



## Executive Committee Meeting Minutes

**Date:** Tuesday, March 4, 2014

**Location:** Hornby Island Community Hall

**Trustees Present:** Sheila Malcolmson, Chair  
Peter Luckham, Vice Chair  
David Graham, Vice Chair  
Ken Hancock, Vice Chair

**Staff Present:** Linda Adams, Chief Administrative Officer  
Lisa Gordon, Trust Area Services Director  
Marie Smith, Executive Coordinator (Recorder)

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### 1. CALL TO ORDER

The meeting was called to order at 12:47 pm. Chair Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

By General Consent, the agenda was approved as amended.

### 3. ADOPTION OF MINUTES

#### 3.1 February 18, 2014

By General Consent, the minutes of the February 18, 2014 Executive Committee meetings were adopted as presented.

### 4. FOLLOWUP ACTION LIST AND UPDATES

#### 4.1 Followup Action List

Provided for information.

### 5. NEW BUSINESS

#### 5.1 2013-2014 Annual Report Outline

Staff presented a proposed Table of Contents for the 2013-14 Annual Report for review and discussion. Executive Committee members made a number of suggestions, including adding a section that summarizes Policy Statement achievements and requested staff to keep as many Trust Council achievements under Council wherever possible instead of under the Executive Committee. Consensus was reached to include parts 3, 4 and 5 of the Policy Statement achievements within an executive summary in the annual report. Staff will adjust instructions to staff and committees to refer to strategic plan and policy statement achievements in their reports. Staff will bring back a revised annual report table of contents for review at the next Executive Committee meeting.

**EC-2014-043**  
**It was MOVED and SECONDED,**

That the Executive Committee approve the production budget of up to \$1000 for the 2013-14 Annual Report.

**CARRIED**

5.2 Additional 2014/15 Budget Public Feedback

By General Consent, the Executive Committee approved forwarding the above noted item to Trust Council for consideration at its March 2014 meeting.

**6. CORRESPONDENCE (for information unless raised for action)**

6.1 Jeremy Borsos re Support for March 11 BC Ferries Event

Chair Malcolmson advised that the writer has withdrawn the above noted request.

**7. NEXT MEETING**

Tuesday, March 18, 2014 in the Islands Trust Victoria office.

**8. ADJOURNMENT**

**EC-2014-044**  
**It was MOVED and SECONDED,**  
To adjourn the meeting.

**CARRIED**

The meeting adjourned at 1:15 pm.

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*Sheila Malcolmson, Chair*

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*Marie Smith, Recorder*