



CCFC Board of Directors

Minutes of Board Meeting – Feb 18, 2018

Present: Georgina Silby, Aaron Ellingsen, Mark Braaten, Corry Dow, John Drew, David Shipway ~ quorum.

Meeting Called to Order @ 7:00pm

Approval of Agenda: Georgina/Mark ~carried

Agenda Items:

1. AGM Preparations

- a. **Laurie Kremsater** to visit the Cortes Community Forest the day of the AGM and give a presentation preceding the AGM
- b. **AGM Agenda** limited to necessary items for short completion following presentation
 - i. **Action Corry** - Create Powerpoint presentation of agenda
 - ii. **Action John** - Lend his Powerpoint Projector to Corry in advance of AGM to prepare
- c. **Chairperson - Corry**
- d. **Presidents Report - Georgina**
 - i. **Action Mark** - make notes from 2017 Minutes as topic content for Presidents Report
 - ii. Announce **presentation of 5 year plan** in a separate meeting
 - iii. **Action Georgina** - forward copy of 5 Year Plan to Board
 - iv. **Action Mark** - email notice of 5 Year Plan posting on CFGP website
 - v. Communication Triangle for presentation - 1st, Quotable Quotes 2nd, supporting facts 3rd, story
- e. **Financial Report - Aaron**
 - i. Aaron presented draft Profit Distribution Spreadsheet with categories for percentage budget allocations and sample expenditures
 - ii. **Action Aaron** - share Spreadsheet via Google Docs
 - iii. **Action Mark** - Inquire about required line items in a Treasurer's Report balance sheet for the fiscal year end preceding the AGM
 - iv. **Board Elections**
 1. (from previous discussion) review Board Member terms up for Re-election
 2. **Action Corry** - email board member terms of service chart
 3. Consider nominees for Board positions
 4. **Action Aaron** - request that Andy Ellingsen assist in conducting election
- f. **Hall booked** for 1pm Saturday March 17th

g. Call for New Members

- i. **Action Mark** - Publish opportunity for new members to join at the AGM
- ii. New Members to arrive 15 min early 12:45 to sign up and pay
- iii. **Action Mark and Aaron** - Update membership list with new members from 2017

2. Profit Distribution

- a. All expressions of interest are requested to submit a written proposal (see 4a)
- b. Request for Funding Sources from BC Community Forest Association
 - i. request for media suitable for local presentations about other forest projects world wide

3. Communications

- a. Request for communication funding from CFGP - Tabled
- b. Communications Budget - Tabled

4. Office

- a. **Action Aaron** - sit office hours Friday Feb 23 offering assistance with proposal writing
- b. **Action Corry** - Send Policy Headings to Aaron
- c. **Action Georgina** - set out maps for office

5. Next CCFC Meeting Sunday March 11 7pm at Corry Dow's home