

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
Draft Minutes

Thursday, October 27, 2022

1:00 – 4:00 p.m.

In person: Boardroom,
With video conference option

1. Welcome and introductions
2. Nuu-chah-nulth word of the meeting: Qwamehsa'qin (Tla-o-qui-aht dialect)- “The way we want to be.”
3. Policy of the meeting: 2.2 Director Job Description
4. Consent agenda:
 - a. Approval of the agenda
 - b. Board of Directors meeting minutes September 22, 2022
 - c. Executive Committee meeting minutes October 18, 2022

Motion to approve the consent agenda carried by consensus.

5. Director Updates

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

6. **Biosphere Research Award Recommendation**

Rebecca provided an overview of the application review process and the 2022 Biosphere Research Award recommendation. The CBT received three applications. One applicant has since withdrawn due to timing and staff capacity. The other two applications are equally strong. Rebecca noted that Tofino Resort + Marina is keen to provide full support of the application from Redd Fish Restoration Society with proceeds from the Fish for the Future Fund. She noted that the application from the Raincoast Education Society for the ‘Residency and Habitat Use of Migrating Shorebirds in Tofino, BC’ project has a higher amount of the budget allocated to equipment than CBT policies allowed, but recommended that the board consider this exception and revise the policy moving forward. Currently signage and gardening projects have been able to allocate more than 25% of funds to equipment, and the same should be considered for monitoring projects such as this.

Elyse-declared a conflict of interest with respect to the application from Redd Fish Restoration Society.

Motion to approve the 2022 Biosphere Award be granted to the Raincoast Education Society for the 'Residency and Habitat Use of Migrating Shorebirds in Tofino, BC' project carried by consensus.

7. Board self-assessment

As per CBT policy, the board has completed the biennial self-assessment and the results were enclosed. This was an opportunity for the board to discuss the results and determine if it would like to develop an action plan to strengthen the board's effectiveness. Nicky asked for feedback and suggestions about training, or how people can be more involved and when meetings can be held. Suggestions included:

- Financially taking care of those who must travel for meetings, have more structure like have set meeting every month i.e.: first Monday of every month. Set evening online meetings during the winter months.
- Appreciate Zoom Meetings, quarterly in person meetings, stay late if meetings are in the evenings.
- Loss of income for time taken off from work to attend CBT Board Meetings. More formal meetings for those representing their jobs and roles and less informal meetings for the BOD. Online access systems for our policies or board orientation so that folks can review.
- Past presentations that we could collate and put on a page that we could access through 365 through Teams. We could have a "Board Group" Try out a few things on the Calendar for next year.

The group welcomed and acknowledged Tom Campbell for all his dedicated years of service on the CBT Board of Directors. Tom noted that it's been a pleasure serving on this Board of Directors. Late Joe Campbell and Aunty Vi served on this Board as well. He really enjoyed sharing everything about life as he speaks from the heart. The CBT provided a small gift to Tom in appreciation.

8. Policy 6.7 Signing Authority

Rebecca presented the revised policy which was amended based on the direction of the auditor this spring. The Executive Committee recommend approval.

Motion to approve Policy 6.7 Signing Authority carried by consensus.

9. Coastal Family Resource Coalition

The CBT has been administering and coordinating the Coastal Family Resource Coalition (CFRC) for 5 years. Faye Missar and Tsimka Martin presented an update on activities to the board including literacy coordination. They requested that the enclosed ad-hoc committee policy is renewed for another two-year term.

Faye noted the following regional priorities: local treatment center and transportation.

Motion to approve the updated CFRC terms of reference carried by consensus.

10. Biosphere Centre Project Status Report

Bob Prenovost joined the meeting to provide an overview of the next phases of the project and the corresponding budgets. As we move into the schematic design and design development phases, Bob previewed key decision points and possible scenarios for the design completion and timeline. Bob also reviewed the updated terms of reference for the Biosphere Centre Development Committee.

Bob noted that the next round of input will be gathered in late November. The board will be invited to participate in all of the meetings, as well as a team dinner.

Motion to approve the project scope and timeline for Schematic Design and Design Development phases carried by consensus.

Motion to approve the project budget for the for Pre-Development, Schematic Design and Design Development phases carried by consensus.

Motion to approve the revised Terms of Reference for the Biosphere Centre Development Committee carried by consensus.

11. Canadian Biosphere Reserves Association update

The Canadian Biosphere Reserves Association (CBRA) is currently experiencing challenges in its relationship with the Skaabawiis, a group of Indigenous people from some of the First Nations that host Canada's Biosphere Regions. Rebecca noted her learning about the need for a project governance board. CBRA has since responded to the enclosed correspondence requesting a meeting and a regional relationship building strategy, rather than national. The Executive Committee have recommended that Rebecca continue to provide updates while hoping for a good resolution.

Rebecca also shared that the CBT has received a \$225,000.00 grant from the Tourism Relief Fund for the West Coast NEST initiative, which is retroactive to 2021.

12. New business

13. Adjourn

Motion to adjourn approved by consensus.