

CLAYOQUOT BIOSPHERE TRUST  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES

Thursday, September 11, 2017  
1:00 p.m. – 4:00 p.m.  
CBT office, 316 Main Street, Tofino

Present: Gary Johnson, Alan McCarthy, Naomi Mack, Rebecca Henn, Tammy Dorward, Cathy Thicke, Tracey Parker, Hannah Nicholls

Guests: Seth Stere

Staff: Rebecca Hurwitz and Faye Missar

Meeting began at 1:10 p.m.

**1. Welcome and Introductions**

Tammy Dorward welcomed the group to Tla-o-qui-aht territory.

**2. Consent Agenda**

- a. Approve the agenda
- b. Board of Directors meeting minutes June 8, 2017
- c. Executive Committee Report
  - i. July 10, 2017 meeting minutes
  - ii. September 6, 2017 meeting minutes
- d. Executive Director Position Salary and Merit Evaluation Process Committee Report
- e. Executive Director Report
  - i. Year to date financials
  - ii. Fundraising tracking sheet
- f. Leadership Vancouver Island policy renewal
- g. Coastal Family Resource Coalition Ex. Committee policy renewal

Motion to approve the consent agenda approved by consensus.

**3. Director updates**

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

Gary Johnsen provided an update on the community forest harvesting and noted that North Island College has recently initiated discussions with Toquaht Nation regarding training opportunities.

Alan McCarthy noted that food fish harvesting is now complete for Yuu-cluth-aht and there continues to be an emphasis on passing knowledge to youth. Rebecca Henn recognized this effort and also noted her efforts to absorb and share knowledge.

Tammy Dorward shared that Tla-o-qui-aht First Nations has now opened the new Health Centre and the daycare is also on track. Tammy also encouraged board members to stop by to see the container demonstration homes adjacent to the TinWis Resort.

Cathy Thicke reflected on the busy summer season and noted that Tofino seems to be reaching the carrying capacity for tourism identifying that staffing, water and the pace of life all seem to be hitting limits.

Tracey Parker noted that ECCC is still working through the process to staff Jane Owen's position.

#### 4. Signing Authority

Following changes to the Executive Committee membership in June, it was necessary to update CBT signing authority to reflect the current membership.

Motion to appoint signing authority to Tammy Dorward, co-chair; Geoff Lyons, treasurer; Alan McCarthy, secretary; Cathy Thicke, co-chair; Rebecca Hurwitz, executive director and to remove signing authority from Gary Johnsen, past treasurer approved by consensus.

#### 5. Biosphere Centre

##### a. Functional programming.

Rebecca reviewed the functional programming assessment which was completed by staff over the summer which indicates that the CBT requires 3,500 sq. ft. of office and circulation space. This does not take into account location, design or any shared-use space.

##### b. Update on potential sites.

Rebecca provided an update on the sites currently under consideration. Rebecca has sent a thank you letter to the District of Tofino suggesting a MOU as the next step in forming a partnership between the District of Tofino, Vancouver Island Regional Library and the CBT.

Rebecca noted that the lease for 316 Main Street expires December 31, 2017. The CBT has not considered any other rental spaces. The Board encouraged Rebecca to contact Mamook Development Corporation to indicate our interest initiate discussions to renew the lease.

**Motion to authorize Rebecca Hurwitz to initiate lease renewal discussions approved by consensus.**

Cathy thanked Rebecca for the update and noted that the enclosed criteria and property list was a valuable tool to support a neutral conversation about the possibilities.

#### **6. Hišinqwiit Update**

Rebecca provided a brief update on hišinqwiit regional gathering. She noted that all community leaders have confirmed participation. Rebecca shared a list of volunteer roles with the Board and encouraged them to help out at the event. Tammy thanked staff for bringing the vision to life and encouraged directors to participate and assist at the event.

#### **7. Granting Policy**

**Motion to approved the enclosed granting policy approved by consensus.**

#### **8. Investment Committee Policy review**

The Board reviewed the enclosed committee policy and noted that Rebecca has requested a second board member participate in the committee as per the policy. During the recent committee meeting, Geoff noted that ECCC has been participating for a number of years and could be considered to fill this appointment given their role as non-voting board advisors.

**Motion to appoint Rebecca Henn to the Investment Committee approved by consensus.**

Hannah Nicholls also expressed her interest in learning more and is available as needed as an alternate.

#### **9. Community Foundation Fund Review**

Rebecca provided an update on the funds held under the community foundation umbrella. She noted that since late 2015, five funds have been created and nearly

\$40,000 contributed. Rebecca and Erika have been working to improve the fund tracking and created a draft fund report which will be provided to fund holders annually as per CBT policy.

The Board was particularly interested and motivated by the subject and reviewed the hand outs and post cards which have been created to support fund development. Cathy suggested that each Board member could set a goal to assist noting that the Tofino Pool Society has recently raised more than \$1500 after announcing their intention to open a managed fund at the CBT.

**Motion to reimburse all fund holders the .63% admin cost-recovery fee for 2016 approved by consensus.**


The Board will consider the admin cost-recovery fee of on an annual basis as per CBT policy.

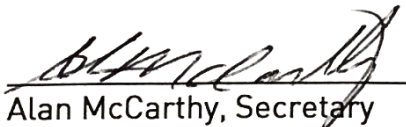
**10. Seth Stere – Students on Ice delegate presentation**

Seth share highlights and photos from his recent Students on Ice expedition. Seth saw and learned about the impacts of climate change in Canada's North first hand and noted that the trip was truly life changing. He strongly recommended that the CBT support future delegates.

**Meeting Adjourned at 4:00 pm**

I hereby certify these minutes to be true.

  
Tammy Dorward, Co-Chair

  
Alan McCarthy, Secretary