

SUNSHINE COAST COMMUNITY FOREST LTD

MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON Monday, November 13, 2023 AT 213 – 5710 Teredo St, Sechelt BC and by Zoom

PRESENT: (Directors)	Jim Tivy Gord Crandlemire	Kathleen Suddes Dennis Lozinsky	Greg Caw Jordan Wilson	Bob Michor Doug Marteinson
Regrets:				
ALSO PRESENT: taking minutes	Sara Zieleman – Executive Director, Warren Hansen, Operations Manager, Karen Nielsen –			

Call to Order

The meeting was called to order at 4.00 p.m.

1.0 Agenda

MOTION: Agenda was adopted as presented – CARRIED

2.0 Minutes

MOTION: to accept Minutes from the regular meeting of October 16, 2023. CARRIED.

3.0 Management Report

Corrections on Operations Report – waiting for A & A's report, still haven't received it. Waiting for AP2 to be finalized to send remaining profits to DOS.

Active harvesting in AN15 & AN3A and falling is 40%, roads are in. Shutdown guidelines are in place for excessive rain or wind. No blow down noted in current harvest area with most recent high winds.

The plan is to complete logging by February.

We have been advised by an MOF reviewer with respect to ELF complaint and Statlu considered and responded to their comments. No further action will be taken at this time.

An FOI has been received by the MOF for this matter and we are confident that SCCF is beyond reproach. We are not concerned with MOF responding to this, which they must do within 30 days of receipt.

Hydrological field work is completed for Burnett Creek, it all went well. It was noted that at a double culvert under Sechelt Inlet Road, only one is functioning – MOTI is responsible for this culvert maintenance. Warren will notify via email to advise.

Frontera is coming November 16, they are doing a final day of fieldwork during this trip. They will also do a wildfire risk reduction presentation at Seaside Centre.

ELF – Ross Muirhead was walking on the block uninvited and unannounced at end of Sept for a day just before tendering. SCCF had a contractor up there working on the roads when he arrived, and another contractor arrive shortly after. They had to stop working for 2 hours in total. Warren and Sara went to the block to monitor and support our contractors.

Staff and the Board Chair met with the acting District Manager in Powell River, and noted there is a lot of turn over in office. They expect to be back to full capacity in the spring. The person we have primarily been dealing with at Sechelt Rights and Titles has also moved on and with changes in both offices we should expect permit applications to take at least as long as they have been taking to process.

Conflict between firewood permit holders in HM70 lead to police attending, ended up being mostly a misunderstanding, concerns were resolved after discussions held with both parties.

Legacy Fund, lunch and learn meeting will be tentatively held with DOS on December 7, if the Board is ready to meet at that time.

Operating Plan Open House, November 20 @ Seaside Centre 6:30 pm. This opens the 30 day operating plan feed back period. The open house will discuss community forest operations broadly (EBM), new areas added to the plan this year, as well as how to provide feedback. This year we are part of a Ministry of Forests pilot project for Forest Operations Mapping (FOM), which is a new provincial portal for public review and comment. As the comments received through FOM are spatial, it is our intention to guide public feedback towards FOM when it is block specific, and through our own form when it is not block specific. All communications received during the period will be recorded and included in the feedback report.

Two university students; one from UBC would like to do a study with us on the Healing Forest Project & one from Royal Roads University would like to do a carbon sequestration case study of the Community Forests EBM's reserve.

[Motion to receive the November 2023 Management Report - CARRIED](#)

4.0 Committee Business

4.1 Executive Committee

No November 9 meeting will set a new meeting date.

4.2 Audit Committee

No report – deferred to in camera meeting.

4.3 Nominations and Board Development Committee

The committee met this week and reviewed the Matrix from August. It was clear that it needed some work, including looking at other tools and considering diversity within the board membership. Research suggests that diversity is important. Which qualifications are essential vs an asset. Will table for after Christmas. There is a version 3 of the matrix that the committee would appreciate having completed. They are interested in obtaining a copy of the Creston Valley onboarding package for new members. Would like Chartwell to give an overview of when their process from first finding a block to the logging process for better understanding, something like a flowchart or a power point presentation would be helpful.

4.4 Legacy Fund Committee

No Report

4.5 Governance Committee

4.5.1 Minutes of October 27, 2023

4.5.2 Minutes of November 6, 2023

Policy review included Community Watersheds, Water Management, Log Marketing, Strategic Plan, Biodiversity, Community Engagement and Complaints. They have divided up the policy writing. Once finalized in the draft versions, they will be presented to the Board. Working way through the governance documents and policy. Suggestion made to have a totally separate meeting for policy review with the Board.

4.6 Community Advisory Panel

4.6.1 Minutes of October 26, 2023

CAP would like to get more involved and seems ready for a project. The group has discussed where they would like to see themselves going, and is interested in setting their own goals. Interest expressed in how we manage the watershed. The Board will possibly be able to give them something for the next meeting. Motions made and carried to have meetings recorded and shared with staff and the Board as well as the CAP to have short bios and head shots for the web site. A Legacy Fund slide show is planned to be presented at the next CAP meeting, November 30.

5.0 Old Business

None

6.0 New Business

6.1 Q3 Financial Statements

Note that harvest volume is incorrect on the report, the scaled amount is reported (5600), not the amount sold. Sara gave an overview of the financial statements including the following points: we sold more than we first budgeted based on volume left from the prior year resulting in planning cost per cubic metre being slightly less than budgeted, management is under budget by approximately \$5000 which was time allocated to the Airport block, no spending on research, however some expected before the end of the year.

Discussion surrounding changing how advertising is currently reported in two different areas however the distinction is becoming less clear over time. Explained that it will no longer be put under community relations which would make the statement more clear and remove ambiguous/discretionary bookkeeping in this area. Marketing part of community relations to be budgeted under advertising for next year.

Notes on the balance sheet including that cash has moved into temporary investments and the investment and receivables in the airport block has been removed to a single liability account, asset purchases include 2 laptops for summer students. 1 laptop is now our AV laptop and 1 laptop is to be used for presentations with rotating screen feature.

Question around Shareholders equity – share capital and contributor surplus – received from shareholder at inception plus retained earnings over time that has not been paid in dividends.

Assets and liabilities net out to your shareholders equity, retained earnings and kept in business.

Statement of Cashflows.

Brokers statement received with large balance owing, funds have not yet been received.

Explanation given on the breakdown of the different categories.

Airport summary review: Burning actually reflects the cost of chipping in lieu as burning not allowed at the airport. Cost of chipping is significantly higher. Airport proceeds will be paid to DOS when funds received from Broker.

Ledger review: Question regarding adjusting entries clearing stale dated transactions – cheques that didn't clear- e-transfer not accepted etc. reversed transactions and reissued if appropriate.

[MOTION: to receive Q3 financial statements - CARRIED](#)

7.0 Correspondence

None

8.0 Next meeting: December 11, 2023 at 4pm

Regular Board Meeting Adjourned at 5:42 pm – moved to In-Camera Board Meeting