CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Tuesday, October 20, 2015
11:00am – 3:00pm
Ucluelet Community Centre, Ucluelet

Present: Cathy Thicke, Gary Johnson, Geoff Lyons, Alan McCarthy, German Ocampo, and Rebecca Henn

Advisors: Jane Owen, Arlene Armstrong, Denise Koshowski, and Jeff Shatford

Staff: Brooke Wood and Rebecca Hurwitz

Guests: Scott Graham and Tawney Lem

Cathy Thicke chaired the meeting. The meeting began with a welcome to Yuułuʔiłʔath territory by Alan McCarthy. Meeting commenced at 11:09 am.

1. Approve the agenda

   Rebecca Hurwitz asked that two items be added to the agenda: a scholarship request, as well as a medical leave request. Cathy Thicke suggested that in interest of the presenter’s time to move presentations ahead of reports.

   Moved by Rebecca Henn, seconded by Alan McCarthy to approve the agenda as amended. Approved by consensus.

2. Minutes past Board of Directors Meetings

   Moved by Geoff Lyons, seconded by Gary Johnson to approve the June 4, 2015 and September 10, 2015 meeting minutes. Approved by consensus.

3. Director updates

   Geoff Lyons informed the board that the Multiplex Society has applied to the CBT for funding for a feasibility study based on a revised, phased approach. Geoff mentioned the Ucluelet Aquarium had a record year and aims to be expanding programs in the future. Geoff informed the board that District of Ucluelet and Toquaht Nation have signed a community forest agreement.

   Jeff Shatford informed the board that the Ministry of Forests, Lands, and Natural Resource Operations is currently in a five year review.
German Ocampo informed the board that he has been assisting youth registering to vote. German expressed interest in organizing a local youth forum.

Rebecca Henn informed the board that she is going to Peru to volunteer form December until April and may be able to attend the 4th World Congress of Biosphere Reserves in Lima in 2016.

Denise Koshowski informed the board that Andrew Thompson is no longer DFO representative to the CBT and a new representative will be appointed in April.

Arlene Armstrong informed the board that Parks Canada is currently working on a shoreline erosion protocol.

Cathy Thicke shared that she recently attended UBCM in Vancouver. The events stressed the importance of building relationships between municipalities, aboriginal peoples, and councils.

4. CBT Program Audit

Scott Graham, Associate Executive Director, Social Planning and Research Council of British Columbia presented an independent program audit of the CBT’s 2014 activities.

Arlene Armstrong asked clarifying questions on how information was gathered and used in the report. Scott responded all methods used are documented in the report.

Scott provided a verbal summary of the positive results of the audit and will provide a written memo to be included as a cover to the report.

The board discussed the recommendations from report and how to move forward. Rebecca noted that the recommendations will be considered as activities within the next business plan. The board expressed interest in discussing further at the next meeting.

Moved by Geoff Lyons, seconded by Alan McCarthy to accept the report as presented. Approved by consensus.

Rebecca Hurwitz reiterated the next steps moving forward are:
1.) Follow up with memo from Scott Graham
2.) Communicate the program audit through the CBT Newsletter
3.) Send program audit and cover letter to Environment Canada

5. Pacific Rim Education and Tourism Initiative

Tawney Lem, Executive Director, West Coast Aquatic Management Association presented an overview and possible next steps for the Pacific Rim Education and
Tourism Initiative on behalf of the project partners. Tawney informed the board that many have concluded the Clayoquot Biosphere Trust would be an ideal coordinating body/convener, but that the steering committee needed to meet to go over results.

The board agreed that the CBT would be a strong regional coordinating body and were very supportive in principle. The board also noted that additional financial resources would be needed in order to increase staff capacity to deliver the range of hub activities.

The board asked Rebecca to:

1.) give further thought to the hub activities the CBT could deliver under contract;
2.) consider what resources would be required in order to take on a regional convener role; and
3.) invite the steering committee to consider housing the program under the CBT through the creation of an ad hoc CBT committee which would then advise on the activities.

Next step: Rebecca to attend steering committee meeting to discuss CBT’s role in the next steps.

6. Reports
   a) Executive Director
      Rebecca presented her report and added news that Black Press has offered free advertising for community foundations across Canada.
      Brooke reviewed Neighbourhood Small grants; 14 applications were received.
      Brooke provided a summary of the Celebration in the Biosphere events planned for early November.

   b) Executive Committee
      Board reviewed minutes from October 8 Executive Committee Meeting.

   c) Treasurer/Investment Committee
      Gary informed Board that the Investment Committee is meeting in Vancouver on November 13. Gary noted that the fund has fluctuated, although not as much as global markets, and currently sits at $16.3M.

   d) Correspondence
      i. District of Tofino re: Pacific Rim Educational Tourism Initiative
         Cathy Thicke noted that she was not present when the District of Tofino made the recommendation.

      ii. Man and Biosphere Program, UNESCO re: 4th International World Congress of Biosphere Reserves
         Rebecca Hurwitz noted that Dr. Laura Loucks has been working in collaboration with other biosphere reserves to present a workshop on
biosphere reserve university courses. Rebecca also noted that Rebecca Henn would be in Peru and may be able to attend on behalf of the CBT as well.

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

7. Biosphere Centre

Cathy Thicke asked the board to use the evaluation tool provided in the package to help narrow down the potential sites to two or three. Cathy clarified the importance of the criteria being used as it was decided by the board on December 4, 2014.

Cathy gave an overview of the five potential sites that the board had identified at the Biosphere retreat and where they sit geographically.

Rebecca Hurwitz clarified that the Board had decided that a central location be a place that could be accessed with one mode of transportation (boat or a car) for all residents in the region.

Cathy asked the board to complete the table and share their top two responses. Gary proposed eliminating a couple first but the board could not agree on which to be eliminated.

Gary Johnson mentioned the past concern from Environment Canada about funding “bricks and mortar.” Jane Owen clarified that the concern is that the fund remain above COLA but noted that there is a footnote in the agreement that states funds may be used for a Biosphere Center. Jane suggested at looking for opportunities to leveraging funds.

Geoff mentioned that land is a very good investment.

Each board member completed the evaluation tool and shared their responses. The top two locations using the evaluation tool were Naa-chuks/Monks Point and 316 Main St. in Tofino.

Cathy asked the board advisors if they had anything they wanted to add. Denise added to be realistic and to keep a time frame. Jeff added it is good to keep thinking and keep the door open for opportunities. Arlene thought it is a good idea to keep using Innoweave as a tool, and to look at the Bras D’or Lake Biosphere Reserve as they are also exploring the idea of a biosphere center as a social enterprise.

The board asked staff to communicate the discussion with board members that were unable to attend, to contact Innoweave to learn about next steps, and to create a detailed scenario for each potential property.
Moved by Geoff Lyons, seconded by Gary Johnsen to direct staff to communicate the discussion to board members that were unable to attend, to contact Innoweave to learn about next steps and to create a detailed scenario for each potential site (316 Main St, Monks Property and other). Approved by consensus.

The board also discussed the upcoming lease renewal of the current office space.

Moved by Geoff Lyons, seconded by Rebecca Henn to have staff negotiate the best lease terms possible, for as long as possible with possibility of right of first refusal to purchase the building. Approved by consensus.

8. CBT Logo Update

Rebecca Hurwitz presented two options for an updated CBT logo which were provided by Shift Strategy and Design. Each board member provided input on the two logos that were presented. Rebecca informed the board that she had received 16 images from Shift Design and the Executive Committee had narrowed it down to two. She asked the board if they wanted to see image #5 with the original logo and the font from #2. All board members agreed to see.

Moved by Rebecca Henn, seconded by German Ocampo to approve image #5 as the revised logo. Approved by consensus.


Rebecca presented her recommendations for the 2016 – 2018 business plan and budget with a view to supporting and expanding CBT programs.

Moved by Geoff Lyons, seconded by Gary Johnson to accept the draft 2016-2018 draft Business Plan. Approved by consensus.

10. M. Timmermans Scholarship Request

The board reviewed Michael Timmermans request to reinstate his scholarship as he has met all requirements set out by the board in 2014. All board members agreed to reinstate his scholarship noting that he must continue to meet the scholarship terms and will not be approved for any further deferrals.

Moved by Geoff Lyons, seconded by Rebecca Henn to reinstate Michael Timmermans scholarship. Approved by consensus.
11. In camera- Faye Missar medical leave request

Moved by Geoff Lyons, seconded by Gary Johnsen to approve a maximum two week medical leave supplementary benefit for Faye Missar. Approved by consensus.

Cathy Thicke noted that supplementary medical leave benefits will continue to be reviewed on a case-by-case basis as per the CBT policy.

12. Questions from the public

There were no questions from the public.

Meeting was adjourned at 3:45 pm.

I hereby certify that these minutes are correct.

[Signature]
Cathy Thicke, co-chair

[Signature]
Alan McCarthy, secretary