

Barkley Community Forest Corporation

B.C. F. C.

PO Box 759, 1971 Peninsula Road, Ucluelet, BC, V0R 3A0

Regular BCFC Board Meeting Minutes

Held in Toquaht Nation Office Forestry Boardroom
1971 Peninsula Road, Ucluelet BC, V0R 3A0

August 06, 2019

Attendance: Directors: Terry, Dario, Noah, James, Gary, Ken, Donna

General Manager: Zolie Schafer

Absent: Nil

Guest: Nil

Notes: Ken

Call to order: Terry called meeting to order at 12:15 pm

1. Agenda

Motion to accept the agenda as proposed by James, seconded by Donna, Carried.

2. Minutes of July 10, 2019 In-Camera Meeting

Adoption of minutes. Motion to approve meeting minutes from the July 10, 2019 regular meeting by Dario, seconded by Donna. Carried.

3. Reports from General Manager

Harvesting

Timber Sale on block Oz 3 is 99% complete. A final few loads and clean-up is outstanding. All other harvesting is now complete. Final waste surveys will be undertaken this fall.

Road Construction

Current road construction contract is active. 500 meters of new road is complete and a significant amount of reconstruction has been completed. Work is going well.

Engineering

Zolie handed out a set of maps and report showing areas of timber he will review with field staff this fall for inclusion in the next engineering program in 2020. Zolie asked for the Board's input. Initial field review will be conducted this fall. This work and strategy can be further discussed at upcoming meetings and/or retreat.

Financial

Zolie handed out the up to date financial summary. Not much change from last month. Gary requested the volume being developed by new and approved road construction be added to the report.

Motion by Dario, seconded by James that the reports be accepted as delivered. Carried.

4. Board Field Trip to View the BCFC

Zolie indicated that this can be arranged anytime. Plan now is to do this in early September after Sept 2 and before Sept 18, in conjunction with the next Board meetings, Zolie to arrange tour and helicopter to coincide with the next meetings.

5. Building and BCFC computer access

Zolie to arrange for keys and access code to the BCFC office (Toquaht Forestry building) and to circulate by email, the data needed for directors to access the BCFC computer system and data.

6. Map Brochure

Zolie to take back more input and get a full size draft of the map and brochure. Data to be put on the brochure needs to be finalized.

7. Logo

Noah has suggestions for cost and possible designer. Board still needs to discuss input from partners which hopefully can occur in the planned fall meeting with the partners (approved at the June AGM)

8. BCFC Website

Zolie indicated the website is up to date and functioning well.

9. Items brought out of the Board In Camera meeting held Aug 6, 2019

a) Credit card for Corporation

Discussion resulted in decision that no credit card was necessary at this time. Individuals will charge Board expenditures to personal accounts or cards and re-coup appropriate costs by way of an expense claim on the approved claim form.

b) Payment for Meetings

Motion by Dario that members of the Board receive remuneration for attending meetings including meetings with the partners when requested, subject to acknowledgement and approval by the Board (email is fine where time is short). Seconded by James. Carried.

c) Retreat to discuss Long Term Strategy for the BCFC

Agreement that we should continue to plan a working retreat session apart from regular working meetings to discuss long term strategies. This retreat could occur in late fall after a field tour by all board members. A facilitator should be invited to join (perhaps Susan M). An outline of items to be worked on needs to be established in the next month or so. A final determination of the length of the meeting and location of the meeting will be made at a future meeting.

d) Designation of a Vice Chair

Motion by Dario seconded by Ken that Gary be nominated as Vice-Chair of the Board to act as Chair in the absence Terry. Carried.

e) Contract signing

Motion by Ken seconded by James that all BCFC contracts over \$10 000.00 in value have two signatures including the General Manager and at least one director or the Board Chair. Contracts of less than \$10 000.00 to cover emergency work or work needing an expedient approval require only one signature, General Manager, director, or Board Chair. Carried.

f) Jackets

Motion by Dario seconded by Noah that the Board approve the General Manager to proceed with resourcing and securing jackets as follows; one for each current Board Director, Board Chair and General Manager; price can be up to \$400 plus embroidery and taxes; should be consistent markings including colour, Barkley Community Forest label, and name of person; should be grey; charcoal or black. James will help Zolie research jacket types and pricing. Carried.

g) Insurance for Directors and for BCFC

Terry reviewed previous year's insurance costs and needs. Prices have been quoted for the current year which are in line with previous years. Motion by Dario seconded by Gary for GM to proceed with securing insurance for the current year at amounts indicated in proposals. Gm to further look at and discuss whether the amounts of insurance remain adequate in particular liability insurance for things like public use of BCFC roads and use of trails on BCFC tenured areas. After a review Board can determine need to increase levels of insurance. Carried.

h) Request By Robyn R. , Toquaht Accounting , for audit and auditor information.

Motion by Dario, seconded by James, to have the GM provide Robyn with requested information (Public information in any case). Carried

10) Date of Next in Camera Meeting

Meeting date to be determined and possibly combined with field tour and regular meeting in early September.

11) Adjourn

Meeting adjourned 1:20 pm

Approved: -

Original signed by TD Smith, Chair



Original signed by K Matthews, secretary

