

**Tumbler Ridge Global Geopark Society  
Board of Director's Meeting  
Tumbler Ridge, BC  
Nov 15, 2018 – 7:00pm**

**Present:** Roxanne Gulick Sarah Waters  
Joanne Kirby Justin Zimmer  
Birgit Sharman Logan Toynbee  
Marsha Dufresne Tara Gamble  
Steve Tory  
Jane Butters

**Regrets:** Charles Helm Charissa Tonnesen

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**1. Call to Order: Chairperson**

The meeting was called to order at 7:02pm

**2. Adoption of Agenda**

That the agenda be adopted as presented with Item 7a removed per Governance Committee.

Moved Birgit Sharman  
Seconded Marsha Dufresne  
Carried

**3. Consent Agenda**

- a. Minutes of previous meeting
- b. WNMS – President Larry White reported there is nothing to report until the snow comes.

Moved to accept: Jane Butters  
Seconded Tara Gamble  
Carried

**4. Financial Report**

- a. Audited Financials are here.  
Discussion on spending the remaining \$3300 reserved for downtown walking tour development.
  - i. Taken on by Birgit as action item.
- b. October Financials
  - i. Discussion on Membership line items – Vendors vs. Memberships

- ii. Discussion on Difference between Geopark Centre and Visitor Centre in budget
- c. Motion that the Financial Report be adopted as presented.  
Moved Birgit Sharman  
Seconded Logan Toynbee  
Carried
- d. Motion to accept the budget as presented.  
Moved Roxanne Gulick  
Seconded Marsha Dufresne  
Carried

## **5. Executive Director Report**

- a. “Remarkable Experiences” Social media audit very positive – especially our Facebook.
  - i. Good tips to hone our skills
  - ii. Advice to reach out to educators on our available resources

## **6. Old Business**

- a. Fossil Management
  - i. On hold per advice from Deb Griffiths
- b. Geocenter
- c. Indigenous Working Group
- d. Taskforce for Database – Geosites
- e. PRRD Funding
  - i. Meeting in November
  - ii. Sarah and Roxanne to review talking points
- f. Bylaw revisions

## **7. New Business**

- a. Motion that signing authorities for bank account be updated to: Tara Gamble (Treasurer), Sarah Gamble (Executive Director), Roxanne Gulick (President), and Birgit Sharman (Vice-President).  
Moved Steve Tory  
Seconded Marsha Dufresne  
Carried
- b. Directors roles and responsibilities
  - i. Discussion of available resources
  - ii. To be forwarded to Governance Committee
- c. Formation of Personnel Committee
  - i. Discussion re: need to share some load
  - ii. Board recruitment another priority
  - iii. Chair of committee (President) still primary point of contact

Motion to form Personnel Committee comprised of the 4 executive board members

Moved Roxanne Gulick

Seconded Jane Butters

Carried

- d. Report requests from partners – do we continue with the request?
  - i. Discussion on frequency – Monthly may be too much
  - ii. Information from partners is valuable but may not need to be monthly.
  - iii. Agreement to keep it monthly for now
  - iv. TRMF AGM to likely be Dec. 18<sup>th</sup>
  - v. Suggestion for a Board meeting annual calendar incorporating action items.
    - Taken on by Roxanne as action item
  - vi. Other partners – We should engage them more
    - Taken on by Roxanne as action item
- e. Meeting package – better out Monday or Tuesday before the meeting?
  - i. We'll maintain the scheduled outlined in the bylaws
- f. Marketing Committee – do we dissolve this committee for now?
  - i. Many of this committee's responsibilities handled by staff presently.

Moved to dissolve the committee: Roxanne Gulick

Seconded Birgit Sharman

Carried

## 8. Governance Committee

- a. Discussion on the need for a controlled substance policy or similar
  - i. Staff has spoken with RCMP
    - Consumption on crown land technically illegal so we have a leg to stand on
  - ii. Abuse of substances at events we host
    - Staff to check on existing policies w/similar organizations

## 9. Director & Guest Items

**Sarah Waters** – Heritage BC webinar recording available (Collaborations between non-profits) – Inviting partners to watch it together & discuss

- Agreement to host January 8<sup>th</sup> @ 7 pm
- Christmas Potluck - Suggested event
  - Google Poll to survey Board
- Invitation to Board to join staff table at small business Christmas party
- Get to Know your Geopark Month

- 17 Registered for this Saturday
- Next push – Plaid Friday the 23<sup>rd</sup> Discounts & Q&A Presentation in Room 4/5 @ 6 to 8 pm

**Joanne Kirby** – Will remain liason in addition to Darryl Krakowka

- Mayor Bertrand would like to meet with Roxanne & Charissa before PRRD
- Mayor interested in proposed business – Meeting to be setup w/Sarah
- Deb Griffith really impressed w/Geopark activities re: Indigenous Tourism

**Logan Toynbee** – Also heard good feedback on Shop Easy Outreach

**Steve Tory** – Invited Julia Thiessen to get join next Youth Ambassador meeting & potential Library involvement potential for their activities

**Jane Butters** – Heard good feedback on Shop Easy Outreach

**Justin Zimmer** – Also heard good feedback on Shop Easy Outreach

**Tara Gamble** – Now working for Conuma Coal as the Executive Assistant to Mark Bartowski

**Marsha Dufresne** – Community Outreach @ Community Centre – Marsha & Amanda working w/TRUGG on Mountain Day

## 10. Next Meeting

To be determined by email poll (we may skip December)

## 11. Adjournment

THAT the meeting be adjourned at 8:22 pm.

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Chairperson

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Vice Chair / Sec-Treasurer