

## Minutes of the Meeting of the Bulkley Valley Research Centre (BVRC) Board of Directors

**Date** – January 18<sup>th</sup>, 2016

**Location** – The Alpenhorn, Upstairs meeting room, Smithers, BC

**Present:** Adrian de Groot (chair), Johanna Pfalz(recording), Richard Overstall, Sybille Haeussler, Alison Beal, Brian Edmison, Jocelyn Campbell

**Absent:**Greg Knox, Don Morgan, Alan Baxter, Phil Burton

**Staff Present:** Rick Budhwa

Topic and Discussion	Motion	Action	Due Date	Responsibility
<b>1: Approval of Agenda</b>				
Agenda accepted as amended Sybille – add Annual Meeting tasks to New Business	Brian moved, Richard seconded, All in favour - passed			
<b>2: Approval of December 14, 2015 Minutes</b>				
Minutes of December 14, 2015 accepted as circulated by Adrian	Richard moved, Brian seconded. All in favour – passed.			
<b>3. Agenda items from previous meetings</b> Working group assignment on policy and personnel report	Jocelyn moved Alison seconded, Motion moved.	Alison reported out on progress - Need to do a full policy review in conjunction with staff. In particular, need to develop specific policy compliant with WCB Workplace Bullying policy. Alison circulated draft policy from WCB website. Action to accept draft policy in principal, with a more thorough review during the comprehensive policy review with staff.		

		Need to review Report on the Working Group on Policy and Personnel (online) and will be tabled at next meeting. This is first step to the Overall Policy Review. To be circulated by Jan 20 <sup>th</sup> ,	comments returned by Feb 8 <sup>th</sup> , discussed at next board meeting	Alison, Sybille, Jocelyn
Conference update		No update – Don not here		
Data Sharing Philosophy and Data Management Plan (from Oct meeting)		Progress report back to board at next meeting.		Don, Johanna, Rick
Recommendation for membership levels/fees (from Oct meeting)		Last year assoc. members income: \$4,770; Alison suggests membership needs to take into account inflation but Brian indicates membership is very little cost. (Seminar Series, professional development, newsletter =/ membership fees).	Feb 15th	Rick, Johanna, Don
Strategic planning update(from Oct meeting)		Deferred as Alan isn't present. Brian suggests revisiting the plan with respect to the changing economic climate.		
Commercial entity sub-committee update report (from Oct meeting)		Jocelyn stepped down on this item. Require a short description to describe the relationship b/w BVRC and NWRC. Subcommittee disbanded.	Feb 15th	Richard, Rick
<b>4. New Business:</b>				
AGM dates		Rick will put out 3 Monday dates to board for AGM.	Feb 15th	Rick
AGM Awards		Sybille offered to look after awards		Sybille,
Board Nominating committee		Adrian to serve as nominations chair, Johanna to assist.		Adrian, Johanna
<b>5. Adjourn Meeting</b> Next Board Meeting is Feb 15th, 2016, Alpenhorn				