

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

**Date:** October 11, 2016, 12:00 pm

**Location:** Alpenhorn meeting room, Smithers, BC

**Present:** Adrian de Groot (chair), Laura Guillon (recording), Richard Overstall, Wade Brunham, Johanna Pfalz, Don Morgan, Phil Burton

**Absent:** Darryl Hanson, Brian Edmison, Alan Baxter, Michael Price

**Staff Present:** Rick Budhwa

Topic and Discussion	Motion	Action	Due Date	Responsibility
<b>1: Approval of Agenda</b>				
	Johanna moved to accept agenda as modified, Adrian seconded, All in favour - passed			
<b>2: Approval of May 17, 2016 Minutes</b>				
Circulated by Adrian	Johanna moved, Richard seconded, All in favour - passed			
<b>3. Agenda items from previous meetings</b>				
Q2 financial update provided by Rick Not all projects appear on Q2, will be shown on next quarter.		Provide Q3 update next meeting	Next Meeting	Operations
Monthly update presented by Rick		none		
Conference Update – Rick provided an update on conference planning		Provide update next meeting	Next Meeting	Operations
Staffing Transition – Rick informed the board that Kaila is resigning as operations manager, advertising for the position will be done soon		none		Operations
Policy and Procedures		Update in the new year	January, 2017	Operations
Strategic planning, report of the subcommittee		Subcommittee to meet and finalize in the next week	October 19, 2016	Subcommittee
<b>4. New Business</b>				
Secretary Position		The Board accepted Johanna's resignation as Secretary. Laura accepted the nomination as Secretary. The Board appointed Laura as Secretary	none	

<b>5. Adjourn Meeting</b> Next Board Meeting is Tuesday November8, 2016	Richard motioned to adjourn			
---	--------------------------------	--	--	--