

**Bulkley Valley Centre for Natural Resources Research and Management
Board of Directors Meeting
March 9, 2004**

Present: Sybille Haeussler (Chair), Tom Buri, Frank Doyle, Brian Edmison, Rosemary Fox, Anne Harfenist, Kevin Kriese, Don Morgan, Carl vanderMark, Dave Wilford

- 1) Acceptance of Agenda
 - *Anne moved; Carl seconded. Approved.*
- 2) Approval of Feb. 18 Minutes
 - *Anne moved to adopt minutes; Carl seconded. Approved.*
- 3) Business Arising from Previous Meeting
 - a) Draft directors' binder: Kevin circulated; suggestion to add minutes, communications and proposal review guidelines
 - b) Interim proposal review guidelines: *Anne moved to accept; Dave seconded. Approved*
 - c) Membership renewal:
 - **Anne to circulate e-mail reminder to last year's members who have not yet renewed**
- 4) WED contract
 - One change to circulated update – topic of second proposal not yet finalized
 - Suggest compilation of natural resource expertise in region be expanded to include social sciences and systems expertise
 - Draft contract with IMPACS circulated
 - *Sybille moved to empower subcommittee (Kevin, Anne) to enter into and conclude contracts as necessary to complete this contract up to the value of the WED contract; Kevin seconded. Approved.*
- 5) Research Projects
 - a) Draft dbase summarizing projects circulated:
 - suggest posting 2 sheets on website (completed and active projects but not proposals)
 - suggest developing an FTP site
 - **Don to develop ideas about what to include, privacy policy etc and circulate to board for discussion at next meeting**
 - b) Babine Monitoring: signed; no lead assigned until action needed
 - c) Skeena Islands: *Anne moved that Kevin act as lead in first phase of project; Sybille seconded. Approved.*
 - d) FII projects approved:
 - **Sybille to ensure that research summaries of 3 new projects are posted on web**
 - e) Transfer agreements w/MoF:
 - *Anne moved to enter into transfer agreements on the 4 topics discussed with full proposals to be developed and reviewed by the Centre; Brian seconded. Approved.*
 - **Sybille to coordinate proposal reviews**
- 6) Conflict of Interest:

- Tom presented information; in Society Act, Section 25 outlines issues (need to act in best interest of society, liability) and Sections 27 & 28 discuss how to deal with potential conflict

- **Tom to suggest text to insert into our governance policy**

7) Executive Director/Administrative Director and Administrative Assistant

- Brian circulated ideas about time and duties
- Will need to define roles/relationship between president and Admin. Dir.
- Advertise positions publicly

- **Carl to draft job description for AD**

- **Anne to draft job description for AA**

8) Restructuring Board Meeting

- tabled until next meeting

9) New Business

- a) Non-profit Societies Book: Kevin has copy – much potentially useful information
- b) Research Planning Comm – tabled until next meeting; Morice fish sustainability document could be useful to RPC
- c) FOREX – BV Centre to consider membership in
- d) Chamber of Commerce – BV Centre to consider sending Admin. Dir.
- e) Managing for Tomorrow Conference in P.G.:

- **Don and Kevin to look into submitting abstract for poster**

10) Conflict of Interest

- **Tom to present information at next Board meeting**

Next Meeting – April 13 at 13:30

Meeting Adjourned

Minutes taken by Anne Harfenist