



May 7, 2018, Public Record of Meeting

9:00 a.m.

YLP Board Room

## PRESENT

Miles Fuller, President  
Regional District of Bulkley Nechako –  
Area E

Shannon Haizimsque, Vice President  
Wet'suwet'en First Nation

Louise Fisher, Secretary  
Regional District of Bulkley Nechako –  
Area B

Adele Gooding, Treasurer  
Skin Tyee Nation

Lloyd Adams, Director  
Burns Lake Band

Dianne Evans, Director  
Lake Babine Nation

James Rakochy, Director  
Cheslatta Carrier Nation

Barry Elliott, Director  
Village of Burns Lake

Debbie West, Director  
Nee Tahi Buhn Indian Band

Ken Nielsen, General Manager

Karrie Roth, Executive Assistant

## REGRETS

## Governance Policy

Secretary Fisher, Director Elliott, and Treasurer Gooding completed the draft Governance Policy. One more Governance Committee meeting and Board meeting to review are needed.

- The current code of conduct document is being drafted to review next meeting;
- The Board reviewed the titles, functions, and responsibilities of the committee roles. The committees will meet regularly and report to the Board;
- The Operations Committee may include members of the community and meet once a month to discuss operations. A non-disclosure/confidentiality agreement will be required for community members;
- The Executive Committee will meet as deemed necessary;
- The Financial Committee currently has three of the four intended members. Director West agreed to fill the available position;
- The intent of the Donations Committee is to have directors serve on a rotational basis once the procedures are finalized. The committee meets two weeks before intake dates. There is nothing in the policy that addresses large requests or repeated requests. This item will be reviewed at a later date;
- The purpose of the General Manager Hiring Committee was to put guidelines in place for future reference;
- Quorum is the majority of committees. All directors should have at least one, and no more than three, committee role/s;
- The bank account signatories need to be updated with Vice-President Haizimsque added;
- The roles of officers were reviewed and that the election of officers for the new term takes place at the regular meeting after the Annual General Meeting;
- The roles of the General Manager were reviewed. An addendum is needed to record that the General Manager's Reports be filed with the regular monthly meeting minutes;
- The Governance Policy is living document that will be revised as needed;
- The Board thanked the Governance Committee for their time drafting the new policy.

# General Manager's Report

General Manager Nielsen presented his report to the Board and the following was then discussed:

- Layout and LiDAR are proceeding well;
- Arrangements for the upcoming BCCFA AGM are in progress. Sponsorships have been received and more than expected have registered to attend. The president will present at the event. The uniqueness of the partnership and impact to the community and First Nations will be communicated;
- Tree planting has been delayed for a few weeks due to weather;
- A research paper will be presented at the AGM as per the Long-Term Community Agreement K4R requirement;
- The Board will review the tender policy to ensure that it is in the best interest of the community forest;
- The audit is scheduled on May 22, and 23, 2018. The audited statements will be presented at the next meeting.

## Chinook Comfor Limited Partnership Annual General Meeting

- The auditor and directors will be appointed to the new term;
- All committees are to submit a paragraph for the annual report;
- The Annual Report will include the new Governance Policy, BOD Familiarization Package, and the audited financial statements.

## Budget

All budget expenses were reviewed;

\$30,000 was committed to layout/First Nation training;

The layout budget is overstated to allow room for opportunities if needed;

A column for the fiscal-year previous is needed for the final budget draft;

The anticipated shareholder dividends need to be broken down after profit as it is not yet an approved amount. The Board will decide the distribution amounts once the audit is complete.

## Donations Report: May 2018

- The Burns Lake Little League team received \$450 for team jerseys and caps;
- The Lakes Outdoor Recreation Society received \$12,000 to help fund recreation site maintenance expenses this season.

\$29,489.04 has been donated to the community this fiscal year  
(April 1, 2018, to March 31, 2019.)

The meeting adjourned  
at 3:06 p.m.

The next meeting of the  
Board of Directors is  
June 4, 2018, at 9:00 a.m.

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PRESIDENT