

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Thursday, December 8, 2022

9:30 – 11:30 a.m.

Ucluelet Community Centre With video conference option

Present: Mike Davis, Toni Buston, Elyse Goatcher-Bergmann, Zolie Schafer, Naomi Mack, Nicky Ling, Brett Freake, Jazz Amyot

Staff: Rebecca Hurwitz, Brooke Wood, Jason Sam, Colin Robinson, Rosalee Brown, Erika Goldt, Nicole Gerbrandt

1. Welcome and introductions

Nicky called the meeting to order and welcomed the group.

2. Nuu-chah-nulth word of the meeting

There was no word prepared this meeting but one will be ready for the next meeting.

3. Policy of the meeting: 2.6 Board decision-making process

The group reviewed the board decision-making process policy briefly with Rebecca noting it needs an update.

4. Consent agenda

a. Approval of the agenda

b. Board of Directors meeting minutes October 27, 2022

c. Executive Committee meeting minutes November 24, 2022

Motion to approve the consent agenda carried by consensus.

5. Director Updates

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

6. Financial Report review

Rebecca provided an overview of the 2022 3rd quarter financial reports.

Motion to approve the financial reports as presented carried by consensus.

7. Vital Grant Evaluation

Trilby Smith, independent evaluator, joined the meeting via Zoom to present a report on the recent Vital Grant evaluation that was conducted alongside Brooke, Jason, and Rebecca. Trilby summarized methodology which included document review to identify themes and questions, interviews with grant recipients informed by the document review, and a community conversation to reflect and vision what VG could look like in the future.

Trilby shared findings intended to help CBT staff and board to understand the experience of grantees and determine how to move forward with the granting stream. Key grantee feedback included the need for longer duration of funding, increased support during the application process, increased inclusion, and transparency about the review process. The group discuss the idea of providing a small amount of funding to develop full applications for those applicants that may not be able to do the work as part of their paid job or are part of a partnership that does not have equal access to resources. This will be tested in 2023. Trilby outlined actions CBT will take in Vital Grants 2023 as well as bigger goals for 2024 and beyond.

The board and staff discussed their experiences and reflections on the grant review process, and noted that a grant-writing workshop has been helpful in the past and could be an opportunity to support groups in the region. Rebecca thanked Trilby, Brooke and Jason for their work on the review.

Motion to receive Vital Grant evaluation report and approve the recommendations as presented carried by consensus.

8. 2023 Strategic Plan and Budget

Rebecca presented the 2023 strategic business plan and 2023–2025 budget for review and approval. She noted that the plan was compiled from board and staff input including a facilitated session with Scott Graham in the fall. The plan outlines CBT’s 5 core priorities and the strategies that we will follow to address them.

Motion to approve the 2023 strategic business plan and 2023-2025 budget as presented carried by consensus.

9. National Day for Truth and Reconciliation

Jason shared a summary of the activities and events he convened in September with funding from Canadian Heritage and CBT. He explained that this was work he had begun before joining the CBT team that now continues taking on new dimensions as a direct collaboration for the Calls to Action between the CBT and Ucluelet Secondary School. The project included 6 weeks of student learning with several public events on and around September 30th. He then showed a copy of a

poetry book authored by students about Residential Schools and honouring the experiences of Survivors. Jason noted that he will request support from the board and staff to apply for funding for 2023. Rebecca and Nicky thanked him for his commitment to this important work.

10. Board schedule for 2023 (up to June 2023)

The board reviewed the proposed meeting schedule for Q1 and Q2 and provided feedback including dedicated in-person and fully remote meetings, as well as meeting at different times.

11. Community Services Recovery Fund

Brooke shared an overview of the Government of Canada's Community Services Recovery Fund, which helps community service organizations adapt and modernize their organizations for pandemic recovery. The fund will provide \$115,000 for the Clayoquot Sound Biosphere Region plus an honorarium for CBT's leadership in the local fund delivery. Indigenous governments, registered charities, as well as incorporated and unincorporated non-profit societies (i.e. non-qualified donees) may apply, while schools and municipalities may not. The minimum grant size will be \$10,000 and applicants are encouraged to apply for the full amount their project requires.

12. New business

Colin shared an update about the Giving Catalogue, an online "crowdfunding" initiative hosted by CBT (through our Foundant software) where donors can browse a list of regional charities and make gifts during the holiday season.

13. Adjourn

Motion to adjourn carried by consensus.

The next CBT Board meeting will be held January 26, 2022 via Zoom.