CLAYOQUOT BIOSPHERE TRUST  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES  

Thursday, September 22, 2016  
11:20 a.m. – 3:15 p.m.  
Maaqtusiuus Secondary School, Ahousaht  

Present: Gary Johnsen, Hannah Nicholls, Morag Hutchenson, Renee Wissink, Jeff Shatford, Mary Taves, Geoff Lyons, Naomi Mack, Cathy Thicke, German Ocampo, Rebecca Henn, Drew Burke, Alan McCarthy, Tammy Dorward and Patti Campbell.  

Staff: Rebecca Hurwitz, Laura Loucks, and Brooke Wood  

Tammy Dorward and Cathy Thicke chaired the meeting.  

1. Welcome and Introductions  

Patti Campbell welcomed everyone to Ahousaht Territory. The table did a round of introductions.  

2. Approve the agenda  

Moved by Geoff Lyons, seconded by Hannah Nicholls to approve the agenda. Approved by consensus.  

3. Minutes from the Board of Directors Meeting May 26, 2016  

Moved by Hanna Nicholls, seconded by Geoff Lyons to approve the May 26, 2016 meeting minutes. Approved by consensus.  

4. Director updates  

This was an opportunity for Directors to provide a 2-3 minute update on items that relate to the CBT.  

Tammy Dorward informed the Board that Tla-o-qui-aht is building a new licenced day care with hopes of opening September 2017. Tammy added that work on a health centre is also underway.
Cathy Thicke as director for District of Tofino, and Tammy Dorward as appointed of Naomi Frank as alternate director for Toquaht Nation.

Moved by Alain McFarthy, seconded by Patty Campbell to accept the

from information of Tl’gy-Hyatsis.

Renee commended that the PNP has plans to remove the logs.

V. Nicole Gerrels: Re: Creosote logs

V. Lisa-Guich'in First Nations Re: Tammy Dorward appointment

III. District of Tofino Re: Cathy Thicke appointment

II. Toquaht Nation Re: Naomi Mack appointment

I. David Johnsen: Re: Resignation from CBT

(d) Correspondence

Investment committee would be meeting in the fall.

Gary Johnsen updated that the lands is currently at and the

(c) Treasurer/Investment Committee

brought forward to full board.

bought into the package and that all items arising from Executive are

Tammy Dorward informed the board that both sets of minutes were

(b) Executive Committee

the board is missing from the cabin and the RCMP has been informed.

Rebecca presented her written report. Rebecca informed the board that

(a) Executive Director

5. Reports

ongoing at the District of Tofino.

the system. Cathy also mentioned that Sovereign Treatment discussions are

our area and expressed her concern over gaps in youth that are falling through

mentioned that she had recently met informally with the School Board Trustee for

experience from a recent trip to the Brockle Group Archipelago. Cathy also

Cathy Thicke expressed gratitude for sitting at this table. She shared her

Morgan also commended that the Greenpoint campground is still fully occupied.

Morgan Hutchinson commended that the planning process for the Traverse Trail
Forest Week:
Mary Lewis highlighted some activities taking place in Port Alberni for National Forest Week. Would be kicking off in Tofino.

Hannah Nichols mentioned to keep an eye out for the upcoming Tim Fesival that were taking place around the Island.

Jeff Shaito highlighted that it is National Forest Week and a variety of activities planned for October.

Current housing issues. Partly mentioned that the Skatepark construction is looking at building a six or eight piece as well as a four piece to help with the community. Also mentioned that the Tofino Internet is coming soon. She mentioned that Council is committed to developing the CBT scholarship at NSU Graduation. She also mentioned she looks forward to distributing the CBT Supporting the NSU Scholarship. Partly mentioned with CBT held in Tofino and mentioned it was well received by the community.

When also committed on the recent course that Royal Roads in collaboration with CBT also committed most of the fish is coming from Somass River. Alan mentioned the need for more on social issues within families to improve quality of life.

Also committed that it is the season for gathering of foods. He also wrapped up.

Drew Burns commended that Strawberry Island Marine Research Society have begun with surveys with support from the CBT. He also mentioned the success of CBT supported carrying on the edge festival.

German Ocampo commended that it was a very busy season for youth. German commended the Aquarium has a very successful season. Geoff Lyons informed the board that progress is continuing with the Multiplex and design on developing the Educational Tourism Website. Up after another successful season and that she has been working with Short Plant and have recently purchased a Forest License.

Gary mentioned that Tofino is in the process of building a sewage treatment
Payments at the local branches.
Credit Union: Considerations include lower monthly fees and acceptance of bill
Rebecca proposed to transfer all CBT banking services to the Coastal Community

8. Banking Considerations

Consensus:
Moved by Geoff Lyons, seconded by Rebecca Heenan. Approved by
Gary made a motion to accept revised budget with amended calculations.

Amount
Gary Johnson pointed out the expenses exceed revenue by a very small

difference revised budget for approval.
the financial year is necessary to revise the 2016 budget. Rebecca attached a
the number of grants and programs which have developed since the beginning of
Rebecca provided the actuals for the year to date ending August 31, 2016. Given

7. Year to Date and Revised Budget

Moved by item 8 and 12 to take place before lunch.

Consensus:
Moved by Geoff Johnson, seconded by Geoff Lyons. Approved by
Cathy Tichke made a motion to accept the recommendation of the auditor.

Geoff Lyons asked if the money could be set aside for the purchase of a building.

Auditor's recommendation.
Calculations with Environment Canada and that they have agreed with the
Rebecca also clarified that she has been in discussion in regards to the COLA
Currently in the endowment fund.
which fund the excess fund is currently in. Rebecca clarified that the money is
Rebecca went over the worksheet included. Gary Johnson wanted clarity as to
workbook will be maintained on a go forward basis.
consideration will be recorded in the 2016 audit as recommended and the enclosed
Cost of Living Adjustment (COLA) calculations are tracked in the annual audit. The
Ben Sapp, CBT auditor, provided the memo regarding the need to correct the

6. Correction to the Canada Fund Obligation Amount

As presented. Approved by consensus.
Moved by Gary Johnson, seconded by Geoff Lyons to approve the reports.
rebecca went over legal memo, and informed board that she has shared

This was an opportunity to:

9. Biosphere Centre
1:15 p.m. Returned from lunch
12:50 p.m. Break for lunch

Consensus:
Moved by Hannah Nicholas, seconded by Alain McCarthy. Approved by

Bank account balances:
Additionally, authority is granted to Dawn Olsen, CBT bookkeeper, to access

Rebecca Humez, executive director, authorized signatory two to sign and

Alain McCarthy, secretary, authorized signatory two to sign

authorizing user two to sign

Ronald Gary Johansen, treasurer, authorized signatory two to sign and

Tammy Downard, co-chair, authorized signatory two to sign

Cathy Thieleke, co-chair, authorized user two to sign

Cathy Thieleke made a motion to appoint signing authority to:

Approved by consensus.
Community Credit Union. Moved by Rebecca Humez, seconded by Geoff Lyons.

Cathy Thieleke made a motion to authorize account operations with coastal
Following changes:

Cathy made a motion to approve draft business plan with the following:

- There is an application and it could be possible.
- The board wondered if we could increase the dock size. Cathy clarified.
- The remaining board members reviewed the draft business plan.

**Conflict of Interest?**

Note: The draft will be distributed at the meeting to avoid potential conflict.

- Review and approve the draft business case for 316 Main Street.
- Mark reviewed himself from the meeting.
- 2:10 p.m. Tammy Donward, Alen Mccarthy, Patii Campbell, and Naomi reviewed the document with the board. Geoff Lyons commented:

Tocono:

- Review BC assessment data regarding commercial property in.

Cathy took the motion, approved by consensus.

- Included in our investments, moved by Gary Johnson, seconded by Mark.
- But rather a substitution of capital (to add a new capital asset)
- Purchase of real-estate does not constitute a breakdown of scenarios with IPS amendments based on June 19, 2016 legal opinion.

Tocono: Office of Real Estate.

Geoff Lyons made a motion to direct start to develop investment.

Another option.

- Different scenarios but tell given the legal opinion we need to consider.
- Reviewed the scenarios with the Board. The Board discussed the.

Withdrawal from the Canada Fund:

b. Review your financial scenarios to understand the impact of a

The board commented that this is a positive moving forward.
The CBT scholarship policy was included for reference.

With:

- Muirin deferred in keeping with CBT policy which will be communicated to b. Muirin's scholarship be deferred until September 2017. This semester's strong academic standing is not achievable. The scholarship would be terminated.
- Second installment of the scholarship would be released in December.
- CCM's scholarship move forward on a proportionate basis. The committee recommends:

The board has received two requests from scholarships recipients. The Executive Committee recommends:

11. CBT Scholarship Update and Deferred Requests

Listing the history and the current agreements we hold.

The board directed Rebecca to send two letters, one to DC Parks, and one to

Rebecca directed to send two letters, one to DC Parks.

Rebecca also noted that the boat is missing and a report has been filed with the RCMP.

Rebecca also noted that the board is unhappy to the board the removal of the sign has put a halt on research.

Rebecca provided a summary of the history of the Sydney Inlet Research cabin.

10. Sydney Inlet Cabin Lease

Move forward to next meeting.

Property as part b.

and consider the development of a business case for another

Mark requested to meeting.

2:43 PM, Tammy Donald, Alain Macarthy, Pauli Cameron and Naomi

next board meeting on October 20, 2016.

The board asked staff to bring revised business plan and IPS changes to

Consensus:

Moved by Rebecca Heen, Seconded by Geoff Lyons, Approved by
I hereby certify these minutes are correct.

Meeting adjourned at 3:15 p.m.

Moved by Hannah Nichols to adjourn the meeting.

14. Learning Lab Report and Philanthropy Declaration
   Moved by Rebecca Henn, Seconded by Paul Campbell to approve recommendation to host the gathering at Kwishi's Visitors Centre.
   Moved by Rebecca Henn, Seconded by Paul Campbell to approve recommendation of hosting Regional Gathering at Kwishi's Visitors Centre.

13. Canada 150th Anniversary Planning
   Moved by Gary Johnson, Seconded by Geoff Lyons to approve a number of possible sites in the Region which
   has been summarized in the enclosed table. This was an opportunity to discuss the
   conflict of interests. Approved by consensus.

12. Board self-assessment & skill matrix
   Due to time restraints the assessment will be handed out after the meeting and moved by Gary Johnson, seconded by Geoff Lyons to approve.