

SUNSHINE COAST COMMUNITY FOREST LTD

MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON MONDAY DECEMBER 13, 2021 AT 9:15A.M. via Zoom

PRESENT: (Directors)	Kathleen Suddes Elise Rudland Jim Tivy	Tony Greenfield Alicia Lavalle	Gord Crandlemire Tim Anderson
Regrets:	Peter Moonen, David King		
ALSO PRESENT:	Warren Hansen - Operations Manager Sara Zieleman – Administrator		

Call to Order

The meeting was called to order at 9:16 a.m.

1.0 Agenda

Agenda was adopted as presented.

2.0 Minutes

Minutes of November 8th, 2021 were accepted with the addition of Tim Anderson departing at approximately 9:45 following the Audit Committee agenda item.

3.0 Operations Report

Operations Manager provides overview of current operations, points discussed include: current market considerations, weather impacts to operations, burning progress, and planning activities underway for 2022.

MOTION to receive the Operations Manager's report. CARRIED.

4.0 Committees

4.1 Audit Committee – 2022 Budget Draft was presented. Points discussed include investment in planning, management and administration costs, proposed office relocation, communications and marketing, donations, ecosystem based management, recreation, and community advisory committee.

MOTION to receive and approve the 2022 Budget Report. APPROVED.

Warren Hansen left the meeting at 10:20am.

MOTION to support the Tetrahedron Outdoor Club's road maintenance for \$10,000 this year. CARRIED.

4.2 Executive Committee

-Memo on new office location discussed, including square footage and overhead costs.

MOTION to receive and approve the Memorandum on a New Office Location

-Draft Strategic Plan 2021-2024 was discussed. Points discussed include adding the Legacy Fund as its own item with objective, and defining more specific, measurable objectives for community engagement.

MOTION to receive the draft plan and reconsider with the discussed changes at the January meeting. CARRIED.

4.3 Nomination – Discussion of terms expiring this year and those intending to stay on or step down. It appears we will be looking for 2-3 new Directors and may need to start advertising earlier, and everyone will consider suitable nominees to invite.

4.4 SCCF Legacy Fund – Met to discuss agenda for a next meeting which may take place in early January.

4.5 Communications – Chair presents report to the Board of Directors.

MOTION to receive the Communications Committee report. CARRIED.

MOTION to accept the Communications Committee recommendation that the SCCF Manager initiates a hiring process by drafting an RFP for a Community Engagement Coordinator on a 2-year contract to be evaluated at the 1-year mark. CARRIED.

4.6 Governance – Committee’s discussion on stipend to be deferred to January.

5.0 **Old Business**

No old business.

6.0 **New Business**

Wildcam proposal for community engagement and research was discussed and broadly supported. It was noted that there is a lot of information in the community and there is great value in connecting all the knowledge resources that exist.

7.0 **Correspondence**

No correspondence to discuss.

8.0 **Next Meeting**

January 17, 2022 – 9:15am

Adjourned 11:44am