

SUNSHINE COAST COMMUNITY FOREST LTD

MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON TUESDAY, MAY 2, 2023
AT 213 – 5710 Teredo St, Sechelt BC and by Zoom

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

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

Call to Order

The meeting was called to order at 4:00p.m.

1.0 Agenda

Agenda was adopted with the addition of Trails and Nesting under New Business

2.0 Minutes

Minutes from the regular meeting of April 11, 2023 were accepted. CARRIED.

3.0 Management Report

No Report

4.0 Committees

4.1 Executive

No Report

4.2 Audit

4.1.1 2023-04-19 Audit Committee Minutes are received.

MOTION to accept the 2023 rates for the Management Contract

4.1.2 2023-04-20 Audit Committee Minutes are received.

MOTION to accept the Audit Committee recommendations to: have the audit committee to develop an action plan to address weaknesses in SCCF financial policies, accounting procedures and controls, and that the Audit Committee review the TOR with respect to changes to financial policies, account procedures and controls, and to engage Crowe Mackay professionals to provide quarterly reviews.

CARRIED

4.1.3 2022 Audited Financial Statements

MOTION that the Sunshine Coast Community Forest Board of Directors has received and approved the Audited Financial Statements dated December 31, 2022. CARRIED

4.1.4 Free Cash Calculation

Discussion includes capital requirements of long-term plans identified in our Strategic Plan, and maintaining a grant fund for our community.

MOTION to declare a \$250,000 extraordinary dividend to the Shareholder.

MOTION to declare a \$25,890 regular dividend to the Shareholder.

4.1.5 Year End Date

Discussion around changing the year end date. Noted that year end date is aligned with the District of Sechelt. This may be reconsidered following reviewing the outcome of other committee recommendations.

4.3 Nominations and Board Development

Two nominees Greg Caw and Doug Martinson have been forwarded and are expected to be appointed at the AGM next week. Staff will arrange a briefing for New Directors.

4.4 Legacy Fund

No Report.

4.5 Governance Committee

No Report.

4.6 Community Advisory Panel

Minutes for the April 27, 2023 were received.

Can the CAP Chair attend Board meetings – Discussion includes that anyone can put their name forward to be a Director and that is not included in the Terms of Reference of the CAP. Consensus against allowing CAP Chair at this point in time and noted that a future request should include a rationale as to what it would hope to achieve.

Can Management Report be shared with the CAP – Yes, at the meeting following the Board meeting.

5.0 **Old Business**

No Old Business.

6.0 **New Business**

6.1 Support for Crown Land Cleanup

Community member is concerned about garbage on crown land. A request has been made for support for garbage removal, specifically for the dumping fee. Question as to whether we could ask A&A Trading and BC Timber Sales to contribute to clean up. Discussion on how we can help, whether we should be paying for cleanup in areas outside of the community forest, and how we can support cleanups already happening.

6.2 Trails and Nesting – Nighthawks and marbled murelets nest on the mossy branches and trails through OGMA ought to be closed and notices posted during nesting season.

7.0 **Correspondence**

No Correspondence

8.0 **Next Meeting**

Meeting Adjourned at 5:23pm