

Wells-Barkerville Community Forest Ltd.

Board Meeting (Open)

March 12, 2018 at 6:00 PM, Wells Municipal Hall

Attendance: John Massier (Board Chair), Margaret Inoue; Ian Macdonald; Jerritt Dupilka; Paul Galliazzo RPF, Andrew Young

Public Attending: Mark Dawson, Leigh Robinson

Resigned: Lorraine Kozar

1. CALL TO ORDER AND ADOPTION OF AGENDA

- a. The Meeting of the Wells-Barkerville Community Forest Ltd (WBCF) Board was called to order by the Chair at 6:10 PM
- b. Agenda – Moved by Andrew Young, seconded by Jerritt Dupilka that the Agenda for the March 12, 2018 WBCF Board meeting be adopted as amended by adding: supplemental information from PMT Accountants under Item 4b; and, possible hire of Wells-Barkerville Community Forest Coordinator as an In Camera item.

Passed Unanimously

At 6:15 pm the WBCF meeting recessed so that the meeting could move to the Wells Community Hall due to a potential propane leak at the District Office.

At 6:25 pm the WBCF meeting resumed at the Wells Community Hall. The propane supply to the District Office was now turned off and the windows in the building were opened to ventilate it.

2. ADOPTION OF MINUTES

- a. Adoption of Minutes from February 5, 2018 Board Meeting

Moved by Ian Macdonald, seconded by Jerritt Dupilka that the minutes of the February 5, 2018 Board meeting be adopted as presented.

Passed Unanimously

3. DELEGATIONS AND PETITIONS: Nil

4. BUSINESS ARISING FROM THE MINUTES / UNFINISHED BUSINESS:

a. Coffey & Bernath documentation (verbal report)

Moved by Andrew Young, seconded by Paul Galiazzo that the verbal report from Andrew Young that the WBCF AGM documents have now been filed with the Provincial Government be received.

Passed Unanimously

b. Shareholder / Corporation Contract – Distribution Agreement (revised document)

An overview of the written comments from PMT Accountants concerning the draft Shareholder/Corporation Contract Distribution Agreement was provided by Andrew Young. The accountants recommended a number of changes to the draft document which were considered by the WBCF Board.

Moved by Margaret Inoue, seconded by Paul Galiazzo that the written comments provided by PMT Accountants be received and that the draft Shareholder/Corporation Contract Distribution Agreement be amended as recommended by the accountants.

Passed Unanimously

c. Integris Bank Balance (details)

Andrew Young provided the WBCF Board with an approximate balance of the WBCF Bank balance at Integris Credit Union. The bank balance currently stands at \$376,316.01 (March 10-2018). Amounts still to be paid by WFM to the WBCF include \$95,894.50 and \$1386.72.

Moved by Andrew Young, seconded by Margaret Inoue that the WBCF bank balance information be received.

Passed Unanimously

It was noted there are two payments that need to be made by the WBCF including \$1884.75 to PMT Accountants for professional services provided to date, and \$3000.00 to the District of Wells to cover the balance of the 2017 dividend payment.

Moved by Paul Galiazzo, seconded by Ian Macdonald that the two payments be made by the WBCF.

Passed Unanimously

d. 2018 Budget (refinements)

Margaret Inoue presented (as a late item) a revised version of the proposed 2018 budget for consideration by the WBCF Board. Board members remarked that they had not had an opportunity to review the document.

Moved by Andrew Young, seconded by Paul Galliazzo that the revised version of the proposed 2018 budget for the WBCF be received only.

Passed Unanimously

5. NEW BUSINESS:

- a. Draft Invoice dated 2018-02-28 to WFM from WBCF (with attachments)
- b. Email from Mike Sakakibara (WFM) dated 2018-02-27 regarding recent WBCF harvest

Moved by Paul Galliazzo, seconded by Jerritt Dupilka that the Invoice dated 2018-02-28 to WFM from WBCF (with attachments) be received.

Passed Unanimously

Moved by Paul Galliazzo, seconded by Andrew Young that the Email from Mike Sakakibara (WFM) dated 2018-02-27 regarding the recent WBCF harvest be received and that WFM be instructed to apply for Grade 4 credit immediately as outlined in Mike Sakakibara's email.

Passed Unanimously

6. COMMITTEE REPORTS: Nil

7. CORRESPONDENCE:

- a. Lorraine Kozar - Letter of Resignation from the WBCF Board dated 2018-02-19

Moved by Ian Macdonald, seconded by Margaret Inoue that the letter of resignation dated 2018-02-19 from Lorraine Kozar be received, and that a letter of thanks from the WBCF Board be sent to Ms. Kozar.

Passed Unanimously

- b. Stumpage Billing Notice dated 2018-02-13 from Ministry of Finance to WBCF
- c. Statement of Account dated 2018-02-23 from Ministry of Finance to WBCF

Moved by Ian Macdonald, seconded by Margaret Inoue that the Stumpage Billing Notice dated 2018-02-13 and the Statement of Account dated 2018-02-23 from the Ministry of Finance to the WBCF be received for information purposes.

Passed Unanimously

8. PUBLIC COMMENTS:

Mark Dawson – resident of Wells and President of the Wells and District Chamber of Commerce – remarked that based on the proposed budget it appears the costs to operate the WBCF are high. He wondered whether the WBCF can manage the expenses. He suggested that the Board consider its options and the amounts it requires in reserve. He also suggested that the Board establish a reserve fund policy for the WBCF as was mentioned in the written comments from PMT Accountants.

9. CLOSED MEETING:

At 8:20 pm it was moved by Andrew Young, seconded by Paul Galliazzo that the following portion of this meeting be closed to the public to discuss matters related to:

- i. Sensitive or proprietary matters concerning an identifiable individual or party (i.e. company or corporation) that requires Board discussion; and
- ii. Human Resource or Employment related matters (WBCF Coordinator contract).

Passed Unanimously

10. RECALL TO ORDER AND REPORT:

At 8:35 pm it was moved by Ian Macdonald and seconded by Jerritt Dupilka that the Board recalls the Open meeting to order and reports out that Leigh Robinson be offered the part-time position of WBCF Coordinator.

Passed Unanimously

11. NEXT MEETING: Regular Meeting – April 6, 2018 to be confirmed

12. ADJOURNMENT

- a. At 8:40 pm it was moved by Jerritt Dupilka, seconded by Paul Galliazzo that the WBCF Board meeting of March 12, 2018 be adjourned.

Passed Unanimously