

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Thursday, December 5, 2019
10:00 a.m. – 12:00 p.m.
Tofino Resort + Marina – Upper Hatch, Tofino

Present: Naomi Mack, Dave Tovell, Tom Campbell, Alan McCarthy, Elyse Goatcher-Bergmann, Geoff Lyons, Nora Morrison

Staff: Laura Loucks, Colin Robinson, Rebecca Hurwitz, Brett Freake, Brooke Wood

1. Welcome and Introductions

Rebecca called the meeting to order. In the absence of both co-chairs, Geoff served as chair. Naomi shared a Nuu-chah-nulth word of the meeting, hayimḥimaḥ which means “I don’t know.” The group reviewed Policy 4.6 Budget for the purpose of staying refreshed. Introductions were made around the table.

2. Consent Agenda

- a. Approval of the agenda
- b. Board of Directors meeting minutes October 26, 2019
- c. Investment Committee meeting minutes November 18, 2019
- d. Executive Committee meeting minutes November 28, 2019

Motion to approve the consent agenda carried by consensus.

3. Director updates

Directors provided a 2-3 minute update on items that relate to the CBT.

4. 2020 Strategic Business Plan

Rebecca presented the 2020 Strategic Business Plan for review and approval. On November 12, staff met with Scott Graham (SPARC BC) to refresh the planning process. Scott is CBT’s Program Auditor and is a familiar supporter of CBT.

Rebecca walked the group through the 2020 Strategic Business Plan, which is categorized into 5 areas: Facilitating & Coordinating Healthy Community & Ecosystem Initiatives; Empowering Youth; Co-Leading Sustainability Research, Education, & Training; Achieving the Biosphere Centre; and Stewarding Governance & Granting.

Highlights include exploring an Elder in Residence program, the 20th anniversary of the Biosphere designation in concert with the second 10-year UNESCO periodic review, and next steps on the development of the property purchased for the Biosphere Centre. Rebecca noted that the plan still needs to include the 2020 COLA (Cost of Living Allowance) calculation after year-end. Once added, the plan will be recirculated to the board and made publically available on the CBT website.

Rebecca concluded her presentation by connecting the “Outcomes” section of our Theory of Change (a series of high level goals) with the specific activities she had just outlined. She noted that the plan, once approved, will be broken down into individual staff member work plans.

Motion to approve the 2020 Strategic Business Plan as presented carried by consensus.

Alan asked about tracking success. Rebecca referred: to the UNESCO periodic review process as a useful way to evaluate performance; specific deliverables stipulated in individual staff member workplans; the quarterly task-tracking spreadsheet based on the deliverables; quarterly one-on-one check-ins between ED and staff, and; regular staff meetings.

5. 2020 – 2022 Operating Budget

Rebecca presented the 2020 – 2022 operating budget for review and approval. She reminded the Board of CBT’s obligation to maintain a 3-year budget under the Canada Fund agreement, but noted that years 2 and 3 are the same amounts as year 1, simply adjusted for inflation. She reviewed the revenues line-by-line including the Canada Fund operating income, grant revenue, administrative cost-recover income, and rent income.

She reviewed expenses for granting and programs. She also noted that Biosphere Centre expenses are increasing but will be coming from the reserve fund and fundraising (i.e. not the CBT operating fund).

Motion to approve the 2020 – 2022 operating budget as presented.

6. Sydney Remote Listening Station update

Laura opened by sharing the research portion of the CBT website and explaining how the CBT research cabin on Sydney Inlet is the basecamp for CBT’s soundscape ecology research. She explained that Sydney Inlet is a deep, steep-sided, old-growth fjord that is relatively isolated from anthropony (human-made sound). The project was initiated in 2015 by Adrienne Mason and other local volunteers (Adrian Dorst, Jim Darling, and

others). From the start, they worked with Ahousaht, and specifically Manhousaht (Swan) families whose territory is Sydney Inlet to launch the project and work collaboratively. The goal was to record geophony (geologic sound like rivers and rockfalls), biophony (biologic sound like animals), as well as the anthrophony.

She explained how the volunteer researchers use software to analyze the acoustic information and identify sound signatures and patterns showing the songbird “dawn chorus,” sounds from whales, and much more. She presented samples demonstrating sounds like a daily airbus flight from Vancouver to Hong Kong, as well as song birds. She noted how the research data has contributed to larger conservation programs like the Marbled Murrelet recovery program. Her presentation also covered a youth soundscape ecology program piloted with local elementary students. The group began planning to present research to Ahousaht residents and students, before discussing “mystery” sounds and the possibility they may have been made by a sasquatch/bookmis.

7. Coastal Family Resource Coalition update

Brett and Brooke presented a summary of the recent Coastal Family Resource Coalition (CFRC) and Decoda Literacy Program activities. Brett explained that the CFRC facilitates sharing of experience, knowledge, needs and resources among community health service providers through rotating meetings in each regional community. He summarized key concerns, noting lack/affordability of housing (to serve both service providers and residents), transportation, recreation, seniors/elders, youth, and substance abuse are all important recurring themes.

Brett summarized the CFRC working groups (Early Childhood Educators, Child and Youth Workers, and Harm Reduction). He also explained the West Coast Children’s Resilience Initiative, funded by Children’s Health Foundation of Vancouver Island to create trauma-informed practice in local schools. Yesterday, the Initiative hosted a Youth Vital Conversation with teens from across the region to talk about their needs and brainstorm ways to help youth stay in their communities while gaining work experience and employment skills.

Brooke then presented the literacy component of the CFRC, supported by Decoda Literacy Solutions and United Way Success by Six. CFRC Literacy projects focus primarily on Nuu-chah-nulth language revitalization. Brooke emphasized the importance of honouring elders for holding and sharing the knowledge while also focusing on youth language initiatives.

8. Biosphere Centre update

Rebecca presented a brief update on the Biosphere Centre and next steps. She has been working with Tammy to learn more about the protocol with TFN. She anticipates that the Investment Readiness Program applications will open December 9. This grant could support Biosphere Centre development costs. CBT has shortlisted 2 design services proposals and will conduct face-to-face interviews in January in concert with our January board meeting. Rebecca encouraged NCN and non-NCN board members to participate in the interview. She also noted that any design work requires geotech data for the property and CBT will obtain in January.

9. New Business

Tom and Elyse led a discussion on alcoholism on the coast. Brooke noted local desire to coordinate a regional Vital Conversation on alcoholism with multiple organizations interested in supporting and convening the event.

Elyse explained that the DoT council agrees alcohol is a major issue in our region but is hesitant to commit to a large project because alcohol a large, diffuse problem and jurisdictional scope for a municipality is unclear. The DoT has directed Elyse to convene a round table on Health, and some of this budget could go towards CBT to help actualize a regional alcohol conversation. Brett noted that CFRC is eligible for a community engagement grant which could be support a Vital Conversation on alcohol in the region.

10. Adjourn

Motion to adjourn.

The next CBT Board meeting will be held Thursday, January 23rd in Tofino.

I hereby certify these minutes to be true.



Geoff Lyons, Treasurer



Cathy Thicke, Co-Chair