

Federation of British Columbia Woodlot Associations
Board of Directors Conference Call
July 11, 2022 – 6:30pm

Present: Mark Clark, Nancy Pezel, Rick Walters, Jerry Benner

Contractors: Karen Forge, Colin Sauer

Guests: Dan Burns, WPDC

Regrets: Tyler Hodgkinson, Coleen Maclean-Marlow, Brian Amies, Don Whyte

Mark Clark chaired the meeting.

Quorum was present.

Submitted reports are attached as appendices to the minutes.

Date	Action #	Description	Assigned to	Outcome
1/10/22	1	OG Legal – input from Ministry required prior to proceeding	Directors	Ongoing
1/10/22	2	Two FBCWA members to be found for Editorial Committee	Mark Clark	Ongoing
1/10/22	3	Draft of MOU has been submitted to the Ministry regarding W4W Improvements	Tom Bradley	Ongoing
4/11/22	4	Brent to investigate possibility of WPDC making charitable donation to the FBCWA to help alleviate tax concerns re the investment account	Brent Petrick	Ongoing
4/11/22	5	Contact the Ministry to suggest an individual be hired to assist with Minister Awards applications	Brian M	Ongoing
06/13/22		Draft WL Contact List policy	Brian M	
07/11/22		Karen to resend draft WL contact policy for review by Board and add to August agenda for discussion.	Karen	
07/11/22		Brian M and Karen to investigate options for secure document storage	Karen & Brian	

1. Adopt Agenda

MOTION #1: Consent Agenda adopted with addition of Procedures for director's email voting to New Business

M/S: Jerry Benner/Nancy Pezel

2. Reviewed Previous Minutes

Reviewed Action items from previous minutes

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3. Reports

3.1 Governance – Colin Sauer

Currently reviewing survey results. Have held interviews via phone calls with all individuals except one which will take place within next two weeks. Colin feels they have all the information they require to move forward.

3.2 AGM Update – Kevin Webber

Not available for call. Will provide update at August meeting.

3.3 FBCWA President – Mark Clark

Received budget approval from WPDC today.

There has been a total of 24 applicants received to date for GM position. Mark has begun contacting individuals to discuss the opportunity.

Contract has been signed with Brian McNaughton until June 30, 2023.

Mark will email LIDAR/LEFI work plan to Board of Directors for review prior to discussions due to low number in attendance.

3.4 WPDC Council Update – Dan Burns

Dan attending on Brent Petrick's behalf.

Council has been focused on the Governance Committee, which many other committees have been placed on hold for.

EPP projects – LIDAR on hold (FBCWA has missed its deliverable deadline for proposal – June 30th) Capacity Building Phase 3 proposal is under consideration
No other funds allocated at this point.

Budget amendments 1 – 5 have been received June 7th and under consideration.

WPDC has undertaken a review of the compatibility of Ministry and WPDC woodlot tenure succession planning documents.

Council is looking for nominations for 1-2 Council positions which will need to be filled at the AGM this Fall.

Council is undertaking recommendations from the accounting firms and enacting a gradual transition to low-risk types of investments to avoid non-profit status being revoked should CRA review out profit margins generated in the past few years. These are proactive steps.

3.5 Association Projects – Karen Forge

Cariboo WL Association has requested project development funds.

SOWA has submitted project report and invoice for their completed Waste Assessment Project.

*see June Contractor report appendices for complete update

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- 3.6 **Q1 Tasks due 2022.06.30 – report due to WPDC July 15, 2022**
WL Contact List – Karen – 545 or 845 licensees on email contact list. No email for 134 licensees. Several licensees registered to multiple woodlots. Complete – ongoing maintenance mode.
Financial Record Keeping Toolkit – Ed & Debbie – draft undergoing final review by Debbie.
LiDAR/LEFI Work Plan – Tom – Draft complete. Reviewed by GM. Tom making edits.

4. Old Business

4.1 **Motions (by email)**

Moved by Nancy Pezel, seconded by Jerry Benner that the Budget Amendment request described in memo dated June 24, 2022 be approved and the memo sent to the WPDC.
CARRIED 4 votes in favor - 4 directors did not vote

Association Projects – Business Process

Moved by Rick Walters, seconded by Nancy Pezel that the Association Projects Business Process be approved.

CARRIED 6 votes in favor; 2 directors did not vote

4.2 **WL Licensees' Virtual Meetings**

Two virtual meetings were held – Thursday, June 16, 2022 & Tuesday, June 21, 2022. Approximately 75 attendees.

Not too many questions from attendees.

Presentation and Q & A posted to www.woodlot.bc.ca.

Positive feedback from attendees.

Recommendation: Host another province-wide WL licensee virtual meeting in November after AGM.

4.3 **Nominations Committee**

Mark to check with Brian M who is currently sitting on Committee. Tyler Hodgkinson and Jerry Benner recommended as members.

Director's terms expiring: Nancy Pezel, Coleen Maclean-Marlow, Don Whyte, Brian Amies.

Karen to draft email for Mark to send to Board requesting they consider identifying an individual to replace their position if they are not wanting to seek re-election.

4.4 **Expiring Contracts**

Below contracts are expiring

- Admin Support
- Communications
- E-business
- Timber Pricing Coast
- Timber Pricing Interior
- FFT/FESBC Coordinator

Board to consider whether they intend to tender all contracts in the future.

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5. New Business

5.1 Provincial WL Licensee Contact List Policy

See draft policy circulated via email.

Respect licensees' privacy and confidentiality.

Licensee's right to unsubscribe.

Respect Associations – Historically the Associations have been the primary distributor of information to their members and WL licensees in their area.

Key service and reason for WL licensees to belong to be an Association member.

Risk of licensees tuning out due to too much information emailed from FBCWA directly.

Action: Karen to resend draft policy for review by Board and add to August agenda for discussion.

5.2 FBCWA Document Storage

Currently no offsite storage capability for FBCWA risking loss of documents

Action: Brian M and Karen to investigate options for secure document storage

5.3 Email Voting Procedure

Procedures for FBCWA directors voting on resolutions (motions) by email reviewed.

One change is to replace word "must" with "may" in #5 as it allows if mover or seconder is unavailable during five-day period they may not have ability to vote.

MOTION #1 – To adopt Email voting procedure for Directors

M/S: Nancy Pezel/Jerry Benner

Vote taken – all in favor

5.4 WL Contact List

MOTION #2 – To adopt the WL Contact List Policy as distributed prior to the meeting.

M/S: Nancy Pezel/Rick Walters

Most directors had not read the draft policy so the motion was tabled until the next meeting.

Motion to Adjourn meeting – 7:55pm