



**MINUTES**  
**Gwaii Trust Board Meeting**  
**June 25, 2020 6:30 – 9:00pm**  
**Videoconference**

<b>In Attendance:</b>	<b>Representing:</b>	<b>Area Director</b>	<b>Area Alternate</b>
	Graham Island Central	Maureen Bailey	Elizabeth Condrotte
	Graham Island South	Clyde Greenough	Shelley Sansome
	Area 'E'	Laurie Chisholm	
	Graham Island North		Terry Carty
	Skidegate Band Council		Michelle (Ooka) Pineault
	CHN Old Massett	Alfie Setso Sr.	Trevor Russ
	Old Massett Village Council	Cecil Brown	
	CHN Skidegate	Kim Goetzinger	Jason Alsop
<b>Chair &amp; Staff:</b>	Chair	James Cowpar	
	Chief Operations Officer	Carla Lutner	
	Communications Officer	Joey Rudichuk	

**Excusals:** Bret Johnston, Billy Yovanovich

*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 6:35pm

**2. Excusals**

As above.

Dir. Yovanovich left the meeting at 6:36pm. Dir. Pineault became the voting member for Skidegate Band Council.

**3. Message from the Chair**

The Chair made a call for unity as they approach 101 days of the Covid19 Pandemic. He thanked those working on the Covid19 Committee.

**4. Call for amendments to the agenda**

The following additions were made to the agenda:

Gwaii Tel Update (12.b)

Technology Policy (12.c)

**5. Call for adoption of the agenda**

The agenda was adopted with the above noted changes.

**Moved by: Laurie Chisholm**

**Seconded by: Maureen Bailey CARRIED**



## 6. Call for adoption of previous minutes

The minutes of June 2, 2020 were adopted with one edit – changing the name to reflect Dir. Goetzinger instead of Dir. Yovanovich as the director who declared a conflict and left the meeting under agenda item #13.

**Moved by: Clyde Greenough**

**Seconded by: Cecil Brown**

**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. Review orientation materials (Jul 31, 2019) – **in progress**

b. Wellness Committee:

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**

Dir. Chisholm will call a meeting to discuss.

c. Board in-camera action

i. Personnel: Executive to follow up and report back (Nov 30, 2019). **Complete**

ii. Carla to explore hiring controller and present options and budget impacts to board (Feb 29, 2020). **In Progress**

iii. Add scheduling to strategic planning agenda – shared calendar of some sort, options for contacting directors who are not responding to BoardBookit (texts, calls) (Feb 29, 2020) – **In Progress**

The Chair noted he would like the Board of Directors to consider opportunities to have a strategic planning session electronically.

## 8. Audit Dashboard

Dir. Bailey provided an overview of this month's dashboard.

## 9. SIPP Amendment Recommendation

Dir. Bailey provided a high-level overview of the documents and recommendations presented.

The COO read through the recommendations for the Board's consideration.

The Board agreed to accept the six suggestions to amend the Statement of Investment Policy and Procedures as recommended by George and Bell Consulting:



1. Add an explicit nominal or real return performance objective to the SIPP (e.g., absolute return of 5.5% or CPI + 3.5%) based on the Trust's spending needs.
2. Remove the real return bond objective for the total portfolio.
3. Add sections on the asset mix specific to managers who manage more than one asset class. For example, a target asset mix and ranges just for PH&N or for Nicola as well as benchmark objectives for each.
4. Reduce the value-add targets for the mandates.
5. Add an asset class called Core Plus Bonds, which represents the full Core Plus Bond Fund (including high yield bonds, mortgages, and emerging market debt) and doesn't distinguish between the various components
6. In Section 4 (Manager Responsibilities 7), clarify that the Manager is required to provide information on infractions within pooled funds even though such infractions are permitted and that the fund manager be required to annually forward us the funds most current version of the funds Statement of Policies & Procedures (SIPP).

**Moved by:** Kim Goetzinger  
**Seconded by:** Clyde Greenough      **CARRIED**      **DR #20 06 25 - 29**

#### **10. Travel Grant Recommendation**

The Chair and Dir. Sansome declared conflict and left the meeting at 7:14pm  
Dir. Greenough provided an overview of the recommendation  
Dir. Alsop joined the meeting at 7:16pm

After discussion the Gwaii Trust Board of Directors agreed to temporarily repurpose the Travel Assistance grant to create a new grant which funds local residents to participate in "tourist" activities with locally owned tour companies. Eligible expenses of the Explore Haida Gwaii Staycation grant include:

- local tour groups
- local fishing charters
- local accommodations

**Moved by:** Michelle Pineault  
**Seconded by:** Maureen Bailey      **CARRIED**      **DR #20 06 25 - 30**

The Chair and Dir. Sansome returned to the meeting at 7:25pm

#### **11. Extension of Staff Authority for Scope Changes and Project Extensions**

After discussion the Gwaii Trust Board of Directors approved a six-month extension of staff authority for scope changes and project extensions, originally in effect until the end of June, 2020.

**Moved by:** Terry Carty  
**Seconded by:** Laurie Chisholm      **CARRIED**      **DR #20 06 25 - 31**



*“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}.*

## 12. Community Innovation Application

The Gwaii Trust Board reviewed one Community Innovation application and after discussion approved, with an exception to policy that administration expenses can include an additional \$92.50, or 1% over policy, as follows:

Organization	Project Name	Conditions	Amount
Laskeek Bay Conservation Society	Lookout Point Observation Shelter and Deer Fence Project	Applicant to provide written confirmation from their government contact that all needed permits are in place to complete the project.	\$7,000.00

**Moved by: Clyde Greenough**

**Seconded by: Kim Goetzinger**                      **CARRIED**                      **DR #20 06 25 - 32**

Dir. Bailey left the meeting at 7:33pm

Dir. Bailey returned to the meeting at 7:36pm

### 12 (b) Gwaii Tel Update

The COO discussed a summary email that was sent to the Board of Directors today.

The Chair asked the Board to read the email and send any questions to the COO.

A request to pay the outstanding claim for this project will be coming to the Board at the next Board meeting.

### 12 (c) Technology Policy

After discussion it was approved by the Gwaii Trust Board of Directors to update the Technology Policy to add smart phones, tablets and ancillary equipment. In addition, the policy term will change from every three to every two years.

**Moved by: Maureen Bailey**

**Seconded by: Cecil Brown**                      **CARRIED**                      **DR #20 06 25 - 33**

## 13. Committee Reports

### a. Executive Committee

Dir Greenough noted there has not been an Executive meeting since May 22<sup>nd</sup>.

#### i. Athlii Gwaii Update

- The Chair provided an update on the status of the Athlii Gwaii Legacy Trust. A letter was sent to the CHN Executive to discuss next steps.
- The Chair reviewed the letter of comfort from the Province which was included in the materials.
- The COO noted that according to the ministerial approval may still be needed from the Federal Government and noted the Gwaii Trust Board will need to provide a framework for public consultation.

### b. Haida Gwaii Covid19 Emergency Response Committee

Dir. Bailey provided an update on the work of the committee.



- c. CIO Report  
There was no CIO report.
- d. COO Report  
The COO provided an overview of her report which was also emailed to the Board.

**14. Next meeting date:**

The next meeting is scheduled for July 17, 2020

The COO and Communications Officer left the meeting at 8:39pm

**15. Director in-camera discussion**

The board went in-camera at 8:39pm

Action: The Chair will draft a letter for Debbie Crosby thanking her for all the years she devoted to the Trust. Dir. Yovanovich and Dir. Pineault will assist in picking out a piece of jewelry for her from Rosie's, the cost will be reimbursed by the Trust.

**16. Adjournment**

The meeting was adjourned at 8:56pm

**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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    - 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. Review orientation materials (Jul 31, 2019) – **in progress**
- b. Wellness Committee:
  - 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. Dir. Chisholm to schedule a Wellness Committee Meeting (Jun 25, 2020)
- c. Board in-camera action
  - i. Carla to explore hiring controller and present options and budget impacts to board (Feb 29, 2020). **In Progress**
  - ii. Add scheduling to strategic planning agenda – shared calendar of some sort, options for contacting directors who are not responding to BoardBookit (texts, calls) (Feb 29, 2020) – **In Progress**



- d. The Chair will draft a letter for Debbie Crosby thanking her for all the years she devoted to the Trust. Dir. Goetzinger and Dir. Pineault will assist in picking out a piece of jewelry for her from Rosie's, the cost to be reimbursed by the Trust.

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James Cowpar  
Chair

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Carla Lutner  
COO

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