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

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

   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. 18th
   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 8th @ 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 23rd 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                    Vice Chair / Sec-Treasurer