

CLAYOQUOT BIOSPHERE TRUST  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES

Thursday May 9, 2019  
1:00 – 4:00 p.m.  
Maaqtuusii Secondary School, Ahousaht

Present: Tom Campbell, Cathy Thicke, Nora Morrison, Ben Capps (Smythe CPA),  
Geoff Lyons, Anne Mack, Hannah Nicholls, Albert Taylor

Staff: Rebecca Hurwitz, Faye Missar, Brooke Wood, Colin Robinson

1. Welcome and Introductions

Tom welcomed the group to Ahousaht territory and spoke on trust, thanking all for trusting one another.

2. Consent Agenda

The group reviewed the consent agenda and discussed briefly the concept of biosphere twinning upon reviewing the correspondence from Wando County.

**Motion to approve the consent agenda a by approved by consensus.**

**Motion to accept the appointment of Heidi Reinikka as alternate board advisor appointed by the Province of British Columbia approved by consensus**

3. Director updates

Directors provided updates on items that related to the CBT.

4. Neighbourhood Small Grants (NSG) Island Network update

Brooke Wood, Outreach Coordinator, spoke about NSG Island Network 2018 activities and plans for 2019. She introduced two new NSG grant areas (Culture and Green), the integration of the UN SDGs, and CBT's role developing the NSG network on Vancouver Island. She noted funding mechanisms and partnerships supporting the initiative. Rebecca remarked that four years ago, CBT's NSG program started small, but that Brooke has grown and diversified the program substantially and she is a recognized leader in the NSG professional circles

Cathy asked about Island Network rationale. Brooke spoke about full funding from the Vancouver Foundation and the power capacity-building model models, noting that CBT and partner Victoria Foundation have co-designed the terms of reference for developing the network. Brooke's focus is to train coordinators and volunteers in other communities to deliver the program. This role is expected to last until a newly trained community foundation is ready to become a co-lead.

## 5. 2018 Financial Statements

Ben Capps (Smythe CPA) presented the 2018 draft financial statements for approval. Ben noted that poor market performance in December 2018 caused the endowment funds to lose value. These losses showed signs of recovery in Q1 of 2019. The inflation obligation (which is used for COLA calculations) for 2018 was higher than recent years at 2.3%. However, with this disproportionate increase in COLA obligation and fund value decrease, the COLA obligation is still fully funded and CBT is meeting its obligations.

**Motion to approve the 2018 financial statements approved by consensus.**

## 6. 2018 Annual Report

Colin presented the 2018 draft annual report for review and approval, noting a longer booklet format. He shared the goals, process, content, and distribution plans. The board discussed minor changes to the report, including edits to the introductory letter from the chairs.

**Motion to approve the 2018 annual report as amended approved by consensus.**

## 7. EuroMAB Conference Report

Rebecca shared highlights from the EuroMAB conference held in the Dublin Bay Biosphere April 1 - 5, 2019. There were about 220 people in attendance from 36 countries.

She explained she was part of the "Proud To Share" panel and contributed a video about CBT's Living Wage calculation project, then showed the video to the board. She overviewed the workshops she attended and spoke about the Dublin Bay Discovery Centre, noting links to CBT's Biosphere Centre initiative. She also investigated the process of "twinning" biosphere reserves. Rebecca added an additional highlight was the opportunity to meet with the American BR delegation.

## 8. Periodic Review Background

Rebecca presented an introduction to the mandatory UNESCO periodic review process and planned activities for 2019 - 2020. The CBT must complete its self-study prior to the January 31, 2020 deadline.

She reviewed the project timeline, noting that the process generally takes about 18 months, and that CBT staff have initiated the self-study document. In spring 2020, UNESCO will send two reviewers (one academic, and one biosphere practitioner) to review the self-study document and generate their own report. These reports will be reviewed through multiple national and international tables to determine if the region is meeting obligations outlined in the Statutory Framework of the World Network of Biosphere Reserves.

She spoke to potential outcomes before outlining CBT's objectives, strategy, staff roles, anticipated challenges, and the importance of board involvement.

The board discussed ways they can contribute and emphasized the importance of having a clear definition of "sustainability." Cathy and Tom thanked and acknowledged Rebecca and the CBT team for their continual and ongoing work.

9. Accounting Software and Policy Update

Rebecca provided a short update on the transition to a new accounting software, the hiring and training a new bookkeeper (Verena Merkel), and recommended that CBT begin using an online payroll service. Verena has investigated 3 options, and identified *PayWorks* as the preferred payroll software. Rebecca noted that many other Canadian community foundations use the same service.

**Motion to approve that all regular payroll be completed via an online payroll service as per rates set within employees' employment agreements approved by consensus.**

Rebecca, Faye, Brooke and Colin stepped out of the room for the in-camera item (10) at 3:45.

The meeting resumed at 3:55 and staff rejoined the board.

11. New Business

No new business.

12. Adjourn

**Motion to adjourn.**

I hereby certify that these minutes are true



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Cathy Thicke, Co-Chair



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Alan McCarthy, Secretary