

CLAYOQUOT BIOSPHERE TRUST  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES

Thursday, March 13, 2020

1:00 p.m. – 5:00 p.m.

Meeting Room, Cixwatin Centre, 700 Wya Road, Hitacu

**Present:** Hannah Nicholls, Geoff Lyons, Elyse Goatcher-Bergmann, Anne Mack, Nicky Ling, Ruth Charleson (by phone), Larry Baird (guest)  
**Staff:** Rebecca Hurwitz, Colin Robinson

Nuu-chah-nulth word of the meeting: Larry Bird shared in Yuutuʔitʔatʔ dialect the word “kecko,” roughly translating to “thank you.”

Policies: Revised financial policies (agenda item 4) served as the policy review for the meeting

1. Welcome and Introductions

Larry welcomed the group to the Yuutuʔitʔatʔ territory and Geoff called the meeting to order in the absence of both the Chair and Co-chair.

2. Consent Agenda

- a. Approval of the agenda
- b. Board of Directors meeting minutes January 15, 2020
- c. Executive Committee meeting minutes March 4, 2020
- d. Correspondence: Alberni-Clayoquot Regional District re: Director appointment February 12, 2020

**Motion to approve the appointment of Nicky Ling as Director for the Alberni-Clayoquot Area-C effective February 12, 2020 carried by consensus.**

**Motion to approve the consent agenda carried by consensus.**

3. Director updates

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

4. Financial Policy Review

Staff revised the financial policies (including a cash gift policy) following the implementation of new bookkeeping software and reflect the changes to internal

processes and capacity. The board reviewed the changes made to the policy enclosed in the package.

Rebecca noted that she conferred with the CBT auditor about policies, with particular attention to the new policies to reflect CBT-owned real estate (Olsen Road).

**Motion to approve the revised financial policies carried by consensus.**

Rebecca explained that the CSuite software allows CBT to charge an expense recovery charge easily and in real-time (quarterly) as opposed to retroactively at the end of each year.

**Motion to approve the Endowment Fund Expense Recover Charge continue to be set at 1% for 2020.**

5. West Coast N.E.S.T. Update

Rebecca presented an overview of the [West Coast NEST](#) 2019 activities and next steps for the regional collaboration in 2020.

CBT has not secured funding through Rural Dividend as this program was terminated, and as such the NEST does not have a budget for 2020. Rebecca noted that that she would like the board to be informed of the project and empowered to advocate for it as we continue searching for funding. She presented an overview of the program, it's history, and the need for tourism industry diversification, emphasizing that the NEST was born as a collaboration.

She reviewed iterations of funding for the project to date, the development of a network of education-tourism partners, and coordination of education program packages for visiting groups as a fee-for-service model. She also shared the feasibility work completed through financial sustainability planning, then presented financial plans moving forward, potential funding (applications in progress), and measures taken to reflect the new funding landscape. She reviewed conversations had with regional partners (Districts, Nations, DMOs). She explained that she would have requested the board consider significantly funding the ongoing program, but noting that the endowment fund has dropped in value due to COVID-19, this option is off the table.

The board discussed the NEST financial sustainability model and the balance of being a convener and provider of services. Provision of service clearly lends itself better to revenue-generation, but whether that is the future role of the NEST may depend on funding and conversations with the partners, in light of revenue model.

## 6. Periodic Review Update

The periodic review is a mandatory review each decade by UNESCO to ensure a Biosphere is meeting the expectations of an internationally-designated site. Within Canada, it is an opportunity to ensure we are working on reconciliation with Indigenous peoples. Locally it is an opportunity to reengage the participating communities. Rebecca explained the review process, potential outcomes, and CBT's strategy and objectives for the periodic review. The process can be very time and resource-intensive, and Rebecca reviewed CBT plans to ensure the organization's functions while also generating a high quality self-study, including budgeting for an author.

Board Members can assist with communications with each community and convening letters of support.

Rebecca then opened a discussion about the discrepancy between Biosphere Reserve boundary (Clayoquot Sound watershed) and the communities included in CBT's governance (board representations), agreements (e.g. Canada Fund) and programming. The periodic review process is an invitation to consider expanding the Biosphere Reserve boundaries and Rebecca invited the board to think about whether this is something they would like to discuss.

Larry spoke about the history behind the original designation including conversations at the Central Region Board and the Scientific Panel, as well as how the Canada Fund gift was secured. He offered to provide historical support for the board through this conversation. Geoff noted that 20 years ago the District of Ucluelet was happy to have lands south of Clayoquot Sound watershed left out of the designation as many residents employed in the forestry industry feared it might impact their already altered livelihood opportunities. Chief Anne shared her support for the idea in spirit as she has been a supporter for the biosphere project since its inception but noted there are technicalities would need working through.

Rebecca remarked that the landscape is changing so rapidly and the new zonation and maps will be a snapshot in time).

The board agreed that the conversations should be continued and Rebecca noted that one-on-one conversations will be the next step.

## 7. Executive Director Performance Review

Geoff explained that he and Nora will lead Rebecca's Executive Director Review process this spring. He then shared that all directors will be given an opportunity to provide

input in advance of the next meeting. Rebecca noted that the process is easy and guided by a template modeled after her job description.

## 8. Biosphere Centre

Rebecca opened her update focusing on following protocols and collaborating with Tla-o-qui-aht, she explaining that Chris Seitcher and his son Hayden conducted a cleansing of the land with staff and board in attendance. She also noted that Tammy is continuing to help coordinate a dinner with the Hawiith. She reviewed engagement activities with the neighbors on Olsen Road, as well as Olsen Road property owners who do not live in the community.

Rebecca presented the terms of reference for a staff-led Biosphere Centre Development committee with board representation. She requested that board members who participate as committee members must be able to commit a high degree of involvement over the next several months leading up to the rezoning submission in late June. The board discussed the structure and function of the committee. Nicky expressed interest in being involved, contributing her understanding of sustainable building and technology. Geoff Lyons also volunteered. Rebecca noted that Cathy Thicke would like to be involved and would be able to make valuable contributions. The board agreed to remove the term “external” from the terms of reference. Without Cathy in attendance, the group determined that Geoff and Nicky would participate on behalf of the board.

**Motion to approve the Biosphere Centre Development Committee terms of reference as amended approved by consensus.**

Tracey Mactavish and Asher DeGroot of MOTIV architects and Bob Prenovost of Propeller Enterprises arrived.

Tracey and Asher led the group in a review of the concept design options focused on programming and site planning. The group focused on the opportunities and constraints of the vision applied to the site.

## 9. Adjourn

**Motion to adjourn carried by consensus**

The next CBT Board meeting will be held Thursday, April 23<sup>rd</sup> in Ty-histanis.