

**Medway Community Forest Co-operative
Board Meeting
February 8, 2021
Virtual Meeting- Zoom**

Attendance:

Katie McLean (KM)
Mary Jane Rodger (MJR)
Donna Crossland (DC)
Jennika Hunsinger (JH)
Abby Lewis (AL)
Fritz Meyer (FM)
Don Kimball (DK)
Jillian Weldon-Genge (JW)

Agenda:

1. Approval of the minutes of the November 17, 2020 Board meeting
2. Executive Director's update
3. Financial report
4. Negotiation update
5. IRP consultant proposal
6. Committee planning/check in

1. Review of Minutes

MOTION to accept the November 19, 2020, Board of Directors meeting minutes.

AL, FM seconded. **Approved**

2. Executive Director's Update

- Canadian Forest Service silviculture research trial contract almost complete. This project involved set up of extensive study sites on private woodlots and Westfor-managed Crown land.
- MJR has also been working on Jeremy's Bay Campground, including tree-marking for harvest and advising on operations there.
- Undertook two days of fieldwork with both NSCC cohorts of NREP diploma.
- Pre-Commercial Thinning (PCT) operation is ongoing, was expected to have been completed January 31st, going slower due to fewer staff on the job than expected. Board members had a PCT tour in December.
- Have posted for a summer student, this opening closes on Saturday, Feb 13th, 2021.

Ecological Forestry Coordinator Update

- Continues to work on NS Working Woodlands Trust with consultant Josh Noseworthy, has recently hosted strategic planning workshops with the Board of Directors.
- Researching funding opportunities, including meeting with Mark Townsend at ACOA about recreational plan including trails and campground. Applied to Tree Canada and the Sustainable Forestry Initiative (SFI), partnered with Mersey Tobetic Research Institute on two proposals (forestry outreach and a community greening project).

3. Financial report- 2020 Year End

- Income from softwood, hardwood, and firewood sales totaled \$37 000
- Total income amounted to \$155 493.57
- Silviculture expenses (\$36 080.55) and vehicle maintenance expenses (\$1 665.60) were higher this year, but travel costs (\$2 830.54) were lower than budgeted due to COVID19 restrictions
- Summer staff wages amounted to \$18 480, with funding provided from Canada Summer Jobs and Project Learning Tree.
- Recreation Development- \$32 000 went unspent for the campground due to lack of approvals
- Full financial audit needed on past 6 years – some conversation regarding the necessity based on the cost and limited business activities of the MCFC.

MOTION to approve financial report FM, DC seconded. **Approved**

2021 Budget:

- One block harvest complete, one underway- under 4000 tonnes predicted. Hoping to have this trucked before roads are closed this spring. Another harvest is hoped for in August. Total softwood sales expected: \$147 000. Total hardwood sales expected: \$79 500.
- Consulting revenue expected amounts to \$14 500.
- Summer student's wages amount to \$9520- expecting 25-50% of their salary to be paid for through Canada Summer Jobs or Project Learning Tree
- Investment Readiness Program funding- this will be spent quickly on consulting fees.
- Campground budget reduced to \$5000.
- NSDLF support totals \$105 000, with an additional \$4500 anticipated from NSDLF outreach program.
- Professional development budget is \$3500, making up for lack of opportunities last year during COVID19 restrictions.
- Forestry Innovation Transition Trust (FITT) funding application for the NS Working Woodlands Trust was denied for now, but MCFC has been invited to the facilitated session this spring.
- Discussion around any possible harvesting income being restricted by lack of dedicated contractor capacity.

MOTION to approve 2021 budget FM, DC seconded. **Approved.**

4. Negotiation Update

Last meeting was January 29, 2021, when formal negotiation points initially submitted in 2018 were revisited and half of these were discussed. Next meeting is March 10, 2021.

5. Investment Readiness Program Consultant Proposal

MCFC is seeking consultants to explore new and meaningful opportunities with funding from the Investment Readiness Program. MJR will develop and advertise a request for proposals focusing on MCFC's need for a contractor capacity feasibility analysis and market development analysis, both are vital to achieving greater financial stability and autonomy.

6. Committee planning/check in

Research Committee- Terms of reference under development, KM to call another meeting.

Operations Committee- AL to call GT and GU to request a meeting.

Campground Committee- will meet Friday, Feb 12, 2021.

Outreach Committee- deferred until next Board meeting.

Negotiations Committee- Meeting March 10, 2021

Next meeting TBD

MOTION TO ADJOURN: AL

Medway Community Forest Co-operative
Board Meeting
May 6, 2021
Virtual Meeting- Zoom

Attendance:

Katie McLean (KM)
Mary Jane Rodger (MR)
Donna Crossland (DC)
Jennika Hunsinger (JH)
Emily Snair (ES)
Abby Lewis (AL)
Fritz Meyer (FM)
George Townsend (GT)
Don Kimball (DK)
Georgie Uhlman (GU)
Will Martin (WM)

Agenda:

1. Approval of last meeting's minutes
 2. Financial update
 3. Spring/summer work planning
 4. Negotiations update
 5. Operations update
 6. Campground update
 7. Research update
 8. Summer outreach planning
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7. Review of Minutes
MOTION to accept the February 8, 2021, Board of Directors meeting minutes.
DM, FM seconded. **Approved**

 8. Financial Update
 - New accountant and new book keeping platform in use.
 - Total income \$220 981.82 from consulting, DLF grant, and sales.
 - Vehicle expenses- MCFC field vehicle needs a great deal of maintenance which was quoted at \$1600, second quote has been sought.
 - Cost of goods sold: \$37 734.82
 - Stumpage paid, around \$13 000- fees haven't been updated since 2020, this presents an opportunity to make some extra money this year as lumber prices are high at the millMOTION to approve financial report FM, GU seconded. **Approved**

9. Spring/summer work planning

Staff work task allocation Gantt chart presented by MR:

- NS Working Woodlands Trust (NSWWT) will likely soon be approved as eligible body and strategic planning has been underway under direction of consultant Josh Noseworthy (Global Conservation Solutions). Working to transition to self-sufficiency by selling carbon credits. NSWWT would need ~10 000ha under management to enter agreement with Finite Carbon, a company in the USA. JH and MR will cultivate this relationship, and will seek a pilot land base this year.
- Outreach- member survey, planning outreach events, planning to attend farmers markets. ArcGIS Storymap needs Outreach Committee and Stakeholders' review before release.
- Campground- JH has been seeking funding from the Atlantic Canada Opportunities Agency (ACOA) for trail system. Mapping, signage, a social media launch, and marketing strategy to be worked on this summer.
- Research and consulting- JH migratory bird surveys during silent season (May-July). Federation of NS Woodlot Owners and Operators (FNSWO) woodlot surveys may continue. Research committee will soon be revived.

10. Negotiations Committee

- No updates.
- Conversations with British Columbia Community Forest Association have yielded ideas for revenue-sharing and stumpage fee arrangements.
- Next meeting to be in late May to early June- mentions of a longer license agreement and additions to the license area have been made.
- Meeting and MCFC license area tour were made with Paul LaFleche shortly after his appointment at Deputy Minister of NSDLF.

11. Operations update

- Over the winter R&C Weare Logging Ltd. completed a selection harvest of 25% removal in a tolerant hardwood drumlin block and a commercial thinning of an adjacent red spruce block. Staff marked trees for removal for this harvest which increased the operator's efficiency.
- R&C Weare have recently completed an irregular shelterwood harvest on a red oak-white pine site. Staff marked patch placement for this.
- Investment Readiness Program- Climate Forest Company was hired. A preliminary spatial model for Annual Allowable Cut (AAC) has been developed using Forest Resource Inventory (FRI) data (specifically: stands >40 years old and sites with <level 4 land capability). Watercourse buffers, previously harvested blocks, and old

growth stands were eliminated from this analysis, leaving 3300 ha available for harvest and giving the MCFC an AAC of 12 000 tons.

- The Climate Forest Company has identified three innovative product categories to pursue further: biochar for export, hardwood pulp, and charcoal, as well as large diameter softwood sorts for niche industries like boat-building and bridge timbers. MR will coordinate meeting with Dale Prest (Climate Forest Company) to have full explanation of the findings.

12. Campground update

- A management plan is required.
- Construction plan is complete and submitted.
- Volunteer work days coming up in summer 2021.

13. Research update

- SFI Community Grant to support community greening and climate adaptive tree planting program to replace declining old street trees or those affected by Hurricane Dorian was approved. This project falls well into the timing of Gateway to Kejimikujik project and Board of Trade park upgrades. Tree species to be planted include: red maple, red oak, yellow birch, tulip tree, butternut, white walnut, and sassafras. Further connections with community to come, as well as developing education plan with the Mersey Tobetic Research Institute (MTRI) and North Queens Community School, and preparing to plant trees in the fall of 2021.
- Landbirds at Risk Beneficial Management Practices (BMP) Implementation project- lead by Dr. Cindy Staicer. Next steps include professional and public field tours and site assessments- staff are currently seeking MCFC or private land sites with key Species at Risk (SAR) habitat and planned operations.
- Annual Breeding Bird Survey starting likely last week of May 2021. Adding Common nighthawk survey using AudioMoth acoustic monitors.
- Forestry Innovation Transition Trust (FITT) proposal for large-scale research project in partnership with NS Department of Lands and Forestry, Dr. Alana Westwood at Dalhousie University, and MTRI, on developing Acadian Forest Research Collaborative (tree-marking, road impacts, and more), with the objective of submitting a proposal for the August, 2021 deadline.
- Additional FITT proposal to be submitted with Westfor and Mi'kmaw Forestry Initiative (MFI) to examine site level expenses of implementing the Triad approach, including various types of harvests to inform contractor costs, training, and long term investment costs. This would be a good step toward the MCFC becoming a demonstration forest.

14. Summer outreach planning

- Farmer's markets- ES and JH will wait to attend these until COVID restrictions allow. Other ideas include a webinar series, outdoor gatherings (will depend on COVID restrictions), and an operations tour.

- Outreach Committee- KM will chair committee, DC and AL volunteer.

Next meeting TBD

MOTION TO ADJOURN: AL

Medway Community Forest Co-operative
Board Meeting
July 19, 2021
Virtual Meeting- Zoom

Attendance:

Katie McLean (KM)
Mary Jane Rodger (MR)
Jennika Hunsinger (JH)
Emily Snair (ES)
Abby Lewis (AL)
Fritz Meyer (FM)
Don Kimball (DK)
Gerry van Dyk (GD)

Agenda:

9. Approval of last meeting's minutes
10. Outreach committee report
11. Presentation from Dale Prest, CEO, Climate Forest Company
12. Financial update

15. Review of Minutes

MOTION to accept the May 6, 2021, Board of Directors meeting minutes.
FM, DK seconded. **Approved**

16. Outreach Committee Report (presented by ES)

- First event was held on June 26th, 2021, at Kejimikujik National Park and National Historic Site (KNPNHS) in partnership with Whynot Adventure- Keji Outfitters. This was a fun workshop on backcountry camping and an opportunity to talk about MCFC campground project. A total of 6 participants attended.
- Second event occurred in July- 20 participants for a nature walk at Four Mile Stillwater Trail with DC.
- ES and JH have attended Annapolis Royal farmer's market to promote MCFC.
- Upcoming events: Wildlife House Workshop at Four Mile Stillwater trail. Considering postponement to a weekend in September in order to prepare kits and tools for the registrants.
- August 8th, 2021- Tour of unique forest stands on the MCFC license area. Seeking Board volunteers to drive participants. AL, DK, KM, and MR volunteered.
- August 22nd, 2021- fifth annual MCFC Forest Market in Annapolis Royal.
- Planning meeting for Diversity and Inclusion panel is upcoming.
- New MCFC merchandise has been ordered and will be posted for purchase through online store.

17. Dale Prest- CEO, Climate Forest Company presentation on his company's research:

Building Efficiencies in Forest Operations and Marketing

- *Part 1:* How can the MCFC get more wood cut more consistently? How much can the MCFC cut without compromising core ecological values?
 - Completed new AAC determination and predicted products based on recent harvesting records: 9500 tonnes/year, in ecologically-appropriate way. This would require significant layout, 50% time for single harvester, and harvest of approximately 392 ha/year.
 - There is a role for full-time Operations Manager to lay out harvests and secure services of preferred contractor. Financial model was built to determine feasibility.
- *Part 2:* How can the MCFC make more use of the fibre that is cut?
 - Market analysis of syn-gas, biochar, charcoal, high-value timbers and figure wood.
 - Contract sawmilling model explored.
- Full analyses and reports made available to the Board of Directors.

18. Financial Update

- Total second quarter income \$193 026.28, including \$56 967 from stumpage tender and \$47 263 roadside firewood, staff and summer student funding was awarded (\$16 503.80) and NS Department of Lands and Forestry grant (\$69 184).
- Winter Pre-Commercial Thinning (PCT) work was paid for, valued at \$40 474.
- Truck maintenance cost \$472.73.

MOTION to approve financial report FM, AL seconded. **Approved.**

Next meeting TBD

MOTION TO ADJOURN: AL

**Medway Community Forest Co-operative
Board Meeting
November 1st, 2021
Virtual Meeting- Zoom**

Attendance:

Katie McLean (KM)
Mary Jane Rodger (MR)
Jennika Hunsinger (JH)
Donna Crossland (DC)
Abby Lewis (AL)
Fritz Meyer (FM)
Don Kimball (DK)
George Townsend (GT)
Will Martin (WM)
Steve Ward (SW)
George Uhlman (GU)
Jillian Weldon-Genge (JG)
Mike Lancaster (ML)

Agenda:

13. Review of last meeting's minutes
14. Financial update
15. Election of Executive Directors
16. Operations Update
17. Outreach Update
18. Review of Staff Evaluations

19. Review of Minutes

Minutes from the July 19, 2021, Board of Directors meeting to be circulated on Basecamp for approval.

20. Financial Update

- Total third quarter income was \$11 056.56
- Total third quarter expenses: \$77 804.32

MOTION to approve financial report FM, GT seconded.

Approved.

21. Election of executive directors

MOTION that KM remain as Chair, DC remain as Vice-Chair, FM remain as Treasurer, AL to remain as Secretary. Moved by SW, seconded by GT.

Approved.

22. Operations Update

MR gave an update on upcoming winter harvests and ongoing work. Recent hire Matt Miller has joined the MCFC as Harvest Operations Manager- welcome Matt!

23. Outreach Update

Sustainable Forestry Initiative-funded tree planting project. This October, 75 trees were planted in and near Caledonia as part of a community effort led by the MCFC, including the Mersey Tobeatic Research Institute, R&C Weare, Georgie Uhlman, and others.

24. Review of Staff Evaluations

Both the Ecological Forestry Coordinator and the Executive Director's performances were reviewed in late August 2021. Both evaluations were extremely positive, the Board is pleased with their performances and grateful for their service to the Cooperative. Recommendation was made to the Board for the Ecological Forestry Coordinator to be offered a 3% raise effective August 2021, and for the Executive Director to be offered a raise- amount to be discussed further by the Executive Directors.

Next meeting TBD

MOTION TO ADJOURN: DC

Medway Community Forest Cooperative 2021 AGM
November 1, 2021
Virtual Meeting

Attendance:

MCFC Staff- Mary Jane Rodger, Jennika Hunsinger

MCFC Board of Directors- Donna Crossland, Don Kimball, Friedrich Meyer, Katie McLean, George Uhlman, George Townsend, Will Martin, Abby Lewis

New Directors- Mike Lancaster, Steve Ward

Regrets- Gerry Van Dyk

MCFC Members: 32 members in attendance

Agenda:

MCFC Key Updates

MCFC Business Meeting:

- 1. Approval of agenda**
 - 2. Approval of 2020 AGM minutes**
 - 3. Approval of new MCFC members**
 - 4. Election of Directors**
 - 5. Financial Report**
 - 6. Adjournment**
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MCFC Key Updates:

-Welcome from Board of Directors Chair, Katie McLean

-Update from Executive Director, Mary Jane Rodger:

- Negotiations
- Operations
- Recreation
- Research
- Outreach
- Discussion around previously burned area of the MCFC, pre-harvest stream assessments, SAR present on the burn, operational planning, clarity of maps, interest in liming studies.

MCFC Business Meeting

1. Approval of the agenda

MOTION. Elizabeth Braid moved to accept the MCFC 2021 AGM agenda, as presented.
Seconded by Craig Fancy.

APPROVED.

2. Approval of the 2020 AGM minutes

MOTION. Craig Fancy moved to accept the minutes of the 2020 AGM, as presented.

Seconded by Jane Barker.

APPROVED.

3. Approval of new MCFC members (Rob McCleave, Janet McLoed, Leif Helmer, George Kovacs, Lucian Mustain, Doug Hickman, Tamaya Garner, Daniel Telfer, George Townsend, David Patriquin, Ken Burrows, Simon Ryder-Burbidge, Dave Ireland)

MOTION. Will Martin Moved to accept the new members of the MCFC, based on the list provided. Seconded by Elizabeth Braid.

APPROVED.

4. Election of new Directors

-Thank you to Craig Hartlen for his service on the MCFC Board of Directors.

MOTION to accept a nomination to the Board from the floor, in order to fill one of the vacant seats within the Board. Motion made by Elizabeth Braid, seconded by Craig Fancy.

APPROVED.

MOTION to accept Mike Lancaster as a Director. Moved by Jane Barker, seconded by George Townsend.

APPROVED.

MOTION to accept Gerry van Dyk as a Director. Moved by Craig Fancy, seconded by Charlene Morton.

APPROVED.

MOTION to accept Steve Ward as a Director. Moved by Craig Fancy, seconded by Elizabeth Braid.

APPROVED.

5. Financial report presented by Friedrich Meyer.

MOTION. Friedrich Meyer moved the acceptance of the 2020 financial statement, as presented. Seconded by George Townsend.

APPROVED.

Adjournment-George Townsend moved to adjourn.

APPROVED.