

Dunster Community Forest Society

Directors' Meeting
18 November, 2020

Called to order at 5:04 p.m.

Present: Larry Stamm; Ray Johnson; Donna Hampson; Michaelynn Kyjonka; Chuck McNaughton; Denis Brooks; Ray Thiessen; Katharina McNaughton.

Adoption of Agenda

Motion to adopt minutes as amended - Ray Johnson; seconded - Donna Hampson.

Read/Amend/Adopt Minutes of last meeting - 17 September, 2020

Motion to adopt minutes as presented - Michaelynn; seconded - Ray Johnson.

Financial Report

Presented by Donna.

Total cash assets: \$174,303.41

BRKH Receivable: \$103,393.74

Net Income as of 16 Nov: \$7,777.30

Motion to accept report as presented - Donna Hampson; seconded Ray Johnson.

Discussion regarding the idea to shop around for an alternate accounting firm for BRKH, rather than TBJ. The thought is that someone local, and more suited to our needs, would be an improvement.

Ray Johnson moved that Donna have the authority to do online payments for employee deductions. Denis seconded.

Manager's Report

Presented by Ray Thiessen.

Planning - now focussed on the next Forest Stewardship Plan.

Silviculture - Integrity Contracting has finished the worst 65% of the brushing of Blocks P 01 - 05, and will finish the rest in 2021.

Ray will be applying for funds to complete the work DCFS took on regarding the free growing surveys of the historic salvage project.

Grants - DCFS staff worked on two grants this fall.

One, for BRKH for a new 24' by 64' building on the McBride site - half of which will be enclosed and insulated, with 240 volt power, and heated floor, for storage of finished product or for work space; the other half will be a covered space for air-drying rough lumber/to shorten kiln drying times.

The second grant, for DFASS, is to replace windows and doors, re-roof the school, and build a new, heated entrance with wheelchair access.

Expected response from CERIP re: application approval is sometime in January of 2021.

Inventory - Tesera is to complete its portion of the inventory next week, and is expected to hand it off to Ecora for the Timber Supply portion, at that time. Ecora has made assurances that it will still meet the 30 January 2021 delivery date.

Administration - Katharina's job description continues to expand. She has made progress on both the BRKH and DCFS files and administration, with the major goal for both being the refinement of accounting to better track costs and performance.

Ray and Katharina will focus on the DCFS website content over the next two weeks, with the eye to having it current by the end of the year.

To sum, Katharina's jobs have included: DCFS website updating; billing; marketing; and general administrative duties.

Katharina's working title shall be 'Administrator of DCFS and BRKH.'

BRKH - job description for Tim Haus. 'Production Manager,' with some collaborative input regarding sales, marketing, and product development, alongside Ray Thiessen and Katharina, best defines Tim's role.

Correspondence

Letter of resignation from the DCFS Board submitted by Nancy Taylor.

Old business and business arising from the minutes

Status of Tesera Inventory contract - NDIT portion is the Timber Supply review/analysis.

\$35,000 is in the fund. We will pay Ecora with that, and then we will get it back.

New Business

Policies Review - the thought is that would be prudent to review and amend our Policy Manual.

A Directors' meeting is scheduled for Wednesday, the 27th of January, 2021, to attend to this task. The plan is for the Board to read the Policy Manual (ahead of time), suggest changes at the meeting, during which time Katharina will record the agreed upon amendments, then rewrite the manual, and finally, present the rewritten manual to the Board for approval.

Motion to go In Camera - Ray Johnson, Seconded by Chuck McNaughton.

Time: 6:25 p.m.

In Camera meeting ended at 6:40, at which time the DCFS meeting resumed.

Discussion with Ray Thiessen regarding his contract renewal and assessment.

Decision to renew Ray's contract was strong and clear. Ray agreed to the contract renewal.

Discussions - regarding the laying out of winter logging blocks ahead of time in order to shift our harvesting operations, as much as possible, according to weather and price contingencies;

the continuing policy of developing staff from the local personnel pool;

a tentative idea/possible statement of Ray's long term plans and goals...

Contract changes for Ray: rate change to 'all vehicles associated...'

Tim's job title changed to 'Production Manager.'

Adjournment

Motion to adjourn - Ray Johnson

Meeting adjourned at 7:05 p.m.

Next DCFS meeting - 20 January, 2021 at 5:p.m. at the Dunster Schoolhouse.