

Federation of British Columbia Woodlot Associations  
Board of Directors Conference Call  
August 8, 2022 – 6:30pm

Present: Mark Clark, Brian Amies, Rick Walters, Jerry Benner

Contractors: Karen Forge, Brian McNaughton

Guests: Brent Petrick, WPDC

Regrets: Tyler Hodgkinson, Coleen Maclean-Marlow, Nancy Pezel, 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 representatives to be found for Editorial Committee	Mark Clark	Ongoing
1/10/22	3	W4W Improvements - MOU with MoF	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	Complete
06/13/22	6	Draft WL Contact List policy	Brian M	Complete
07/11/22	7	Karen to contact Lisa to investigate options for secure document storage	Karen	Not complete
08/08/22	8	Investigate possibility of having Assn Project final summaries added to FBCWA website once project complete	Karen	Not complete
08/08/22	9	Establish a Nominations Committee	Mark	Not complete
08/08/22	10	Karen to contact Lisa about including information about Association Projects on the website.	Karen	
08/08/22	11	Arrange a special Board meeting to discuss contracts	Karen	
08/08/22	12	Send email to directors soliciting interest in being a member of the bylaws committee.	Brian	
08/08/22	13	Contact Cathy to add note to Almanac re: WL licensee contact info	Karen	

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**1. Adopt Agenda**

MOTION #1: Consent Agenda adopted

M/S: Rick Walters/Jerry Benner Carried

**2. Reviewed Previous Minutes**

Reviewed Action items from previous minutes

2. Change wording from members to representatives – done
4. Brent advised still ongoing. WPDC awaiting further information from accountants and will share with FBCWA when available.

**3. Reports**

**3.1 FBCWA President – Mark Clark**

GM Contract

- 35 candidates. Short-listed to 11 applicants.
- Interview Committee to be established. Currently, Mark & Brent (WPDC) on committee. Two additional members required. Mark will send email to directors to see who is interested.
- Committee will meet with recruiter to develop interview process and questions.
- Committee will make recommendation to BoD which will make the final decision.

**3.2 WPDC Council Update – Brent Petrick**

- No July WPDC meeting – handled by email.
- WL Succession Plan and tax plan guidelines reviewed for alignment with sections of MoF WL transfer guidelines document. Mark asked about hiring a retired RPF to carry out professional work. Brent said he would discuss with Mike Larock.
- Investment transfer of medium to low risk has begun.

**3.3 Association Projects – Karen Forge**

- Information included in Contractor Report.
- Brent suggested that completed project summaries should be available on the FBCWA website for other Associations to view.

**Action:** Karen to contact Lisa about including information about Association Projects on the website.

**4. Old Business**

**4.1 Provincial WL Licensee Contact List Policy**

Note in next Almanac requesting all licensees submit any revised contact information to Karen.

**Action:** Karen to contact Cathy McClary to add to next Almanac

MOTION #2: Motion to approve policy as amended.

M/S: Brian Amies/Rick Walters Carried

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4.2 **Q1 Report**

Report has been submitted to Mark for review.

4.3 **Nominations Committee**

- Following Directors' Terms expiring: Nancy Pezel, Coleen MacLean-Marlow, Don White, Brian Amies.
- Mark emailed BoD for input for committee members and requested any outgoing directors not wishing re-election to identify an individual to replace their position. No response to date.

**Action:** Mark to establish a nominations committee.

4.4 **Expiring Contracts**

Below contracts are expiring March 2023:

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

**Action:** Karen to arrange a separate Board meeting to discuss expiring contracts.

5. **New Business**

5.1 **Membership Dues**

Motion: M/S: Jerry Benner/Don Whyte. Accept associations to pay dues as outlined below:

1. Associations (Voting) - \$10 per Association member
2. Associate Members (Non-Voting) - \$100

Carried

5.2 **Bylaws Committee**

- Brian recommended that BoD appoint a Bylaws Committee to review and recommend proposed changes to the members for their consideration.
- Proposed bylaw alterations have been drafted and ready for review. Societies Act, Sec. 17 (2) states alterations to bylaws must be authorized by a special resolution.
- Nancy has agreed to sit on the committee.

**Action:** Brian to send email to directors seeking interest in being a committee member.

5.3 **2021 Minister's Awards – Status Update**

- Call for nominations sent to
  - MoF
  - Member Associations with request to forward to all WL licensees
  - MoF district and regional staff

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- This year,
  - a nominator may submit name and WL #, and a FBCWA contractor will draft the nomination,
  - a nominator may submit full application, or
  - if re-nominated, an unsuccessful nominee from a previous will be reconsidered this year.
- Working towards having the recipients decided in time for the Minister to make the announcements at the AGM (Minister has yet to confirm attendance).

Motion to Adjourn meeting – 8:20pm