



BCFC Board Meeting Minutes August 9, 2021

Meeting held at the BCFC office, Ucluelet

Attendance: Terry, Ken, Geoff, Julian, Gary

Absent: Noah, Dario

Guest Attendance: Erik Holbek, RPF, General Manager

Mike Williams, BCFC Accountant

Notes: Ken (not all topics described in the order they were discussed; topics have been grouped as per agenda.)

Meeting called to order by the Chair at 11:11 am

1) Agenda

Motion by Gary, seconded by Geoff, to adopt the agenda as presented. **Carried**

2) Minutes of the July 5, 2021 Regular Board Meeting

Motion by Geoff, seconded by Julian, to approve the July 5, 2021, BOD regular meeting minutes as presented. **Carried.**

3) Forestry Update

Welcome to Erik Holbek, RPF, Econ Consulting. Erik has been under contract for about one week and has been immersing himself into the files and the many changes and priorities facing the BCFC and the general manager. Erik and Econ are well experienced dealing with small area-based tenures including community forest agreements.

- a) **Draw Lake Timber Sale tender and agreement.** Directors want the sale to proceed as discussed during the In Camera meeting. It was noted the dates for payment previously approved by the Board require amendment.

Motion by Julian, seconded by Geoff, that the document to be put out for review and applications for purchasers show 25% of the purchase offer to be paid to BCFC on signing and the following quarterly (25%) be paid to BCFC at December 31, 2021, March 31, 2022, and June 30, 2022 unless harvesting is completed earlier in which case the entire payment is due on completion of the timber sale. **Carried**

- b) **Cut control update Ken** reiterated previous comments on the most recent cut control letter indicating volume charged to the community licence to date plus the anticipated volume from the two sales planned for this year leave little room for additional harvest in this cut period (2020 to 2024).

- c) **Legal Review of Tender and form of agreement.** Ken indicated that the documents provided to the Board for review had not been vetted by legal counsel at this time but had been used in the past and much of the content had been



at this time but had been used in the past and much of the content had been legally reviewed at that time. Ken Indicated that as time allows Erik can produce a full suite of contract templates which can be vetted through legal counsel for use in the future

- d) Management Plan and Timber supply analysis. Work will re-commence on these needs as soon as Erik can get the data reviewed and deal with other priority issues.

4) Financial Update Mike Williams

Mike has been under contract to the BCFC since June. This was his first attendance at the Board Meeting. Welcome to Mike and we appreciate having someone with his credentials working with the Board.

Mike has reviewed and organized the financial data of the BCFC over the past 6 weeks on software programs designed for this purpose. Using these programs, Mike can easily re-arrange data and reports if and when needed.

Two reports were circulated and discussed. The first was a BCFC Balance sheet summary as at 07/31/2021. The second report was the BCFC Comparative Income Statement showing expenditures versus approved budget amounts for a number of categories and line items for 2021 fiscal year. The reports were concise and clear and gave a very good summary of where the BCFC was as of July 31, 2021.

It was noted that in previous years and as well in 2021 there was considerable variance in budgets and plans and no set procedure for changes or approval. This will be looked at again at a future meeting. Erik and Mike will look at developing an annual plan and budget process for approval by the Board each November for the following calendar year.

Board members engaged in considerable discussion around the need for monthly tracking and reporting of expenditures and goal delivery for Board revenue. Gary felt it important to track harvest volumes and perhaps road construction against annual plans and budgets.

The Board settled on this direction. Motion by Julian, seconded by Gary, that Erik and Mike be asked to work toward the following reporting process for the year 2022. The Board will expect reports which show quarterly granularity in comparing, annual plans, budgets, goals and expenditures and further, the Board requests additional investigation of a process for monitoring and reporting longer term (several years) forecasts consistent with the long-term financial sustainability of the BCFC. Carried

5) Sub Committee Progress

- a) Access to One Drive, Microsoft 365 and files including specific BCFC email addresses for the Board, the Board chair, accounting manager, and others

Julian reported out on work completed to date on the requested of the BCFC contract with Ukee InfoTech.

All data on the existing BCFC computer and previous storage systems are now on Microsoft 365 and available remotely for all Directors and contract staff. All data is backed up in the cloud.

Various staff and directors have been assigned specific BCFC email addresses for use on BCFC business. Erik, Mike, and Julian will review and improve the data categories over the next few months.

Julian questioned the need for the secretary to have a distinct BCFC address and write access to certain files. Agreed this should happen.

Question of concerns and issues with who can alter or create files arose:

Motion by Julian seconded by Gary to confirm that all directors be provided read only access and certain staff and directors will receive 'read and write' permissions for files in their sphere of work. Carried

6) Old Growth and Stream Management Block DC3

Ken noted that these initiatives and the previous approvals will go forward as Erik gets the time to review the files and take over the project lead. We will try for another workshop type meeting in September.

7) Initiatives

- a) Christmas tree site. This initiative will be revisited in the future.

- b) Heli Tour of Forest by Directors

- Heli tour for today was cancelled again because of fog and the absence of two directors.

- c) Intensive Silviculture

No real options with FFT Funding. Staff will still attempt to get data and schedule a formal discussion with the Board and experts late this fall.

8) Other Business

CWFS Presentation to the Board on the Toquaht Watershed management program. Motion by Julian, seconded by Ken, to arrange with CWFS rep (Tom) to make a presentation to the Board. Presentation to be maximum of one hour. Carried.

9) Ongoing Business

a) Forest Stewardship Plan 2021

Erik is discussing with provincial officials. Erik is waiting for Provincial comments and has some data to collect but does not see any issues.

b) Map and Fact Brochure

Existing brochure examples were circulated. These are not adequate and not what was wanted.

Julian queried why this should not just be electronic. Board wants a working document for use as a map with pertinent information in the field. The document will be part of the process to improve the awareness and understanding of the BCFC in the community. This project will be re-visited.

c) Bike Trail Application to MOFLNRORD

Application is with the Provincial Recreation officer and is being reviewed. Erik has much experience with mountain biking and with working with interest groups. He will establish contact with the district recreation officer and will watch for responses.

d) Correspondence

- Notes to Province on change in General manager
- Letter to Mark Fortune, ACRD, on Christmas tree issue.
- Call from Kamal Sanghera, CEO, San Group.

e) Items brought out of In-Camera Meeting July 5, 2021

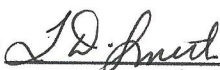
- a) Contract signed with Erik Holbek, RPF, as General Manager effective August 1, 2021.
- b) Draw lake timber sale (25 000m³) to be posted on website and tenders sent out to selected companies by mid-August for closing before next meeting

f) Date of Next Regular Meeting

Meetings changed to second Wednesday of the month. Next meeting September 8, 2021.

g) Meeting Adjourned by Chair at 2:03 pm

Approved: Terry Smith, Chair



Ken Matthews, Secretary

