CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
MEETING MINUTES

Thursday, March 5, 2015
10:00 am – 1:00 pm
CBT office, Tofino

Present: Cathy Thicke, Tammy Dorward, Alan McCarthy, Gary Johnsen, Geoff Lyons, Rebecca Henn, Hannah Nicholls, and Terry Dorward.

Advisors: Jane Owen (via telephone)

Staff: Rebecca Hurwitz, Faye Missar, and Brooke Wood

Tammy Dorward and Cathy Thicke co-chaired the meeting

Terry Dorward welcomed everyone to Tla-o-qui-aht territory.

The meeting commenced at 10:20 a.m.

1. Agenda

Moved by Geoff Lyons, seconded by Alan McCarthy to approve the agenda. Approved by consensus.

2. Minutes from the January 29, 2015 Board of Directors meeting

Moved by Gary Johnsen, seconded by Hannah Nicholls to approve the January 29, 2015 Board meeting minutes. Approved by consensus.

3. Director Updates

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

Terry Dorward shared that a new administer has been hired. Terry brought up the concern of mining in Tranquil inlet and the terrible environmental standing of the proposed mining company Imperial metals. He also shared that Tribal Parks has been doing capacity building with its staff.

Tammy Dorward acknowledges the group effort that went into finding the missing Ahousaht student yesterday in Bedwell Sound.
Hannah expressed that the housing shortage in Tofino is a large concern in the community this year much earlier than in years past.

Rebecca Henn made note of the upcoming Whale festival being the kick off to the season. Henn also gave a brief overview of her attendance at the Education Tourism presentation.

Geoff overviewed the current status of the multiplex society and how they are looking at a new potential site near the airport. Geoff also commented that the aquarium is getting set to open and is acquiring a large amount of marine mammal fossils to be on display this year.

Gary gave an update on Toquaht activities with the language school and noted that David Johnson could not attend today's meeting as he was taking part in Herring sampling.

Alan commented on the cultural benefits to his community that the new community center is providing.

Tammy commented that Joe James the Ahousaht board member was not able to attend due to family illness.

Cathy Thicke gave an update on the Tonquin Trail and the agreement with the Tla-o-qui-aht First nations moving the project forward. Cathy noted that she will give a full report on the Educational Tourism presentation at the next meeting.

Tammy announced that she is working with staff to set up a workshop for the board and other governing agencies in the area on reconciliation.

Jane Owen advised that there is a convention taking place on Biodiversity and felt we should see how we can be involved.

4. Reports

a) Executive Director – verbal
Rebecca welcomed Brooke Wood back from maternity leave, and announced that Faye Missar and Laura Loucks have both completed probation period.
Rebecca informed the board that Call for Projects deadline was March 4 and that 24 applications had been received.
Grant writing workshops had taking place in the weeks leading up to the deadline in Tofino and Ucluelet.
Rebecca informed the board that we are working with Shift designs to develop a new logo and visual identity.
b) Executive Committee
Minutes from last executive committee included for review.

c) Treasurer/Investment Committee
i. Discussion of Investment Policy Statement amendment
Gary reported that the fund manager had asked to adjust our investments limits to 30% growth and 70% fixed.
Jane Owen recommended staying within the investment criteria set out in the Canada Fund Agreement or may have to investigate how to change them. It may require applying to the minister of Finance to change them Geoff made a motion to amend the policy to 35% Growth and 65% Fixed to adhere to the Canada fund agreement and bring the issue back to the Investment committee for further discussion. Moved by Gary, Seconded by Rebecca. Approved by consensus.

d) Correspondence
i. Wendy Szaniszlo re: Sea Lion disentanglement project extension (page13)

Moved by Gary, seconded by Hannah to approve an extension for the Sea Lion Disentanglement Project until June 30, 2015. Approved by consensus.

Moved by Geoff, Seconded by Rebecca to approve the reports as presented.

5. Biosphere Centre discussion

Rebecca provided a verbal update on the short-list of five possible locations. It is important to note that the current office location has been put on the market for $850,000. The Executive Committee felt that with the building on the market, discussion on the Biosphere Centre needs to be brought to the full board for a decision on immediate next steps.

Tammy asked the board to seriously consider making a decision on how to move forward with the Biosphere center as it is a core priority and part of the business plan.

Board discussed possible funding sources and options on moving forward with the biosphere center.

Cathy gave an overview of the current property and how it meets all of the criteria the board set out at the board retreat.

Tammy asked all board members for their input on the current office space.
All board members felt the current office space meet the criteria for the Biosphere Center.

Gary let the board know that Mamook is having a board meeting Friday March 6, 2015.

Geoff made a motion for the CBT to make an expression of interest to Mamook on the acquisition of the property for a lease to purchase or direct purchase and would like the right to first refusal and requests a response in a timely fashion.
Moved by Cathy, seconded by Henn. Approved by consensus.

Henn noted that it be mentioned that the CBT had a role to play in protecting this property for the communities.

Rebecca spoke to the Innoweave Social Enterprise Development Process opportunity which the Canadian Biosphere Reserve Association (CBRA) has facilitated and the potential for the CBT to collaborate in the future.

6. Policy 8.2: Granting

Policy 8.2 has been revised as per board direction. An additional change has been made to Policy 8.2.4.10 to allow the Executive Director to approve grant extensions.

7. Policy 8.4: Scholarships

Policy 8.4 has been revised to provide direction in the instance of medical/compassionate withdrawal.

Faye Missar made a presentation of the changes to the board.

Moved by Cathy, seconded by Gary to approve Policy 8.4. and 8.2 as updated. Approved by consensus.

8. Other Business
Tammy outlined the executive committee decision on Rebecca’s medical leave and how they would like to look more closely at putting in a policy for short term disability for staff.

Cathy gave a brief outline of workshop she and Tammy are going to present at EUROMAB and will present further at next board meeting.

9. Questions from the Public
None.
10. Motion to adjourn meeting

Moved By Hannah.
Meeting adjourned at 12:10 p.m.

I hereby certify these minutes are correct.

Tammy Dorward, Co-chair

Alan McCarthy, Secretary