

**CLAYOQUOT BIOSPHERE TRUST  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES**

**Thursday, April 21, 2022**

**1:00 – 4:00 p.m.**

**In person: Tofino Visitor Centre, 1426 Pacific Rim Hwy, Tofino  
With video conference option**

**Present:** Ruth Charleson, Nicky Ling, Mike Davis, Brett Freake, Elyse Goatcher-Bergmann, Zoltan Schafer, Toni Buston, Noreen Frank, Colin Middleton

**Guests:** Tsimka Martin, Bob Prenovost, Derek Lamb, Pieter de la Rey

**Staff:** Rebecca Hurwitz, Brooke Wood, Verena Merkel, Colin Robinson

Nuu-chah-nulth word of the meeting: Tsimka shared a language lesson.

Policy of the meeting: Governance policies 2.1 – 2.5

1. Welcome and Introductions

Ruth and Nicky called the meeting to order and then Tsimka led a lesson on how to pronounce the names of the 5 central region Nations. [A recording of the pronunciation is included here.](#)

2. Consent Agenda

- a. Approval of the agenda
- b. Board of Directors meeting minutes March 10, 2022
- c. Executive Committee meeting minutes April 11, 2022
- d. Executive Director Report
- e. Correspondence – Canadian Commission for UNESCO, April 11, 2022

**Motion to approve the consent agenda.**

3. Director Updates

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

4. Biosphere Centre Project Status Report

Bob Prenovost provided a project status report and discussed the next steps in the project. The zoning bylaw amendment is complete and the property is rezoned to allow for the construction the Biosphere Centre.

The next phase involves a capital campaign. \$4M will be raised through capital donations and we will hire a capital campaigner to lead this work. \$6M will be raised through grants and government funding. A government relations firm will lead this work.

Next steps in the design process involve technical elements including the sustainability standards for the building. A series of workshops on sustainability goals has been scheduled in May. He then spoke about the reality of construction costs escalating (material costs are rising across the sector) and to impacting other similar projects. He has added these rising costs to the risk register and recommends discussion at the next biosphere centre development committee meeting.

Rebecca noted that Chris Seitcher has agreed to host a ceremony on the land to mark the completion of the rezoning phase and this can happen on June 2<sup>nd</sup> in concert with our next BoD and AGM. The board thanked Bob for his work on the project so far and energy moving forward.

#### 5. 2021 Annual Report

Rebecca presented the 2021 draft annual report for review and approval. The document will be designed into a digital report following approval of the content.

**Motion to approve the 2021 annual report carried by consensus.**

#### 6. 2021 Financial Statements

The CBT's new auditors Derek Lamb and Pieter de la Rey, of Chan Nowosad Boates, presented the 2021 draft financial statements for approval. Derek explained they have offices in Campbell River and Courtenay and have a lot of experience working with organizations like ours. He then reviewed significant audit, accounting, and reporting matters. Overall he noted no issues with financial control or accounting only identifying issues with interpretation.

Peiter de la Rey, audit manager, then walked through the audited financial statements. The new audit had a different format than previous years, with a goal to become more reflective of how CBT has changed financially, especially in the reporting of investments and investment income.

Rebecca thanked the CNB team and Verena for the push over the Easter weekend. Verena added her thanks for all the improvements made to the statements this year.

**Motion to approve the 2021 financial statements carried by consensus.**

## 7. Education Award update

Jason Sam, CBT's new program coordinator, introduced himself to the board and shared an update on his outreach activities for the annual education award process, as well as request volunteers for the review committee.

He noted that he previously worked at Ucluelet Secondary School and has seen the education awards process (CBT and other awards) from the student/school side and is honoured to get to support the process. He is focusing on outreach to students and coordinating with other education awards and scholarships. He will be inviting board members to support the application review process soon.

Elyse asked about a mature student award as this had been discussed. Rebecca explained that the because of the staffing transition, we didn't have capacity to develop a new award this year, but can bring this forward again as part of the planning for 2023.

## 8. Neighbourhood Small Grant (NSG) update

Brooke Wood provided an update on the NSG program locally and throughout the Vancouver Island NSG network.

She has coordinated the local program for 7 years, piloting small grants for individuals (i.e. not charitable organizations). She highlighted how small amounts of money can fund many projects and ripple through communities. She noted that the program supported communities through the pandemic and pivoted in numerous ways in response, moving towards being more grounded in an equity approach.

In Fall 2021 Culture NSG were piloted to advance themes including language, intergenerational cultural practice, youth, inclusion, diversity, and Indigenous food projects. The number of projects from regional NCN communities was higher than in any previous cycle including 10 of 30 projects being in Ahousaht.

She then spoke about the NSG Island Network. CBT co-leads the network with the Victoria Foundation to build NSG capacity in communities across Vancouver Island and the Gulf Islands with funding support from Vancouver Foundation. Focuses include building more direct partnerships with equity-denied groups to run their own program. Ahousaht is establishing its own program and launching in the fall of 2022.

## 9. Pacific Rim Arts Society Fund

Rebecca shared the terms of reference for a new fund being established by the Pacific Rim Arts Society for information. The draft terms of reference are still being reviewed by the PRAS board

and she will bring the final agreement forward for review when they are ready to move forward.

10. Executive Director Performance Review

Nicky and Mike will request input to Rebecca's annual performance review via SurveyMonkey by April 22<sup>nd</sup>

11. Adjourn

**Motion to adjourn.**

The next CBT Board meeting will be held Thursday, June 2<sup>nd</sup>.