

**Minutes of Meeting FINAL**  
**BLBRA Board of Directors Meeting**  
**Thursday, March 24, 2022, 1:30 – 4:00 PM**  
**Canadian Legion, Baddeck, NS**



*Our mission is to improve balance in the Bras d'Or Lake Biosphere by encouraging community capacity building, conservation efforts, and sustainable development.*

Attendance:

<b>DIRECTORS (Member at Large)</b>		<b>DIRECTORS (Ex Officio)</b>	
Allison McIsaac	y	Amanda Mombourquette (Richmond)	R
Brian MacDougall ( <b>Treasurer</b> )	Y	Barbara Longva (Victoria)	Y
Chris King	Y	John MacLennan (Inverness)	N
Eileen Crosby ( <b>Chair</b> )	Y	Kirsty Lock (NSCC)	Y
Liz Campbell (on line)	Y	Cyril MacDonald (CBRM)	N
Foncie Farrell	Y	Tyler Mattheis (CB Partnership)	Y
Pierre LaRochelle ( <b>Secretary</b> )	Y		
Rodney Chaisson	R		
Rosella Born ( <b>Vice-chair Delegate</b> )	Y		
Stan Johnson	N		
Tracy Marshall (Youth Coordinator)	Y		

*A quorum for the transaction of business at any meeting of the Board shall consist of 50% of the Executive Committee plus 6 non-executive Board members. (Y= Present; R= Regrets sent)*

Observers/Guests:

At 1:30 pm Chair Eileen Crosby began the meeting by acknowledging that the Bras d'Or Lake Biosphere is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

1. **Additions to the agenda:**  
None
2. **Approval of the agenda:**  
**Motion** to approve made and seconded. Motion passed unanimously.
3. **Approval of minutes from the September 16, 2021 meeting:**  
**Motion** to approve made and seconded. Motion passed unanimously.

4. **Business arising from last meeting** (not dealt with elsewhere):

**I. ECCC Contribution Agreement**

*Project: Qualifying United Nations Educational, Scientific and Cultural Organization buffer zones Other Effective Area-based Conservation Measures within the Bras d'Or Lake Biosphere Reserve of Nova Scotia.*

As a follow-up to the presentation at the last board meeting, Allison used a PowerPoint presentation to provide an update on the negotiation, planning efforts and costs relative to the ECCC Contribution Agreement (involving hydrologic study, proposed Indigenous and Conservation Areas (IPAC), **Other effective area-based conservation measures** OECM's in adjoining buffer zone) and project resourcing requirements.

A detailed project work plan and cash flow needs for the duration of the Project have been established and documented in the Director's ECCC 3 Year (Feb. 21/22 - Mar.31/24) Biosphere Project folder, based on input from our partners including Dalhousie, EFWC, and ourselves. The figures presented were close to the maximum available through the grant.

The amounts spent in each Fiscal Period can be confirmed or amended annually by both ECCC and the BLBRA upon review of the actual cash flow requirements. The project's cash flow ultimately needs to be matched. It is fully expected that the total of BLBRA's 'in-kind' work will meet, if not exceed, the matching requirements over the life of the project. After discussion it was agreed that the maximum funding should be requested and progress and actuals be monitored as required during each fiscal year to proactively make any adjustments. Note: Due to the very short timeline of year one, the total allowable amount of \$122,220. was not asked given there was only a 6 week spending opportunity.

The amounts requested are therefore (Note: per the final agreement):

- for the Fiscal Period 2021-2022: \$48,400 (ending April 30, 2022)
- for the Fiscal Period 2022-2023: \$231,570
- for the Fiscal Period 2023-2024: \$231,570

It is expected that funding for this work may be available for additional years.

The project will also require hiring of a full time project manager for two years by the BLBRA to support at a minimum this projects Governance; Management; Documentation and Prioritization; Research & Future Planning; Communications and Knowledge Transfer at group, community, regional and national gatherings and Mentorship. Also requires equipment and translation services. It is expected that the project manager will participate in the implementation of the strategic goals and objectives of the BLBRA to build capacity of the organization and provide management and administrative support to the organization. It was offered by Tyler that this position should be published and the term of the position would be very attractive.

The negotiations and signing of the agreement are to be completed by March 30, 2022.

**Motion** to approve the signing of the ECCC Contribution Agreement was made by Foncie Farrell, seconded by Barbara Longva. Motion passed unanimously.

**Action:** Eileen will sign the final agreement as discussed.

**Allison** will provide **Eileen** with an 'in-kind' time reporting worksheet to share.

**ALL Directors** to track individual ECCC project related time since February 21, 2022.

**Eileen** will work on hiring a Project Manager.

## II. 'R' for Region instead of Reserve

In an effort to bring closure to a motion passed by the Board in January of 2021 and tabled at the 2021 AGM, it was suggested by the Chair and confirmed by the Board to seek approval of the motion by an email vote of the general membership.

**Action:** Rosella will work with Eileen to get membership input and decision finalized.

## III. Administrative Housekeeping

The Chair outlined that the filing convention for when grouping such things as events, programs, meeting minutes and budgets should typically be based on our Fiscal Year which begins April 1.

Note: The minutes of this meeting will therefore be the last in the current BLBRA Meeting Folder for 2021/2022 BoD Meeting Documents.

**Action:** ALL

## 5. Treasurer's Report

### I. Budget Update

The treasurer's report in the directors meeting folder was addressed by Brian. We are in month 11 of the fiscal year. Figures reflect the first 10 months - to February 28.

Total Revenues: \$ 9,522                      Total Expenditures: \$15,696                      Bank Balance: \$53,675

Current Budget: \$36,515                      Expenditures: \$15, 696                      Balance: \$20,819\*

\*Impacted by the museum project being on hold, strategic planning payments, COVID-19, other.

Brian will continue to carry an annual \$2,000 operations budget while other categories get resolved.

**Motion** to approve the report made by Brian; seconded by Foncie. Motion passed unanimously.

**Action:** Directors and Committee Chairs were encouraged to consider what budget allocations they wish to make for the new fiscal year acknowledging that the new strategic plan should guide resource allocation.

### II. Insurance

The Treasurer reported that we are currently paying \$284.00 for \$500K of insurance for 'Board of Directors' insurance. Discussion ensued about exposure and coverage currently and moving forward for buildings, employees, programs, summer students and events created or promoted by the association. The extra cost for that insurance needs to be assessed versus the tangible and intangible benefits, for example, of engaging youth and expanding our capacity to do more. It was also highlighted that members and committees need to continue to be aware of training and safety concerns. Also see *New Business ii NSCC Student Work Plan & Possibility of Additional Insurance*

**Action:** Brian will check out the cost and coverage options and report back.

### III. CEPI Youth

The CEPI Youth Coordinator, Tracy Marshall reported that the group is applying for grants, focusing more on traditional teachings for all the youth around the lake and looking at compensating resources for the valued contributions. Creating workshops, looking at conversations about changes in what all youth see around them and around the lake.

## 6. **New Business**

### **i. Strategic Planning Priorities**

Once more the final report was reviewed online. Some of the latest wording was still in question and it was agreed that if the current version is accepted, the document will become a living document and changes will be tracked using the suggestion and comment capabilities of Google Documents.

**Motion** to accept the latest version of the Final Strategic Plan - Mar 10 made by Brian; seconded by Kirsty. Motion passed unanimously.

Discussion continued on attending events, using social media, pay for promotion on Facebook, NGO memberships, finding out what others need from us, advantages of being a member, engaging a professional marketer.

**Action: ALL:** Consider how to best create Strategic Plan related SMART tactics. Continue to add Comments to the plan as required. Can look at further updates in April and determine frequency of formal review of progress.

### **ii. NSCC Student Work Plan & Possibility of Additional Insurance**

Kirsty spoke to this during the Treasurer's report – Insurance discussion. NSCC has some very talented and enthusiastic students who wish to participate in the Citizen Science type projects and initiatives and is working with NSCC, EFWC and BLBRA to find a way to engage these students and meet the three organizations insurance concerns individually and as a group so as to provide operational and liability concerns.

**Action: Allison and Kirsty** will continue working on the opportunity to engage the students this year including working through the NSCC exemption process.

### **iii. Proposal for CBU Student Community Research**

Chris spoke about the timeframes of the Cape Breton University creating pathways for community collaboration in research as detailed in the Meeting Document folder. Apparently it may be too late to get students this summer for a project that is most beneficial to the BLBRA however he will continue to engage in conversation with CBU to see if options manifest.

**Action: Chris.**

### **iv. Explore the Bras d'Or**

The Chair reported that Denis Thibeault is returning as the Coordinator and planning has started. The event will be held July 22 to August 7, 2022 inclusive. It involves communities and events around the lake. Opening concert, golf tournament, Swim the Canal being looked at.

**Action:** The Chair would like a Board member to be the liaison person for this event as she is finding too many demands on her time.

## 7. **Committee Reports** – Relates to item #6 above. Committees will be re-established based on the goals of the Four Pillars in the new strategic plan as was suggested by Board members at the February Board meeting.

**Action: ALL: Eileen** will send out a link to see which Board Members are interested in working on which Goals. **ALL:** Once each goal is refined down to SMART objectives then those Board members will form committees utilizing members at large who they can contact.

8. **Nomination Committee:** Still looking for directors to volunteer for the minimum three-person board. The committee chair is Foncie Farrell.  
**Action:** Foncie is looking for assistance. Asking a Board member to step forward to assist.
9. **Correspondence**  
None
10. **Upcoming Biosphere Events:**
  - I. **AGM:** In Baddeck June 23, 2022 in the Alexander Graham Bell National Historic Site Theatre.  
**Action: ALL** are asked to consider proposing a guest speaker to Eileen.

**Adjournment - Motion** to adjourn by Foncie at approximately 4:00 pm

Next meeting: Thursday, Apr 21, 2022, 1:30 – 3:30 PM at the Bonnie Brae Seniors Club, St. Peter's.

Please email any corrections, clarifications or omissions to: Pierre LaRochelle % [secretary@blbra.ca](mailto:secretary@blbra.ca)