



MINUTES
Gwaii Trust Board Meeting
Sept 29, 2020 6:30 – 9:00pm
Videoconference

In Attendance:	Representing:	Area Director	Area Alternate
	Graham Island Central	Maureen Bailey	Elizabeth Condrotte
	Graham Island South	Clyde Greenough	
	Area 'E'	Laurie Chisholm	
	Graham Island North	Bret Johnston	Terry Carty
	Skidegate Band Council	Billy Yovanovich	Michelle (Ooka) Pineault
	CHN Old Massett	Absent	
	Old Massett Village Council	Cecil Brown	
	CHN Skidegate	Kim Goetzinger	
Chair & Staff:	Chair	James Cowpar	
	Chief Operations Officer	Carla Lutner	
	Communications Officer	Joey Rudichuk	
	Project Officer	Dana Bellis	

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 6:39pm

2. Excusals

As noted above.

3. Message from the Chair

The Chair welcomed the Board.

4. Call for amendments to the agenda

There was a request to add Signatures to Audit Dashboard, added under agenda item 8.

5. Call for adoption of the agenda

The agenda was adopted with the previously noted amendment.

CARRIED

6. Call for adoption of previous minutes

The minutes of July 21, 2020 were adopted as presented

Moved by: Clyde Greenough

Seconded by: Cecil Brown CARRIED

The minutes of Sept 12, 2020 were adopted as presented

Moved by: Cecil Brown

Seconded by: Bret Johnston 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 (on agenda for current meeting)
 - 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) (on agenda for current meeting)
 - 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) – **in progress**
 - ii. Add Early Learning presentation to next Wellness Committee agenda (May 4, 2019) **incomplete**
- 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 COO will speak to Unified Command for input/recommendations on safety measures that may impact the Staycation Grant and to ensure the Trust follows those measures. - **Complete**

8. Audit Dashboard

Dir. Bailey and the COO provided an overview of the most recent audit dashboard, June 2020 financial statement, and June AGLT financial statement.

Motion to remove Lareina Grosse from the list of signing authority for the Gwaii Trust Society

Moved by: Clyde Greenough

Seconded by: Bret Johnston **CARRIED** **DR #20 09 29 - 37**

Motion to add Maureen Bailey to list of signing authority for the Gwaii Trust Society

Moved by: Bret Johnston

Seconded by: Laurie Chisholm **CARRIED** **DR #20 09 29 - 37**

9. Internet Reimbursement

The COO explained that this tabled item was a discussion as to whether the internet reimbursement would be considered an allowance (taxable benefit) rather than expense reimbursement. No current workarounds that have been found.

The COO provided a reminder to the board that the allowance is \$60 plus any applicable taxes (\$67.20 with tax), and to claim, send a claim form with invoice attached to Christine Carty.

10. Letter to the Board from NCRD

- There was a letter from Johanne Young, NCRD Director Area D, requesting an extension to the Vibrant Haida Gwaii Community grant deadline of November 1st for a few months in order for the communities of Miller Creek, Tlell and Tow Hill to finalize plans for these funds.



- Director Bailey noted Tlell has already used their funds.

After discussion the Gwaii Trust Board of Directors agreed to decline the request

Moved by: Clyde Greenough
Seconded by: Bret Johnston **CARRIED**

11. Appeal – Continuing Education Grant

After discussion the Gwaii Trust Board of Directors agreed to approve Kiku Dhanwant’s request for appeal based on compassionate grounds.

Moved by: Clyde Greenough
Seconded by: Laurie Chisholm **CARRIED** **DR #20 09 29 - 38**

12. Request for letter of support

After discussion the Gwaii Trust Board of Directors approved the request for a letter of support for Blessed Street Studios, a for-profit recording studio in Skidegate.

Moved by: Clyde Greenough
Seconded by: Billy Yovanovich **CARRIED** **DR #20 09 29 - 39**

13. Honorarium recommendation

After discussion the Gwaii Trust Board of Directors updated the honorarium policy as follows:
 For all meetings, whether in person or electronic, Gwaii Trust Board of Director honoraria is as follows:

- Up to 1 hour \$50
- 1-2 hours \$100
- 2-3 hours \$150
- 3-4 hours \$200
- Over 4 hours \$250

Moved by: Laurie Chisholm
Seconded by: Cecil Brown **CARRIED** **DR #20 09 29 - 40**

The Board of Directors took a break at 7:30pm and returned at 7:43pm

“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}.

14. Vibrant Haida Gwaii Communities Application

The Gwaii Trust Board reviewed one Vibrant Haida Gwaii Communities application and after discussion approved as follows

Organization	Project Name	Conditions	Amount
Sandspit Harbour Society	Storm Reinforcement Project	As presented	\$185,370.00

Moved by: Cecil Brown
Seconded by: Maureen Bailey **CARRIED** **DR #20 09 29 - 41**



15. Haida Language Applications

The Gwaii Trust Board reviewed two Haida Language applications and after discussion approved as follows:

Organization	Project Name	Conditions	Amount
Haida Gwaii Museum	Haida Gwaii Mentor Apprentice Program (HG MAPP)	As presented	\$60,000
Old Massett Village Village Council	Xaad Kil Nee	As presented	\$60,000

Moved by: Maureen Bailey

Seconded by: Laurie Chisholm **CARRIED** **DR #20 09 29 - 42**

16. Kids Camps Applications

The Gwaii Trust Board reviewed one Kids Camp applications and after discussion approved as follows:

Organization	Project Name	Conditions	Amount
Mount Moresby Camp Society	Camp, Out!	Gwaii Trust can jointly fund all budget lines.	\$30,000.00

Moved by: Clyde Greenough

Seconded by: Laurie Chisholm **CARRIED** **DR #20 09 29 - 43**

17. Special Project Application

The Gwaii Trust Board of Directors reviewed one special project application. After discussion the application was declined.

18. Committee Reports

a. Executive Committee

The Chair and Dir. Greenough provided an update, primarily preparing for the Leadership Meeting on October 1st regarding Athlil Gwaii Legacy Trust.

i. The Board of Directors reviewed and approved the draft Executive Committee Terms of Reference

Moved by: Clyde Greenough

Seconded by: Laurie Chisholm **CARRIED** **DR #20 09 29 - 44**

b. Wellness Committee

i. Recommendation 08-20 09 10: Terms of Reference Update

After discussion the Gwaii Trust Board of Directors approved the revision to the Wellness Committee Terms of Reference to include a one-week deadline for meeting materials.

Moved by: Maureen Bailey

Seconded by: Billy Yovanovich **CARRIED** **DR #20 09 29 - 45**

ii. Recommendation 09-20 09 21 Haida Gwaii Food Security Study

After discussion the Gwaii Trust Board of Directors agreed to table this recommendation until more information has come forward from the work of island partners and champions (led by the CHN) on developing a Haida Gwaii food sovereignty strategy.

c. Audit Committee

i. Recommendation 06-20 08 31: Workplace Bullying, Harassment and Violence Policy

After discussion the Gwaii Trust Board of Directors approved the following recommendation from the Audit, Governance and Finance Committee:



Approve the draft Workplace, Bullying, Harassment and Violence Policy.

Moved by: Laurie Chisholm
Seconded by: Clyde Greenough **CARRIED** **DR #20 09 29 - 46**

ii. Recommendation 07-20 08 31: Automatic Fund Transfer

After discussion the Gwaii Trust Board of Directors approved the following recommendation from the Audit, Governance and Finance Committee:

- Increase Automatic Fund Transfer (AFT) limits to \$250,000 per transaction, and \$1,000,000 per month.
- Add an additional administrator authorization (electronic signature) to the AFT agreement.

Moved by: Laurie Chisholm
Seconded by: Clyde Greenough **CARRIED** **DR #20 09 29 - 46**

d. Haida Gwaii Covid-19 Emergency Response Committee

- Dir. Bailey provided an update on the committee. Grants have slowed down as anticipated. Feedback from grant recipients was circulated to the Board last week.

e. CIO Report

- There was no CIO report

f. COO Report

- The COO provided an overview of her report as emailed to the Board and included in Board materials.

19. Next meeting date:

- Gwaii Trust Annual Budget meeting, October 24th, 10am-3pm
- The Communications Officer discussed the final two allocation meetings of the year scheduled before the COVID19 pandemic. It was agreed both meetings would be rescheduled to better align with current circumstances, and an RSVP will be sent through BoardBookit with new dates.

20. Director in-camera discussion

- The COO, Communications Officer and Projects Officer left the meeting at 8:43pm and the Board of Directors went in-camera.
- Action: Dir. Greenough will send a meeting invitation for the Athlii Gwaii Legacy Trust Leadership Meeting on October 1st.

21. Adjournment

The meeting was adjourned at 9:02pm

ACTION ITEMS

a. Audit & Governance Committee:

- i. Develop policy around the following items (May 4, 2019) – **in progress**
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- iii Review orientation materials (Jul 31, 2019) – **in progress**
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James Cowpar
Chair

Carla Lutner
COO

/jr