

Chinook Community Forest

PO Box 969 Burns Lake, BC V0J 1E4

Date: November 6, 2017

Location: WFN Pit House

Public Record of Meeting

Present: Barry Elliott, Louise Fisher, Miles Fuller, Lloyd Adams, Dianne Evans, Shannon Haizimsque, James Rakochy, Adele Gooding

Absent: Debbie West

Meeting called to order: 9:00

1. OPENING PRAYER

Opening prayer was said.

2. REVIEW OF PREVIOUS MEETING MINUTES

Previous minutes from the October 16th meeting were adopted.

3. AGENDA REVIEW ADDITIONS AND DELETIONS

General Manager Contract, Board Email, Social Media Policy, Granting, Shareholder Communication and Conflict in Shareholders Agreement were added to the agenda.

4. OLD BUSINESS

A. Governance Training – A ½ hour will be set aside at each future meeting to discuss governance.

B. Committees – Two new committees were struck: Operations Committee and a Financial Committee. The Executive Committee has no authority to make carte blanche decisions between Board meetings. The Board may, from time to time direct the Executive Committee to make ad hoc decisions. The Board directed the Executive Committee to finalize the General Manager contract.

C. Policies - The Board is still working on policies with as follows; Financial Management Policy, Transparency Policy, Board Decision Making Policy, Distribution of Funds Policy, and a Social Media Policy.

D. Safe Companies Certification – This item will be reviewed with Chinook's General Manager.

- E. **Branding** – tabled to next meeting.
- F. **Signage** – The Board decided to make the Chinook Community Forest sign in the shape of a feather.
- G. **Forest Certification** – tabled to next meeting.
- H. **Granting** – the Board agreed with the Granting committee’s recommendations. Funds were granted to the Burns Lake Snowmobile Club, Lakes District Fall Fair Society and the Rose Lake Community Club. A second grant to the Lakes District Fall Fair Society for the expansion of their first aid room and upgrades to their concession was held until the end of our fiscal year to reassess Chinook’s available funds.

4. **NEW BUSINESS**

- A. **Chinook Board Lending Policy** – A policy will be constructed that recognizes that under the Shareholders Agreement, the Board may lend money to their partners.
- B. **Hill Core** – an update was given.
- C. **Bio Economy** –tabled to the next meeting.
- D. **Director communication with their respective shareholder** – Directors spoke of various ways they communicate with their respective shareholder. The Board posts a “Public Record of Board Meeting” on the Chinook website for the shareholders to access and encourage directors to make sure the shareholders are aware of the posting. If there are any shareholder concerns or queries directors are encouraged to bring them to the Board for discussion.
- E. **Conflict in Shareholder’s Agreement** – agenda item dropped as upon review there wasn’t a conflict.
- F. **Addition of Agenda Subject Sheets** – The Board will utilize Subject Sheets for agenda items.
- G. **Interview expenses** – Though the Board had previously declined paying interview expenses, they reconsidered and will pay them.
- H. **Secretarial Duties** - in the Secretary’s absence, another director will take minutes of the Board meetings.

5. **REPORTS**

- A. **Safety Update** – no accidents to date. Communication was shared regarding fatality alerts in two other areas.
- B. **General Manager Report** – No report was submitted as the General Manager’s temporary assignment had concluded
- C. **Operations Committee** – An update was given to the Board regarding expected revenue from log sales.

6. **ACTION ITEM LIST** – was reviewed with Directors reminded of policies they must write.

7. **CORRESPONDENCE** – all correspondence was reviewed.

8. **LUNCH** – a delicious lunch served to the Board by the staff of WFN.

Adjournment: 12:05

Miles Fuller, President

Date

Next Meeting – December 4th, place determined by GM