

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Thursday, January 28, 2021
10:00 a.m. – 12:30 p.m.
By video conference

Present: Alan McCarthy, Geoff Lyons, Ruth Charleson, Denise Koshowski, Elyse Goatcher-Bergmann, Hannah Nicholls, Heidi Reinkka, Kendall Woo, Mike Davis, Naomi Mack, Nicky Ling, Nora Boileau Morrison, Thomas Campbell

Guests: Gina Cuthbert, Doug Nelson (both of The Discovery Group)

Staff: Rebecca Hurwitz, Colin Robinson

Policy of the meeting: Member appointment bylaws 2.1 – 2.9

Welcome and Introductions

1. Consent Agenda

- a. Approval of the agenda
- b. Board of Directors meeting minutes December 10, 2020
- c. Executive Committee meeting minutes January 14, 2021
- d. Executive Director Report
- e. Correspondence
 - i. Fisheries & Oceans Canada board advisor appointment
 - ii. Toquaht Nation alternate board appointment

Motion to accept the appointment of Linda Higgins by Fisheries & Oceans Canada as board advisor carried by consensus.

Motion to accept the appointment of Naomi Mack by Toquaht Nation as alternate director carried by consensus.

Motion to approve the consent agenda carried by consensus.

2. Director updates

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

3. Temporary appointment on behalf of Tla-o-qui-aht First Nations

Rebecca shared a briefing note recommending the Board appoint Chief Moses Martin as the temporary member on behalf of Tla-o-qui-aht First Nations. Tammy concluded her two terms in 2020. CBT bylaw 2.6 allowing the board to temporarily appoint representatives on an interim basis until the community appoints a director. Rebecca noted that she discussed this with executive committee before they recommended Moses' appointment.

Rebecca also noted that there are a number of directors whose terms are concluding in 2021 including Geoff's as a member of executive committee, noting a new Executive Committee member will need to be appointed.

Moses extended condolences for recent losses in Ahousaht and Yuuṭuʔitʔath and noted that he would do his best to be as involved as possible in CBT work until TFN is able to appoint new members.

Motion to appoint Chief Moses Martin as a temporary member on behalf of Tla-o-qui-aht First Nations until such time that an appointment is received carried by consensus.

4. UNESCO Periodic Review

Rebecca provided a verbal update on the finalization of the UNESCO periodic review self-study, feedback to date, and support for the continued designation. She thanked the board and advisors for all their feedback and explained that the draft is soon to be submitted to the Canadian Commission for UNESCO. She also extended her thanks to the project team, as well as staff and partners that have contributed. She noted several delays in the mapping process, but explained that these will be resolved over the course of the spring. The letters of support have been strong and generally positive.

Rebecca provided an update on discussions with Maaqutusiis Hahoulthee Stewardship Society (MHSS) as per an enclosed letter, as well as support from Ahousaht. The tone of the MHSS letter was different from other letters in that it requested further participation in CBT activities including participation in upcoming initiatives and events, as well as discussion with Ahousaht in how Ahousaht/MHSS is represented on the CBT board. MHSS supports the values of the UNESCO designation but comments on the proportion of the land/water (61%) of the Biosphere Region that is Ahousaht territory as rationale for MHSS representation on the CBT board given their role in territory stewardship (as opposed to Ahousaht chief and council, who steward the Ahousaht community). Rebecca and Geoff met with representative of MHSS to hear their questions and concerns. Rebecca will draft a response to the letter which will be reviewed by the Executive Committee prior to sending.

She then outlined next steps that will follow the submission to CCUNESCO.

Motion to support the submission of the Clayoquot Sound UNESCO Biosphere periodic review self-study to the Canadian Commission for UNESCO carried by consensus.

5. Biosphere Centre Project Status Report

Rebecca shared a report from Bob Prenovost, project manager, as an update on the Biosphere Centre development including major areas of focus for early 2021. Rebecca noted the project is moving along well, with milestones being celebrated along the way.

6. Biosphere Centre Market Survey and Capital Campaign Orientation

Gina Cuthbert and Douglas Nelson, of The Discovery Group, provided an overview of the capital campaign market survey goals, methodology, and timeline, as well as the phases of activity to anticipate in a capital campaign. They summarized early stage work done on the Biosphere Centre fundraising campaign and noted their experience with many Community Foundations and other public-interest groups. The board engaged in a discussion about why people give, as well as how it feels to give. Doug then presented their workplan for the Biosphere Centre, including an ongoing market survey to gauge community interest and involvement in a campaign (Jan-March 2021); board education sessions (January, April, May 2021); and ongoing campaign counsel (April-June 2021).

Gina explained that a capital campaign is a time-limited, proactive effort to raise funds for a specific project with a specific fundraising goal. It's focused on major giving (i.e. trying raise funds with the least number of gifts from the fewest sources). Typically, private individual gifts are the largest source of funds (vs. corporate or public foundation gifts). She explained that they've compiled a task force to identify an interview panel, draft a questionnaire, draft a test case for support, and develop a test gift chart. They will do an environmental scan and review regional giving history before conducting 25 interviews with identified relevant individuals. She then overviewed the eventual campaign process over the next several years.

The board discussed the balance of government grants and private philanthropy, as well as eight small communities in the region with their own priorities. Doug noted that conversations between competing projects rarely generate giving interest, but rather a focus on the best parts of our project is a key tactic. Rebecca noted the importance that board members be involved in the process in a way they feel most comfortable.

7. Community Foundations of Canada

Rebecca introduced the enclosed 2021 CFC membership questionnaire, and walked the board through as a group. The board agreed that CBT as a community foundation is currently meeting all criteria laid out in the questionnaire.

Motion to verify 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. Carried by consensus.

8. Adjourn

Motion to adjourn carried by consensus.

The next CBT Board meeting will be held Thursday, March 4th by zoom.