CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Wednesday, December 2, 2015
10:00 a.m. – 12:30 p.m.
Schooner Restaurant, Tofino

Present: Cathy Thicke, Gary Johnson, Geoff Lyons, Alan McCarthy, Rebecca Henn, Anne Mack, Tammy Dorward and David Johnson

Advisors: Jane Owen, Tracy Parker, and Arlene Armstrong

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

Cathy Thicke welcomed everyone to Tla-o-qui-aht traditional territory and chaired the meeting.

1. Approve the agenda

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

2. Minutes past Board of Directors Meetings

   Moved by Gary Johnson, seconded by Geoff Lyons to approve the October 20, 2015 meeting minutes. Approved by consensus.

   Tammy Dorward arrived at 10:15.

3. Director updates

   Alan McCarthy shared news about a great program running in his community called "Strengthening our Men". Alan informed the board that the program has been very successful and the group has visited Effingham Inlet and received training in fishing, hunting, logging, and place names.

   Anne Mack informed the board on some of the exciting language programs happening that have been supported by the CBT. Anne explained that the goal in Toquaht is able to bring more of its citizen's home and is in process of setting up the necessary infrastructure.

   Rebecca Henn arrived at 10:23.
Arlene Armstrong informed the board of some of the work that was done on the West Coast Trail over the summer. The tents that were trialed have been very successful. Arlene informed the board of pending road work which will affect travel in the park.

Geoff asked if there would be an opportunity for public input into the closures. Arlene replied that she believes there would be. Cathy asked it be noted that Pacific Rim National Park Reserve serves as a vital gateway to our region, and that all communities be considered when future work takes place.

Tammy Dorward highlighted that the health center project in Ty-Histanis is planned to begin in the spring.

Jane Owen introduced Tracy Parker and informed board. Kendal and Jane will still be involved with the CBT, but felt Tracy would have more time to offer.

Geoff Lyons informed the board that the Ucluelet Aquarium held their AGM last week and Bill Morrison is the new president. The land by the airport has been dedicated by the Alberni Clayoquot Regional District to the Multiplex Society and they are conducting a feasibility study. Geoff Lyons mentioned he would be reporting to the District of Ucluelet on the wonderful projects and programs the CBT.

Cathy Thicke updated the board that the wayfinding sign project is moving ahead. Cathy gave an overview of the educational tourism initiative and the steps to be taking moving forward. Cathy noted that there has been a great amount of community support for the CBT to have a role.

4. Reports
   a) Executive Director
      Rebecca presented her written report. Rebecca added that she has seeded a CBT operating fund and Cathy Thicke has started a higher education fund. Rebecca noted this is a great opportunity to learn about setting up new funds. Rebecca also informed the board that the CBT will be hosting a grant writing workshop on January 14/15 and invited board members to attend.

   b) Executive Committee
      Cathy Thicke presented the Executive Committee minutes.

   c) Treasurer/Investment Committee
      Rebecca briefed the board on the recent meeting. Rebecca noted that Rob and Mary from the Investment Committee had forwarded some supplementary notes to the Minister of Finance in regards to the requested investment changes.

   d) Correspondence
      i. Scott Graham, SPARC BC re: Program Audit follow up
ii. JP Messier, Canadian Biosphere Reserve Association re: Minister McKenna introduction

The Board reviewed the correspondence.

Moved by Geoff Lyons, seconded by Tammy Dorward to approve the reports as presented. Approved by consensus.

5. 2016 – 2018 Business Plan and Budget

Rebecca presented the 2016 - 2018 Business Plan and Budget for review and approval.

The Board reviewed the business plan. Tammy wondered if more money should be allocated to communications. Tammy noted the importance of being able to communicate the positive things we are doing. She added it would be great to have a short video or promotional material to bring to conferences and workshops. Cathy agreed and noted a short video on the work on the CBT would have been really beneficial at EuroMab and hoped we could have something ready for Peru.

Rebecca noted that she had not budgeted more in the budget for next year and felt a lot could be done with staff time and current resources. Rebecca mentioned that Striking Balance has done a feature on the Clayoquot Sound Biosphere Reserve which should be available soon.

The Board directed staff to ask Striking Balance if they could create a short video that could be used to promote the Biosphere Reserve.

Moved by Anne Mack, seconded by Rebecca Henn to approve the 2016 - 2018 Business Plan and Budget as presented. Approved by consensus.

6. CBT Program Audit Discussion

The recent program audit positively concluded that the CBT is achieving its outcomes across all measures. With a view to continual improvement, there are areas where we can strengthen our role in the community. The report's seven recommendations can serve as starting points for dialogue and deliberation about how the CBT can build on its success of working with communities in the region.

The Board asked for the excel spreadsheet with the recommendations and actions be sent out and felt staff had taken into account the recommendations when completing the business plans.

Rebecca noted that community visits would be encouraged for staff and be added to the performance review.
7. Living Wage

Rebecca presented the Living Wage calculation, as well as next steps for communicating the document throughout the region.

Cathy encouraged board members to attend the presentations in their communities.

Gary and Geoff felt it was a great conversation starter and that there would be lots of questions.

Moved by Cathy Thicke, seconded by Anne Mack to approve the Living Wage calculation and next steps. Approved by consensus.

8. Biosphere Centre

Rebecca Henn and Arlene Armstrong joined staff to participate in two Innoweave workshops in November focused on social enterprise feasibility and financial planning. Rebecca shared the result of these Innoweave workshops and the scenario outlined to date.

Moved by Gary Johnson, seconded by Rebecca Henn to continue with next steps on the Biosphere Centre as presented. Approved by consensus.

Rebecca informed the board she has negotiated a 2-year lease for 316 Main Street with successive 5% increases with Mamook.

9. Any new business

Arlene Armstrong wanted the Board to consider the CBT host a regional gathering about the Leviathan disaster. The Board felt it would be valuable but thought it was too soon and would discuss at January Board meeting.

10. Questions from the public
None

Moved by Anne Mack to adjourn the meeting.

Meeting adjourned at 12:38 p.m.

I hereby certify these minutes are correct.

Cathy Thicke, Co-chair