2018 carried by consensus.

Motion to approve the consent agenda carried by consensus.

3. Director updates

This was an opportunity for directors to provide a short update on items related to the CBT.

4. Canada Fund Scenarios

Rebecca shared three cash-flow scenarios created by Genus following discussions with the Investment Committee. She explained that the Canada Fund has had strong COLA surplus, but with late-stage market conditions, it has now decreased. The Investment Committee has discussed the option to establish a reserve with the current surplus and had questions about the proposed time frame. The three models showed 1) a steady market state with no withdrawal of surplus funds, 2) a steady market state with withdrawal of surplus funds, and 3) a variable distressed market state (-10 – 20%) with withdrawal of surplus funds. Rebecca reviewed the pros and cons associated with creating a reserve fund.

Geoff spoke to the fact that a local real estate investment would be a very prudent investment during the late-stage global economic cycle, though this can’t be considered an asset within the

Canada Fund interpretation provided by Kendall. Rebecca shared her record of communication efforts made with Environment Canada, noting that the board continues to act within the interpretation provided by Kendall of the Canada Fund Agreement.

Motion to establish a reserve fund in the amount of \$50K less than the Canada Fund COLA surplus as of December 6, 2018 carried by consensus.

5. Biosphere Centre

Rebecca presented an overview of four possible building ownership models for a mixed-use building at 391 Main Street in Tofino. She presented key questions about ownership, construction funding, decision-making during design and construction, and post-construction building management. She led discussion about four options:

- 1) DoT as sole land and building owner
- 2) DoT as owner of the land, CBT and VIRL as collective owners and joint developers of the building
- 3) CoT, CBT, and VIRL as collective owners and joint developers of the land and building
- 4) DoT sells land to a developer to build

The group discussed the options, agreeing that option 3 would entail complexity, time-delay, and cost, and that option 4 would be the most expensive. Option 2 was agreed upon as the preference as it minimizes cost and risk for CBT. The group discussed the spirit and intent of the Biosphere Centre and its role within the region and its interlinked communities.

Motion to direct Rebecca to express CBT interest in an ownership model in which the District of Tofino owns the land and the Clayoquot Biosphere Trust and Vancouver Island Regional Library are collective owners and joint developers of the building carried by consensus.

Ruth abstained from the decision indicating that she wished to learn more about the project and how the decision would impact her community before she feels comfortable participating in decisions.

6. 2018 Vital Signs

Faye presented the 2018 Vital Signs report, explaining that a deeper dive into the data will occur at the next meeting. She reviewed the Vital Signs program as an initiative of Community Foundations of Canada to promote awareness and action towards sustainability and community vitality in regions. She noted that the return of the long-form census in 2016 increased data quality and quantity. The report included additional attention to SDGs, Nuu-chah-nulth language and fund development. She asked how the report can be best communicated and shared in the community. Cathy also suggested that small business owners could benefit greatly as drivers of community change and Faye explained that presentations to Chambers of Commerce are planned. The group discussed adding to each 2019 board meeting an issue area for discussion drawn from the VS report. The group also discussed community meetings (AGMs) where they could be presented and distributed.

7. Community Foundation Investment Policy Statement

Rebecca presented a revised Investment Policy Statement (IPS) to guide Genus in the management of the Community Foundation endowment, explaining that it has been updated and reviewed by the Investment Committee. She noted there were conditions contained within the previous version which had been unnecessarily carried over from the Canada Fund IPS.

Motion to approve the Community Foundation Investment Policy Statement carried by consensus.

8. Granting Policy

Faye presented an updated granting policy for review and approval, explaining the primary reason for the update is to address policy gaps identified by staff, grantees, and partners in the past year and pointing to the existing policy for comparison. She outlined changes which aim to promote accountability, equity, and inclusivity of CBT granting processes. She also recommended that Policy 8.3 Sponsorships be repealed as CBT no longer budgets for annual event sponsorship.

Cathy inquired about the geographic scope of CBT funded activities and Rebecca clarified that the CBT eligibility criteria states that activities must take place in the biosphere region.

Motion to approve Policy 8.2 Granting as presented and to repeal Policy 8.3 Sponsorships carried by consensus.

9. Theory of Change

Rebecca presented the draft Theory of Change prepared by Scott Graham of SPARC BC with input from all CBT staff. She explained that a 'theory of change' is a new methodology that can be used to illustrate how and why CBT carries out its work, focusing on linking the high level mandates with programming and operations. The Theory of Change is a modern reflection of the CBT, summarizing and encapsulating the organization's work in a succinct, visual through a guiding metaphor. She noted that the CBT core priorities have been amended slightly to reflect the evolution and growth over the past few years, and also reframed as actions rather than static areas of focus. She explained that the Hił̓iyiis carving (created by Robinson Cook to commemorate the hiš̓nq̓wiit regional gathering) served as the inspiration for CBT's theory of change. Rebecca then walked the group through the structure of the theory of change and outlined next steps, which involve finalizing the model and designing it into a simple and beautiful visual representation for use in community as well as for future planning and evaluation.

Motion to approve the draft Theory of Change carried by consensus.

10. 2019 – 2021 Business Plan and Budget

Rebecca presented the 2019 – 2021 Business Plan and Budget for review and approval. New elements to the business plan include focus on individual regional brands and programs administratively housed within the CBT, as well as connection to external guiding frameworks (UN Sustainable Development Goals, Truth and Reconciliation Commission Calls to Action, the

Statutory Framework of the World Network of Biosphere Reserves, Lima Action Plan), and thanked staff for their support in the process.

She spoke to the CBT Core Priorities, originally set out in 2008 and revised through the drafting of the theory of change, as well as the programs housed within these priorities (NEST, LVI, EWC, CFRC). She spoke to the 'Essential Functions' of the CBT, work that is part of the ongoing UNESCO Biosphere and Community Foundation designations (including Co-leading Sustainability Research, Education and Training) followed by Granting, Governance, and Administration, before presenting the 2019 budget.

Motion to approve the 2019 – 2021 Business Plan and Budget as presented carried by consensus.

11. New Business

No new business

12. Adjourn

The next meeting will be held Thursday, February 6th in Ty-histanis.

I hereby certify these minutes to be true.

Cathy Thicke, Co-Chair

Alan McCarthy, Secretary