

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Thursday February 7, 2019

1:00 – 4:00 p.m.

Tiic-Mis-Aq'kin Health Centre, #82 Nuu-Piit-Tah-Chilth Rd, Ty-Histanis

Present: Cathy Thicke, Tammy Dorward, Hannah Nichols, Ariane Batic, Anne Mack, Thomas Campbell, Hannah Nicholls, Alan McCarthy, Rachelle Cole

Advisors: Renee Wissink

Staff: Rebecca Hurwitz, Colin Robinson

1. Welcome and Introductions

Tammy welcomed the group to Tla-o-qui-aht territory and shared Indigenous knowledge about the snow at this time of year and its connection to the spring herring run. The word for herring eggs is K^waq mis.

The group made introductions around the table, with Rachelle Cole sitting as alternate for Geoff Lyons for the first time with the CBT.

2. Consent Agenda

Motion to approve the consent agenda approved by consensus.

3. Director updates

This was an opportunity for directors to provide a short update on items related to the CBT.

4. Community Foundations of Canada membership questionnaire

Cathy explained that the Executive Committee has complete the enclosed 2019 CFC membership questionnaire for review and endorsement.

Given that CFC has a mandate (Annual General Meeting, May 2002) to confirm that members meet, or are working to meet criteria for continuing membership, the Board of Directors has reviewed, read, and understood the Criteria for continuing Membership in CFC and has completed the Checklist for Membership.

5. CBT participation in the Aquaculture Stewardship Council (ASC) Stakeholder

Consultation process

Rebecca explained that on Dec. 13, 2018, CBT received an e-mail invitation to participate in the Aquaculture Stewardship Council (ASC) Stakeholder Consultation process facilitated by the certification body, SAI Global. She referred the board to the briefing note and follow up letter to Cermaq Canada prepared by research director Laura Loucks summarizing CBT participation to date. CBT hosted a meeting at the office with the auditors and members of the Salmon Roundtable. Rebecca noted that the CBT regularly participates in ecosystem assessment processes and that it is important to ensure the Biosphere designation is recognized by industries operating in the region, especially as we approach the 2020 Periodic Review.

Renee explained that he thinks our course thus far is appropriate and respectful, and it is important to ensure we maintain our role and reputation as a neutral facilitator about sustainable development.

6. Request for Logistical Support & Collaboration, Wando County, Korea

Rebecca explained that Dr. Kyong-Mann Cho (a Korean researcher) has made numerous visits to the region on behalf a prospective Biosphere Reserve in Korea. In his most recent visit on behalf of the prospective site, Wando County, he expressed interest in formal cooperation and future BR twinning between the two sites. She directed the board to the enclosed formal request for international cooperation in the form of collaboration and logistical support for their BR nomination.

Rebecca is seeking more information from UNESCO regarding the BR twinning program, but in the meantime she suggests that the CBT provide a formal response indicating our desire to assist with hosting a delegation later this spring. The CBT can coordinate with Tribal Parks and the District of Tofino as requested. She has requested more information from UNESCO on the twinning program.

Motion to respond positively to the request for a meeting in 2019 with representatives of Wando County Proposed BR carried by consensus.

7. Representing the CBT at upcoming events

There is an opportunity for a director to represent that CBT at the Community Foundations of Canada Conference in Victoria BC June 6 – 8. Additionally, Cathy has the opportunity to participate in the first national gathering of Australia's BRs while she is visiting Australia on holiday.

Regarding the CFC conference, Rebecca explained that she has distributed a call for interest in advance of the meeting and two directors expressed interest. One is Rachael O'Callahan but she is unable to commit until the last minute due to her work schedule. Rachelle Cole also expressed interest. She explained that she is likely not the most well-versed as a representative of CBT, but she would love to build her knowledge base as a councilor and west coast community member. She asked to assume her own travel and accommodation costs.

Cathy then explained that she will be in Australia during the first national gathering of Australian BRs and would like to participate. She noted that Rebecca informed her of the meeting while they were discussing Cathy's travel plans to Australia. Cathy requested that the costs of the conference and travel from her place of stay (vacation) to the location be covered. The conference, travel and accommodation would cost approximately \$1000. She noted a strong lineup of speakers and learning opportunities, which she can share with the CBT.

Rachelle and Cathy left the room for the board to deliberate.

Ariane asked about what other costs for board travel could be incurred throughout the year and Rebecca noted a possible CBRA gathering in the fall. These two requests would use about half the annual board travel budget.

Motion to support both travel requests using funds allocated for 2019 board travel carried by consensus.

Cathy and Rachelle returned to the meeting and were informed that the requests were approved. Rebecca explained they could work with Colin to develop communications and social media materials to highlight their experiences.

8. Leadership Vancouver Island Special Committee Terms of Reference

Cathy noted the terms of reference for the Leadership Vancouver Island Committee have been updated. Rebecca explained she and Brooke both sit on the LVI Committee, and Brooke is the program coordinator. The terms of reference lay out how LVI is related to CBT, and provide rationale. The program has been offered four times now and it is important to ensure terms and rationale are up to date. Ricardo is stepping down as LVI facilitator and CBT will post a contract for a new facilitator. Renee asked that the board meet the new facilitator and learn about the proposed plan.

Motion to approve the revised Leadership Vancouver Island Special Committee Terms of Reference carried by consensus.

9. Director At-Large vacancy

Following Rebecca Henn's resignation, there is a vacancy in the director at-large position.

Rebecca explained that the selection of directors-at-large are made by directors from the District of Tofino, the District of Ucluelet and the Alberni Clayoquot Regional District by consensus (the selection committee). The selection committee has agreed to advance Ariane Batic from alternate director at-large, to director at-large in recognition of her experience and dedication. Following Ariane's appointment, staff will post for an alternate at-large director in order to continue succession planning.

Motion to receive the appointment of Ariane Batic as director at-large effective February 7, 2019

10. New Business

a. Pacific Rim Foundation Deed of Gift

Rebecca reviewed the process by which the PRF gift is being added to CBT pooled funds, noting all due diligence performed by CBT and PRF lawyers. The PRF board is also reviewing the deed of gift, and pending approval by both PRF and CBT boards, the funds will be transferred. She noted that she is a director on the board of the PRF, but abstained from all decisions regarding the endowment of funds with CBT.

Rebecca then presented the Deed of Gift to the board, noting terms of annual distribution to PRF, investment policies, administrative expenses, annual contributions, termination, amendment, and miscellaneous terms.

The board discussed the administrative cost-recovery that CBT will receive from managing the fund. Rebecca explained that this will trigger the transition to a new fund accounting method and software which the board had previously supported.

Cathy also asked about the PRF board's sentiments regarding the gift. Rebecca explained that the PRF board is excited and took their time to complete their due diligence because they recognized that the funds will be permanently transferred to the CBT.

Motion to approve Deed of Gift for the Pacific Rim Foundation Fund as presented carried by consensus.

b. Tourism Tofino Board of Directors Nominations

Rebecca shared the Tourism Tofino call for nominations and noted that the board had asked to be notified of this posting at the September 2018 meeting. She explained that the CBT meets the criteria, but noted challenges associated with her sitting on multiple boards (mainly her lack of time) and the difficulty in her perhaps advocating for the best interest of TT as a paid staff (ED) of CBT. She asked the Board their thoughts, including questions about her workload. She also suggested that a CBT board member could sit on the TT board.

Renee noted that given the major sustainability and community development issues associated with tourism, it is a very good fit for CBT to be involved at a board level. Both Ariane and Tammy noted that board members might have “too many hats” and all board members agreed that Rebecca would likely be the best fit. Rebecca expressed concerns about workload, noting that perhaps the board look at what could come off hers should she be accepted onto the TT board. Cathy suggested Laura as another potential candidate, as she is well-versed in research, data and intersections in a way that TT may not be. Cathy asked Rebecca if she would be willing to put her name forward. Rebecca agreed, and explained that she will look at workflow and workload responsibilities moving forward.

Motion to recommend that Rebecca apply to the Tourism Tofino board of directors in her capacity as Executive Director of the Clayoquot Biosphere Trust carried by consensus.

11. Adjourn

The next meeting will be held Thursday, April 18th in Hitacu.

I hereby certify these minutes to be true.

Cathy Thicke, Co-Chair

Alan McCarthy, Secretary