CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Thursday, January 28, 2016
4:30 p.m. – 6:30 p.m.
Clayoquot Biosphere Trust Office, Tofino

Present: Cathy Thicke, Tammy Dorward, Hannah Nicholls, Alan McCarthy, Geoff Lyons, Gary Johnson, German Ocampa, Arlene Armstrong, Morag Hutcheson, Anne Mack, and Tracey Parker (via telephone)

Staff: Rebecca Hurwitz, Laura Loucks, Erika Gault, and Brooke Wood

Meeting commenced at 4:37 p.m.

1. Welcome and Introductions
Cathy and Tammy chaired the meeting and welcomed board to Tla-o-qui-aht territory which was followed by a round of introductions.

2. Approve the agenda
Cathy Thicke asked that correspondence be added under 5.d)

Moved by Alan McCarthy, seconded by Hannah Nicholls to approve the agenda. Approved by consensus.

3. Minutes past Board of Directors Meetings
Arlene Armstrong asked that the wording be changed in section 9 to more accurately reflect the meeting. The Board asked that the minutes read “…the CBT explore options for assisting the region to build capacity in community resilience and emergency preparedness.”

Moved by Geoff Lyons, seconded by Gary Johnson to approve the December 2, 2015 meeting minutes as amended.

4. Director updates

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

Geoff Lyons provided an update on the Ucluelet Aquarium and mentioned that Bill Morrison is the new president. Geoff informed the Board that the West Coast Multiplex Society is currently working on a feasibility study and has been in discussion with Tla-o-qui-aht First Nations about collaborating on the project.
Alan McCarthy spoke about a very successful program called “Strengthening our Young Men” that has been taking place in Hitacu, and how it has proved to be beneficial for his community.

Hannah Nichols mentioned she has been working with a local resort to create a pamphlet for employees to increase local knowledge, noting that this has been a gap for winter employees who do not have access to Tofino’s Ambassador Program.

Cathy Thicke informed Board that the District of Tofino has made some progress on Lot 124 to provide affordable housing. She also noted that the Monks’ property now rests with the District of Tofino and future plans are being discussed.

Anne Mack updated the board on Toquaht Nation’s goal to develop a waste water management system.

Morag Hutcheson provided an update on the construction taking place within the Pacific Rim National Park Reserve (PRNPR) and informed the Board that Grice Bay Road would be closed until May. She also shared that PRNPR access is free during construction.

German Ocampo commented that he presented the Living Wage with Rebecca to the District of Tofino, and it was well received. German mentioned that the Friends of Clayoquot Sound has created a community space which will be open for the next few months, in which they will host a variety of workshops and events.

Tracey Parker informed the Board that Environment Canada has officially changed its name to Environment and Climate Change Canada.

Gary Johnson informed the Board that Toquaht Nation and the District of Ucluelet have been working together on a Community Forest project and the plans are available online or at the Toquaht office.

5. Reports
   a) Executive Director
      Rebecca Hurwitz presented her written report.

   b) Executive Committee
      Tammy reviewed the January 13, 2016 Executive Committee minutes.

   c) Treasurer/Investment Committee
      Gary Johnson informed the Board the fund is currently at $16.6M and has been fluctuating, but is above the Cost of Living Allocation amount.
d) Correspondence

1. Letter from District of Tofino

Cathy Thicke presented the letter from District of Tofino thanking the CBT for the Living Wage presentation.

2. Letter from Jeff Shatford

Cathy Thicke shared Jeff Shatford’s letter of resignation noting that he has taken a new position in Victoria and will remain on the Research and Environment Committee for the next year. Cathy asked staff to send Jeff a thank you letter.

Moved by Geoff Lyons, seconded by Hannah Nicholls to approve the reports as presented. Approved by consensus.

6. Community Foundations of Canada Questionnaire

Each year, the CBT is required to complete the annual Community Foundations of Canada (CFC) membership questionnaire. The board reviewed the questionnaire and completed as a group.

Board Resolution: Given that CFC has a mandate (AGM, 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. Approved by consensus.

7. Fund Agreements

Two “deed of gift” documents were presented for review and approval. The documents will be signed by the donors and the CBT as soon as possible.

Moved by Geoff Lyons, seconded by Gary Johnson to approve the deeds of gift as presented. Approved by consensus.

8. Program Audit Recommendation Discussion

The 2015 Program Audit recommended that the CBT “explore how the CBT can serve as a convener and dialogue facilitator regarding contentious community issues” (pg.2). The Executive Committee considered the recommendation at the January meeting and felt this was an important topic for Board discussion. Questions asked included:
- Is it the CBT’s role to provide a forum for discussion?
- How does this tie into reconciliation and relationship building?
- Is this a role for a community foundation?
- Is this a role for a biosphere reserve?
- How does this fit with the CBT's mission and values?
- What role do various governments have in bringing together communities?

The "CBT backgrounder on logging, mining, hydro or other development projects" (prepared in 2008) was included for review and amendment. The Board reviewed the document and asked staff to revise and present an updated draft at next Board meeting.

Arlene Armstrong asked if the wording in the program audit could be changed to accurately represent the CBT mandate. Tammy Dorward suggested making an amendment to it. The board would review after changes to the backgrounder were complete and approved.

9. In camera - Executive Director Performance Review

Rebecca’s job description and performance evaluation framework were included in the meeting package. Directors were given an opportunity to provide input on Rebecca's performance during the meeting or via email until February 8. Tammy and Cathy will collate the results and meet with Rebecca to discuss, also taking her self-evaluation into consideration. Performance goals and any increase to her remuneration will be ratified by the Board at the following meeting.

10. Any new business
   None

11. Questions from the public
   None

Moved by Gary Johnson to adjourn the meeting. Meeting adjourned at 6:38 p.m.

I hereby certify these minutes are correct.

Cathy Thicke, Co-chair

Alan McCarthy, Secretary