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## Meeting Minutes of the Board of Directors

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Town Hall

Thursday, October 3, 2019

5:00pm to 6:37pm

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Present: Rob Mackay, Director & Chair  
Marsha Dufresne, Director  
Al Kangas, Director  
Chris Norbury, Director & Co-Chair  
Jonathon Howe, Secretary

Absent: Stacey Lajeunesse, Director

Contractors: Duncan McKellar, Operations Manager, Dianna Gies, Bookkeeper

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### 1. Call to Order

Rob Mackay, Chair called the meeting to order at 5:01 pm.

### 2. Approval of Agenda

Chris Norbury made motion to approve the agenda, Al Kangas seconded.

**CARRIED**

### 3. Approval of Minutes

It was Moved and Seconded THAT the Tumbler Ridge Community Forest approve the minutes for the TRCF meeting held July 23<sup>rd</sup> 2019. Chris Norbury made motion to approve the minutes, Al Kangas seconded.

**CARRIED**

#### **Marsha Dufresne Welcome**

The board welcomed back Marsha. Duncan will check if the District Council needs to know of her reappointment.

### 4. Business Arising from the Minutes – none noted.

### 5. Hear any public input to CF activities or plans – none noted.

### 6. Reports

- Financial (D. McKellar) August financials were presented and are posted on the TRCF new website.
- Operational (D. McKellar)
- **Investment Documents** – Duncan handed out RBC paperwork for board members to fill out and to return to Duncan once completed. Dianna to provide void cheque and a copy of the most recent CRA Notice of Assessment.



- **Lawyer** – A new attorney has been selected – Jeremy Shelford with Ratcliff & Co. LLP
- **Expansion Updates** – On-going.
- **FSP** – The FSP is near to completion and should be available soon.
- **Layout 2019** – Duncan provided board with “Field Work Plan Tracker” for information.
- **Market** – General discussion on wood sales. Duncan provided board information on pricing for timber products.
- **Communications** – The board is happy with the meeting requests that Duncan has provided when meetings are being planned.
- **District Property** – The District has selected three properties for development. Duncan has confirmed all three properties are in the Tumbler Ridge Community Forest area. The board would like Duncan to write letter to the District in regard to “First Right of Refusal” on the selected area.
- **Website** – The website is almost complete. The board logged onto the new website and reviewed content. They will review the website on their own and will provide suggestions for additional content as well as proofread website for typos and will pass on to Duncan to correct.

**7. Adjournment 6:37 PM**

Chris Norbury made motion to adjourn. Al Kangas seconded.

**CARRIED**

Certified a true and correct copy of the minutes of the Tumbler Ridge Community Forest Regular Board of Directors meeting held on Thursday Oct 3, 2019.

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Rob Mackay, Chair

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Jonathon Howe, Corporate Secretary