

CLAYOQUOT BIOSPHERE TRUST  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES

Thursday, March 4 2021  
1:00 p.m. – 4:00 p.m.  
By video conference

**Present:** Anne Mack, Geoff Lyons, Toni Buston, Ruth Charleson, Hannah Nicholls, Nicky Ling, Nora Morrison, Tom Campbell, Kendall Woo, Dave Tovell

**Staff:** Rebecca Hurwitz, Brooke Wood, Faye Missar, Laura Loucks, Colin Robinson

Policy of the meeting: Committee & Granting Policies

Welcome and Introductions: Geoff called the meeting to order and held a moment of silence in recognition of the recent losses in our region

Nuu-chah-nulth word of the meeting: Ruth shared the word “Wiqsii” which means stormy.

1. Consent Agenda

- a. Approval of the agenda
- b. Board of Directors meeting minutes January 28, 2021
- c. Executive Committee meeting minutes February 18, 2021
- d. Correspondence
  - i. Wild Pacific Trail re: Thank You
- e. Financial Reports
  - i. CBT balance sheet Dec.31.20
  - ii. CBT income statement Dec.31.20
  - iii. CBT all funds balance sheet Dec.31.20
  - iv. CBT all funds income statement Dec.31.20
  - v. CBT community endowment funds balance statement Dec.31.20
  - vi. CBT community endowment funds income statement Dec.31.20
  - vii. CBT Operating Fund actual to budget Dec.31.20

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

2. Director updates

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

### 3. Grant Information Session

Staff presented an overview of CBT's 2021 grant opportunities and provided a refresher on the enclosed policies. Our goal is to support the Board to be ambassadors of our granting programs and prepare the group to receive grant recommendations at the April meeting. An overview of CBT grants can be found on [the CBT website](#).

Laura and Faye opened with an overview of CBT and its roles as a UNESCO Biosphere and member of Community Foundations of Canada. This was followed by an overview and rationale for CBT's various grant areas, as well as grant eligibility criteria. Brooke then shared an overview of the Neighbourhood Small Grants program.

Rebecca then led a discussion about how CBT board, volunteers and the communities we serve can work together to review and revise our granting program for future years. The goal will be to ensure CBT grants reduce inequities in the region not only through the projects they fund, but by the grant-making policies and processes themselves. The board began reflecting on our granting from an equity lens, using a blog post by nonprofit thought-leader [Vu Le](#) as a base for discussion.

The board discussed how being a locally-rooted organization with a diverse board and close community connections allows us to more closely "have the courage to be unfair" – and look at where CBT granting processes are failing to align with activities happening in the region.

### 4. Sydney Inlet Acoustic Refugium Monitoring Project

Laura Loucks and Benj Youngson presented an update on the Sydney Inlet Acoustic Refugium Monitoring Project. They reviewed the history of the project and the current funding arrangement with DFO, then explained how the equipment is used and the locations where sound data is captured. Benj shared preliminary findings, showing spectrograms (visual representations) of sounds and highlighting their significance.

### 5. West Coast N.E.S.T. Program Review

Nicole and Rebecca presented the draft program review that summarized [West Coast NEST](#) activities, business model assumptions and recent COVID adaptations. The NEST is a regional education collaboration to develop the education tourism economy, and its guiding principles include: hire local knowledge holders, co-learning, create a learning network, inspire a sense of stewardship, offer hands-on learning, model cultural safety and sharing. Rebecca explained how these principles were modeled by events such as the sustainable and ethical marine harvesting workshops.

Rebecca then reviewed the past few years of partnership and funding development including the pivot to focus on the SDGs with funding from the federal SDG unit. Rebecca also reviewed the ways that NEST currently aligns with the guiding frameworks that CBT adheres to before Nicole shared specific NEST activities and lessons learned over the last several years, including coordinating activities for visiting student groups from high schools and universities, and events catered towards visiting and local learners.

Rebecca presented various options for NEST moving forward: continue NEST program dependent on grant funding; NEST as a core CBT program with additional programs and staffing provided by grants; dissolve NEST program; reinstate a regional partnership.

The board asked questions about the program and considered next steps for the regional collaboration in 2021 with a view to ensuring financial sustainability. The board discussed the options and agreed on the importance of continuing the NEST initiative in a good way. The group proposed the idea of inviting the CBT Investment Committee to look into the feasibility of withdrawing COLA surplus for use of supporting NEST in the short term. This could be completed based on feedback from the upcoming NEST open house.

**Motion to consider removing the COLA surplus into a reserve account for restricted use by the CBT board carried by consensus.**

#### 6. Election of a Co-Chair

Dave Tovell explained that Geoff Lyons wraps up his eight-year volunteer role at the CBT on March 14<sup>th</sup>. He led the process to elect a new co-chair to take office until the May annual general meeting. Nicky Ling put forth her name and shared her thoughts on the chair position. No other directors put forth their names.

**Motion to approve Nicky Ling as co-chair and update CBT signing authorities to include Nicky Ling, Alan McCarthy, Hannah Nicholls, Ruth Charleson and Rebecca Hurwitz carried by consensus.**

#### 7. West Coast Multiplex Deed of Gift

The deed of gift was not complete and will be presented to the Board at the next meeting.

#### 8. Executive Director Performance Review

Hannah Nicholls and Geoff Lyons are available to lead this process and will conduct the review this spring. Directors will be given an opportunity to provide input in advance of the next meeting.

9. New Business:

Staff and board shared a digital “kudo-board” (thank you card) prepared for Geoff Lyons expressing gratitude and acknowledgement for his eight years of service to the CBT Board of Directors.

10. Adjourn

**Motion to adjourn carried by consensus.**

The next CBT Board meeting will be held Thursday, April 22<sup>nd</sup> by zoom.