

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Thursday, May 27th, 2021
1:00 – 4:00 p.m.
By video conference

Present: Ruth Charleson, Nicky Ling, Anne Mack, Mike Davis, Nora Morrison, Elyse Goatcher-Bergmann, Toni Buston, Hannah Nicholls, Kendall Woo, Denise Koshowski, Jazz Amyot

Staff: Rebecca Hurwitz, Laura Loucks, Faye Missar, Colin Robinson

Nuu-chah-nulth word of the meeting: Anne shared a Nuu-chah-nulth word. Tluupiich (barred lambda, upii c with a hat) which means summer – and we're all very much looking forward to this!

Policy of the meeting: a new privacy policy

Welcome and introduction

1. Consent agenda
 - a. Approval of the agenda
 - b. Board of Directors meeting minutes April 22, 2021
 - c. Executive Committee meeting minutes May 11, 2021
 - d. Investment Committee meeting minutes May 13, 2021
 - e. Committee Grants Report
 - f. Financial Reports
 - i. CBT balance sheet Mar.31.21
 - ii. CBT income statement Mar.31.21
 - iii. CBT all funds balance sheet Mar.31.21
 - iv. CBT all funds income statement Mar.31.21
 - v. CBT community endowment funds balance statement Mar.31.21
 - vi. CBT community endowment funds income statement Mar.31.21
 - vii. CBT Operating Fund actual to budget Mar.31.21
 - g. Advisory Committee meeting minutes
 - i. Arts & Culture Committee
 - ii. Community Development
 - iii. Responsive Neighbourhood Small Grants
 - iv. Research & Environment
 - v. Youth & Education

h. Parks Canada board appointment

Motion to receive the appointment of Jacinthe (Jazz) Amyot by Parks Canada as alternate board advisor carried by consensus.

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. Election of the Officers

The Board voted to elect officers. Kendall assisted with leading the process as laid out by our legal advisor. He thanked our current executive committee, Alan, Ruth, Nicky, and Hannah. He reviewed the Executive Committee structure and election process as per CBT bylaws.

Ruth Charleson, Mike Davis, and Nicky Ling put forth their names. Rebecca noted that due to transitions in directorship the second Nuu-chah-nulth director election could take place in the fall.

Ruth and Nicky proposed serving as co-chairs. Mike proposed serving as treasurer.

Motion to appoint Ruth Charleson and Nicky Ling as co-chairs and Mike Davis as treasurer of the Society to hold the offices until the close of the next annual general meeting or until others are elected or appointed in their place carried by consensus.

The Board then considered updating the list of signing authorities in light of the election of new officers.

Motion to add Mike Davis as a signing authority, maintain Ruth Charleson, Nicky Ling, and Rebecca Hurwitz as signing authorities, and remove Hannah Nicholls as a signing authority carried by consensus.

4. Vital Grant Recommendations

Faye presented an overview of the Vital Grants process and the resulting 2021 Vital Grant recommendations. She noted it was the fourth allocation of vital grant funding, which was first offered in 2018. She reviewed the funding priorities and noted there were 5 applications totaling just under \$100K. The applications were reviewed by staff for eligibility before being reviewed by an ad hoc advisory committee. Faye shared the committee structure and summarized their review process that supported the following recommendations:

Cedar Coast Field Station – Assessing Juvenile Chinook Salmon Survival

Amount requested: \$20,000 Amount recommended: \$20,000

Ahousaht- Bedwell River Habitat Restoration and Enhancement
Amount requested: \$20,000 Amount recommended: \$20,000

Tla-o-qui-aht First Nations- TFN Community Safety Initiative - \$19,870
Amount requested: \$19,870 Amount recommended: \$19,870

Language Keepers Society - Tla-o-qui-aht Family Learning Curriculum Development
Amount requested: \$20,000 Amount recommended: \$20,000

Motion to approve the 2021 Vital Grant project funding recommendations and the resulting next steps carried by consensus.

5. Biosphere Research Award Recommendation

Laura provided an overview of the Technical Review Committee process and the 2021 Biosphere Research Award recommendation. Two applications were received this year. She spoke about the selection and composition of the technical review committee who reviewed the applications, and summarized their findings and recommendation to support the Strawberry Isle Marine Research Society for their Pelagic Marine Species Survey.

Motion to approve the 2021 Biosphere Reserve Award recommendation forwarded by the Technical Review Committee carried by consensus.

6. Education Award Recommendations

Faye presented the 2021 Education Award recommendations, as well as a short summary of the review process. Nine applications were received. Two applicants are eligible for Central Region Nuuchahnulth Education Award, and all nine were eligible for the Clayoquot Biosphere Region Education Award. She did her best to anonymize the applications before distributing to the selection committee composed of four CBT board members. Due to the number of high-quality applications, the committee suggested to divide up the funds. The committee recommended:

The Committee recommends the Central Region Nuuchahnulth Award be equally split between Tim Masso, Tla-o-qui-aht First Nations, and Sereana Mary Lomani Kaloukokovale, Ahousaht. The Committee recommends splitting the awards into two \$6,000 awards that are disbursed in two payments of \$3000 over two years.

The Committee recommends the Clayoquot Sound Biosphere Region Award be split between Maya Hansen, Seth Stere, and Ava Law. The committee recommends that Maya Hansen

receives \$6000 over two years and that Seth and Ava each receive \$3000 for their first year of study.

The board then discussed the changes in education award policy that could be made and how CBT can be responsive to youth needs in the region through both annual budgeting and policy. Also discussed was allocating any surplus in the 2021 budget to additional education awards funding.

Motion to approve the 2021 Education Award recommendations as presented carried by consensus.

Nora then raised new business noting this was an exceptional way of allocating funds and that she'd been reflecting on the lively and inspired conversation at the committee review meeting. Education Awards are one of her favourite parts of her volunteer commitment and she wanted to provide two ideas:

1. Be flexible in the amount we're granting – 7 applications of the 9 were all outstanding. The applications varied widely in experience and also in post-secondary education pathways. They were very difficult to compare and choose between. She notes that not every year there will be so many outstanding candidates and it would be amazing if the process could accommodate years where there are particularly large numbers of outstanding applicants.
2. Mature Student education award – current policy is for graduating students or those graduated within 12 months. Many people in the region are not following this trajectory. There are mature students upgrading high school marks for example, or people changing careers.

Rebecca noted that every year in October CBT board is invited to share input on budgeting. She spoke to other interests in CBT budget – for example undesignated funds with Nuu-chah-nulth Nations. She noted staff are always keen to adapt and improve CBT programs and policies and noted this should lead to discussion at future meetings.

7. Our Equity Pathway

Rebecca provided an overview of the next steps in our equity pathway in hopes that the board will provide support and approve the reallocation of funds. She explained that Kelley Foxcroft Poirier is interested in helping host the process. Kelley is keen to co-lead this process with a non-indigenous facilitator Amanda Fenton, and they'll put forth a proposal that we could fund with budget not used for board retreat and travel in 2021.

She reviewed the briefing document enclosed in the package, and summarized feedback received through the periodic review process and other avenues all directing the organization to make steps to learn together, build a shared understanding, and then share this with

partners, donors, and more. She noted that this is important work for the organization and that staff will participate on paid time but acknowledged that this doesn't feel equitable for unpaid volunteer board members.

Motion to support the steps laid out in the briefing note and reallocate funds as recommended carried by consensus.

8. Policy 2.10 Privacy

Rebecca provided an overview of the enclosed privacy policy and recommend approval. She acknowledged contributions from Colin and our legal counsel, who has reviewed the policy. Colin will act as Privacy Officer, and will review the policy on an ongoing basis as we implement it and learn what tweaks need to be made.

Motion to approve Policy 2.10 Privacy as presented carried by consensus.

9. In Camera - Executive Director Performance Review

The Board met to discuss the results of Rebecca's annual performance review.

10. Adjourn

Motion to adjourn.

The next CBT Board meeting will be held Thursday, September 16th by zoom.