

SUNSHINE COAST COMMUNITY FOREST LTD
Community Advisory Panel

MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON MONDAY December 15, 2022
AT 213 – 5710 Teredo St, Sechelt BC and by Zoom

PRESENT: (Directors)	Jim Tivy Elise Rudland	Kathleen Suddes Dennis Lozinsky	Jordan Wilson (late) Bob Michor	David King Gord Crandlemire
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Regrets: Dennis Lozinsky

ALSO PRESENT: Sara Zieleman – Executive Director, Warren Hansen, Operations Manager

Call to Order

The meeting was called to order at 4:06p.m.

1.0 **Agenda**

Agenda was adopted with the addition of CRA Director Access under Audit Committee Business.

2.0 **Minutes**

Minutes from the regular meeting of November 14, 2022 were accepted. CARRIED.

3.0 **Committees**

3.1 Executive

No Report

3.2 Audit

Minutes will be amended to replace ratify with reconciliation.

It is noted that the Terms of Reference should be reviewed by the committee at the inaugural meeting and there is a change to the Terms of Reference.

CRA Director Access – Staff provides overview of CRA request to upload payroll documents. In order to expedite the process to avoid delays with year end processes and audit, Director assistance is requested. David King will come in on Monday and work with staff to upload documents.

Minutes of the Audit Committee meeting of November 23, 2022 are accepted with the amendment of replacing the word “ratify” with “reconciliation”.

3.3 Nominations

Nominations Committee is currently made up of Kathleen, Gord, Jordan and Bob. Elise changed her mind following last meeting, and Jordan and Bob subsequently stepped up. Noted that there is no Chair of this committee.

Minutes of the Nominations and Board Development Committee of December 2, 2022 are accepted.

3.4 Legacy Fund

Discussion of Council Liaison. Staff will follow up with DOS staff on the status of John Bebbington. Suggested to attach bylaw and/or Terms of Reference.

3.5 Governance Committee
No Report

3.6 Community Advisory Panel
Tabled until Jordan Wilson arrives, expected late.
Staff will be attending meetings
Jordan is there to listen
Lines of communication via Sara
Governance group will meet in January
Need a workshop with Warren to bring the group up to speed.

4.0 **Management Report**

Points discussed include past, current and future harvesting, cedar in AP2, where we are relative to our operating plan, Ecosystem Based Management planning, and bank authorization around term investments.

MOTION That the Board of Directors of the Sunshine Coast Community Forest authorizes Sara Zieleman to direct funds held by the Sunshine Coast Community Forest at the Sunshine Coast Credit Union into guaranteed investments with the approval of any two Directors of the Board. CARRIED

Management Report is received.

5.0 **2023 Budget**

Discussion of 2023 Budget includes log market expectations, working with local buyers, flow of the year with an active first quarter and revisit mid-year based on economic activity, more detailed reporting on discretionary costs and community relations costs

-Staff will look to ensure \$20,000 is included in the budget for education for staff and board

-Staff will look for opportunities to improve formatting and readability

MOTION to receive the 2023 Draft Budget as presented. CARRIED.

3.6 Community Advisory Panel
Discussion of Terms of Reference and Community Advisory Panel in general.

MOTION to discuss further. Referred to CAP Liaison Jordan Wilson to meet with the Governance Committee to discuss response to the Terms of Reference. CARRIED

Meeting went In Camera at 16:48pm

Regular meeting resumed at 7:24pm

Meeting adjourned at 7:24pm.