



MINUTES
Gwaii Trust Board Meeting
Feb 29, 2020 10am-3pm
Port Clements Multiplex

In Attendance:	Representing:	Area Director	Area Alternate
	Graham Island Central	Maureen Bailey	
	Graham Island South		Devin Rachar
	Area 'E'	Laurie Chisholm	
	Graham Island North	Bret Johnston	
	Skidegate Band Council	<i>Billy Yovanovich (chair)</i>	Michelle (Ooka) Pineault
	CHN Old Massett	Alfie Setso Sr.	
	Old Massett Village Council	Cecil Brown	Lisa Bell
	CHN Skidegate	Kim Goetzinger	
Chair & Staff:	Vice Chair	Billy Yovanovich	
	Chief Operations Officer	Carla Lutner	
	Communications Officer	Joey Rudichuk	
Excusals:	Chair	James Cowpar	
	Graham Island South	Clyde Greenough	

Note: The following is an accurate reporting of the meetings as they occurred, however these minutes are not to be construed as a verbatim report of all conversations that transpired, but rather a reflection of the outcome of those discussions; where necessary members have been quoted as closely as possible.

1. Call to Order

The meeting of the Gwaii Trust Board of Directors was called to order at 10:12am

2. Excusals

As above.

3. Message from the Acting Chair

Add discussion about Boardbookit to the Board in-camera session.

4. Call for amendments to the agenda

As noted above.

5. Call for adoption of the agenda

The agenda was adopted as amended.

Moved by: Ooka Pineault

Seconded by: Maureen Bailey **CARRIED**

6. Call for adoption of previous minutes

After discussion the board made the following amendments to the draft minutes of Nov 30, 2019 that were outstanding:



19 (a) Audit & Governance Committee Recommendation 21 – 19 11 21
Recommendation declined. The Chair and Dir. Bailey met in-person with the Skidegate Band Council CAO. There will be a new SHIP contact appointed for Gwaii Trust.

19 (b) The Chair will circulate a draft letter to SHIP for Board members to review (Apr 27, 2019) – to discuss in-camera
The Chair and Dir. Bailey met in-person with the Skidegate Band Council CAO. There will be a new SHIP contact appointed for Gwaii Trust.

19 (c) Board (in-camera action) - Respectful workplace policy (Nov 2, 2019) – to discuss in-camera
Discussed by Board in-camera.

Action: Move to Audit & Governance committee

19 (d) Board (in-camera action) – Personnel. Chair to respond to inquiry (Nov 2, 2019) – to discuss in-camera

Discussed by Board in-camera.

Action: The Executive to follow up and report back.

The minutes of Nov 30, 2019 were adopted as amended.

Moved by: Kim Goetzinger

Seconded by: Devin Rachar CARRIED

The minutes of Jan 22, 2020 were adopted as presented.

Moved by: Cecil Brown

Seconded by: Laurie Chisholm CARRIED

7. Review Action items

a. Audit & Governance Committee:

- i Develop policy around the following items (May 4, 2019) – **in progress**
 - Violence in the workplace
 - Roles and responsibilities for Board and committee members
 - Social media code of conduct for Board and Committee members
 - Applications that request funding for weapons, illegal activities, alcohol and cannabis
 - Respectful Workplace policy (Nov 30, 2019)
- ii Create some scenarios around what may be a conflict to bring back to the board. (May 4, 2019) – **in progress**
- iii Replicate a form so Directors can identify their conflict (May 4, 2019) – **in progress**
- iv Review orientation materials (Jul 31, 2019) – **in progress**
- v Dir. Bailey and COO to write letter to PH&N and MNP (Oct 24, 2019) – **complete**

b. Wellness Committee:

- The Vice-Chair provided an update on the Skidegate Band Council Wellness Centre.
- i Report back as to the progress on Food Security concerns raised by the Board (Jun 25, 2019) **incomplete**
 - ii Add Early Learning presentation to next Wellness Committee agenda (May 4, 2019) **incomplete**
 - iii Director Foster to schedule a Wellness Committee Meeting (Nov 2, 2019) **incomplete**



- c. Ad hoc committee to meet and discuss staff appreciation (Directors Goetzinger, Johnston, Isaacs, Pineault, Bailey, and Chisholm) (Oct 24, 2019) – **complete**
- d. Board to discuss preferred meeting locations (Nov 30, 2019) – **complete**
The Board requested that the next Strategic Planning session be booked in Sandspit.
Moved by: Laurie Chisholm
Seconded by: Maureen Bailey CARRIED
- e. Board (in-camera action) – Personnel.
Action: Executive to follow up and report back (Nov 30, 2019)

8. Audit Dashboard Review

The audit dashboard was reviewed and filed the Board.

Moved by: Maureen Bailey
Seconded by: Kim Goetzinger CARRIED

9. Gwaii Tel Update

The COO provided an update on Gwaii Tel.

“IN CAMERA” All program discussion is held in camera: {GTS Policy: In-camera sessions will be called to deal with issues of personnel, legal, financial matters and program allocation decisions. After the Board has taken a decision, the results become public and will be published}.

10. Appeals

Two requests for appeals were reviewed.

- a. After discussion the Board upheld the original decision on Leila Newton’s application.
Moved by: Laurie Chisholm
Seconded by: Bret Johnston CARRIED
- b. After discussion the Board upheld the original decision on Kelsey Kricheldorf’s application.
Moved by: Laurie Chisholm
Seconded by: Cecil Brown CARRIED

11. Major Contribution Applications

The COO provided a refresher of the Major Contributions Grant guidelines.

Dir. Goetzinger declared a conflict on the Haida Heritage Centre application and stepped out at 1:18pm.

The Gwaii Trust Board reviewed nine Major Contributions Grant applications and after discussion approved six applications as follows:

Organization	Project Name	Conditions	Amount
QCC Volunteer Fire Prevention Society	SCBA Equipment for Queen Charlotte Firefighters	As presented	\$109,200.00



Village of Masset	Equipment Upgrade 2020	Partial for tractor & turbidity meter, confirm project will proceed with reduced funding.	\$26,986.00
Haida Gwaii Society for Community Peace	HGSCP Greening the Roofs Project	Partial for roof replacement only, confirm project will proceed with reduced funding.	\$97,264.13
Kay Lnagaay Heritage Centre Society	Haida Heritage Centre Building Repairs 2020 Phase 1-3	Partial for roof repairs, exclude sprinkler replacement. Confirm project will proceed with reduced funding. If not, allocate to HGSCP.	\$47,345.66
Port Clements Historical Society	Port Clements Museum Roofing Project	Confirm other income sources	\$33,744.96
Rediscovery T'aalan Stl'ang	Rediscovery T'aalan Stl'ang Safety Upgrades	Partial for safety upgrades. Exclude cook stove, kitchen upgrades, deck, sink, door repair.	\$85,459.25

Moved by: Cecil Brown

Seconded by: Devin Rachar

CARRIED

DR #20 02 29 - 04

Dir. Goetzing returned to the meeting at 1:47pm

13. Arts Grant Applications

The COO provided a refresher of the Arts Grant guidelines.

Due to the limited amount of funds within the Arts Grant budget the Board agreed to cancel the final intake of the year.

The Gwaii Trust Board reviewed eight Arts Grant applications. After discussion, the Board approved three applications as follows:

Organization	Project Name	Conditions	Amount
Carsen Gray	Carsen Gray	As presented	\$10,000.00
Jay Adrien Robert Bellis	Children's Button Blanket Project	Revise budget to align with quotes.	\$9,804.00
Christian White	Red Cedar Bark Ceremonial Mask Project	Apprentice and mentor wages only.	\$8,100.00

Moved by: Bret Johnston

Seconded by: Ooka Pineault

CARRIED

DR #20 02 29 - 05

14. Vibrant Haida Gwaii Communities Applications

The Gwaii Trust Board of Directors reviewed two Vibrant Haida Gwaii Communities Grant applications. After discussion they approved as follows:



Organization	Project Name	Conditions	Amount
a. Old Massett Village Council	Sewer Cleaner Trailer Maureen/Ooka	As presented	\$80,000.00
b. Tlell Firefighter's Association	Tlell Community Hall	Increase to a two-year completion window, confirm other funding sources.	\$242,645.28

a.

Moved by: Maureen Bailey
Seconded by: Ooka Pineault **CARRIED** **DR #20 02 29 – 06**

b.

Moved by: Ooka Pineault
Seconded by: Laurie Chisholm **CARRIED** **DR #20 02 29 – 06**

15. Community Innovation Applications

The Gwaii Trust Board of Directors reviewed two Community Innovation Grant applications. After discussion they approved as follows:

Dir. Bailey declared conflict on the Port Clements Historical Society application and left the room at 2:14pm

Organization	Project Name	Conditions	Amount
a. Port Clements Historical Society	Digitizing the Port Clements Museum Archives	Confirm other funding sources	\$7,000.00
b. Village of Queen Charlotte	Queen Charlotte Fire Inspection Program	As presented	\$5,279.00

a.

Moved by: Devin Rachar
Seconded by: Cecil Brown **CARRIED** **DR #20 02 29 - 07**

b.

Moved by: Devin Rachar
Seconded by: Cecil Brown **CARRIED** **DR #20 02 29 - 07**

Dir. Bailey returned to the room at 2:14pm

16. Youth Grant Recommendations

The Gwaii Trust Board of Directors reviewed eight Youth Grant recommendations. After discussion they approved as follows:



Organization Name	Project Name	Conditions	Amount
a. Laskeek Bay Conservation Society	Involving youth in environmental issues: Project Limestone 2020	Confirm other income sources. Confirm that the project can be completed as submitted with partial funding.	\$7000
b. QC Support Services Society	Youth Mentorship Grant	Confirm that the project can be completed as submitted with partial funding.	\$5000
c. GKNS Senior French Class	GKNS Senior French Language Exchange	Confirm other income sources. Confirm that the project can be completed as submitted with partial funding.	\$5000
d. GTNSS Athletics	GTN Vancouver Sun Run	Confirm other income sources	\$10,000
e. GTNSS Athletics	GTN Biking	Confirm other income sources. Confirm that the project can be completed as submitted with partial funding.	\$2500
f. Skidegate Youth Centre	Youth Centre Spring Activities	Confirm other income sources. Confirm that the project can be completed as submitted with partial funding.	\$3500
g. Sk'aadgaa Naay Elementary School	Sk'aadgaa Naay Grade 7 Trip - Lepas Bay	Confirmation of final fundraising amount/project income to be provided to Gwaii Trust and that staff can pro-rate the final amount payable to balance the project. Confirmation of final project income to be provided in a letter from the Principal. Provide updated quote from Helijet that aligns with the trip. Submit revised balanced budget that aligns with quotes. Confirm that the project can be completed as submitted with partial funding.	\$9000
h. Haida Gwaii Regional Recreation Commission	Haida Gwaii Recreation Annual Summer Camp Program 2020	Confirm other income sources. Confirm that the project can be completed as submitted with partial funding.	\$8,000

Dir. Setso declared a conflict on the GTN Vancouver Sun Run and left the meeting at 2:14pm

There was a correction noted for the Haida Gwaii Regional Recreation Commission recommendation made by the Youth Board from \$10,000 to \$8,000.

Moved by: Devin Rachar

Seconded by: Bret Johnston CARRIED

DR #20 02 29 - 08



Dir. Setso returned to the meeting at 2:21pm

17. Food Security Recommendations

The Gwaii Trust Board of Directors reviewed and approved the 2020 Food Security recommendations as presented.

Food Security Program							
2020 Budget Recommendations							
Grant	Project Name	Organization	Community	2019	2020	Variance	Conditions of funding
Food Security	Green House Seeds	Skidegate Health Centre	Skidegate	\$ 1,000.00	\$ 1,000.00	\$ -	Funding to apply to seeds for green house only
Food Security	Feed the People Food Bank	Islands Wellness Society	Skidegate	\$ 34,500.00	\$ 36,000.00	\$ 1,500.00	Funding to apply for food and up to 10% admin
Food Security	ADP North End Food Bank	Adult Day Program Masset	Old Masset	\$ 38,500.00	\$ 40,000.00	\$ 1,500.00	Funding to apply for only food and shipping costs for food
Food Security	Haida Gwaii Local Foods Pantry	Local Foods to School Program and Northern Health c/o Masset in Motion	Island Wide	\$ 45,880.00	\$ 47,000.00	\$ 1,120.00	Funding to apply for up to 10% project administration and grant development for non Gwaii Trust grants & at least 90% towards pantry coordinator wages and workshop expenses including elder honoraria
Food Security	Feed the Hungry	Health Communities	Masset	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	As submitted in the future application and approved by staff
Food Security	Caring and Sharing	Noni Lil's	Old Masset	\$ 5,120.00	\$ 5,220.00	\$ 100.00	As submitted in the future application and approved by staff
Subtotal				\$ 130,000.00			
School Food	School Food	SD50	Island Wide	\$ 90,000.00	\$ 94,000.00	\$ 4,000.00	For food only
Subtotal				\$ 90,000.00	\$ 225,720.00		
Total Budget				\$ 220,000.00	\$ 225,720.00	\$ 5,720.00	

Funding Rational	
Food Banks / Coordinators	The decrease in the Healthy community budget to be reallocated between programs. The recommendation is to divide this over the Northern and South Food Banks, School Food, and the Pantry Coordinators. These programs continue to raise increasing demand for services, and the food banks are struggling to meet current needs in our communities. In addition, the recommendation is to add the option for the South Island Foodbank to use up to 10% of their funding for administrative costs
Healthy Communities	Requested their allocation to be reduced to \$2500

Moved by: Kim Goetzinger

Seconded by: Devin Rachar

CARRIED

DR #20 02 29 – 09

18. Committee Reports

- a. Executive Committee
Tabled to next meeting
- b. Youth Board
Dir. Pineault provided a report on the Youth Board meeting of Feb 19, 2020.
- c. Audit and Governance Committee



Dir. Bailey advised the COO had already provided an update on the recent Audit and Governance meetings.

- d. CIO report
No report received.
- e. COO report
The COO emailed her report to the Board.

19. Next meeting dates:

Strategic Planning March 7th
Teleconference Allocation March 20th

20. Director in-camera discussion

The Board went in-camera and staff left the room at 2:15pm

Action Items:

- a. Carla to explore hiring controller and present options and budget impacts to board
- b. Add scheduling to strategic planning agenda – shared calendar of some sort, options for contacting directors who are not responding to Board Bookit (texts, calls)
- c. Request update on staffing – some discussion of a front desk position in Old Massett?

21. Adjournment

The meeting was adjourned at 2:50pm

ACTION ITEMS

- a. Audit & Governance Committee:
 - i. Develop policy around the following items (May 4, 2019) – **in progress**
 - Violence in the workplace
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 - Applications that request funding for weapons, illegal activities, alcohol and cannabis
 - Respectful Workplace policy (Nov 30, 2019)
 - ii. Create some scenarios around what may be a conflict to bring back to the board. (May 4, 2019) **in progress**
 - iii. Replicate a form so Directors can identify their conflict (May 4, 2019) – **in progress**
 - iv. Review orientation materials (Jul 31, 2019) – **in progress**
- b. Wellness Committee:

The Vice-Chair provided an update on the Skidegate Band Council Wellness Centre.

 - i. Report back as to the progress on Food Security concerns raised by the Board (Jun 25, 2019) - **incomplete**
 - ii. Add Early Learning presentation to next Wellness Committee agenda (May 4, 2019) **incomplete**
 - iii. Director Foster to schedule a Wellness Committee Meeting (Nov 2, 2019) - **incomplete**
- c. Board in-camera action
 - i. Personnel: Executive to follow up and report back (Nov 30, 2019)
 - ii. Carla to explore hiring controller and present options and budget impacts to board (Feb 29, 2020)



- iii. Add scheduling to strategic planning agenda – shared calendar of some sort, options for contacting directors who are not responding to Board Bookit (texts, calls) (Feb 29, 2020)
- iv. Request update on staffing – some discussion of a front desk position in Old Massett? (Feb 29, 2020)

Billy Yovanovich
Vice Chair

Carla Lutner
COO

/jr