

**Bulkley Valley Centre for Natural Resources Research and Management**  
**Board of Directors Meeting**  
**September 10, 2008**

**Present:** Anne Harfenist (Chair), Debbie Cichowski, Brian Edmison, Rosemary Fox, Brian Fuhr, Sybille Haeussler, Jim McCormack, Bob Mitchell, Don Morgan, Laurence Turney, Rick Budhwa (RPM), Kirsteen Laing (AM)

Note: monthly information update was circulated with agenda

- 1) Acceptance of Agenda
  - *Brian E. moved to accept; Debbie seconded. Approved.*
- 2) Approval of June 11 edited Minutes
  - *Jim moved to adopt minutes; Sybille seconded. Approved.*
- 3) Action Items from Previous Meeting(s)
  - a) Letter re Valley Vision website (Anne): written and sent to Sybille for signature
  - b) Package for contractors (Rick): see monthly information update
  - c) Carbon offset program (Don/Phil): carbon footprint measures investigated including Smarttec; numbers on CO<sub>2</sub> production researched; potential templates for recording carbon footprint examined; need preliminary idea of C footprint of BVRC activities (staff and board while pursuing Centre activities + contracts) before can determine type of offset program to focus on; emphasis to be on looking for opportunities to reduce carbon footprint in Centre activities.
    - **Don to circulate template to board, RPM and AM**
    - **Anne/Rosemary to introduce idea to members in next newsletter and ask for voluntary submission of information from April 1**
- 4) Board Development Workshop
  - organised by Wetzin'kwa Community Forest Board; Sybille attended and reviewed some of main ideas
  - 3 sessions: governance, running effective meetings, strategic planning
    - **Sybille to circulate powerpoint presentation if available electronically; if not, photocopies will be made available to board**
  - board will address points of each session in upcoming meetings: Oct. = running effective board meetings; Nov. = strategic planning; Dec. = board evaluation tool
  - ideas in session on running effective meetings included use of committees, starting on time, using strategic plan to structure meetings, delegating, how to ask good questions, evaluating meetings
    - **Jim, Don, Brian F. to send Sybille links to information on effective meetings; Sybille to collate and distribute to board in advance of Oct. meeting**
    - **all board members to develop 1-2 suggestions on topic to be discussed at Oct. meeting; if turns into complex discussion, will appoint a sub-committee to delve further into topic**
    - **Don and Rick to summarise where we are in relation to the strategic plan at Oct. meeting; for discussion at November meeting including question of if and how to incorporate strategic and generative activities into each board meeting**
    - **Sybille to customize on-line board evaluation tool by Dec. meeting; possibly to include self-evaluations and evaluations by RPM**
    - **Rick and Don to investigate possibility of using share point for board access to resource material**
  - other issues covered at workshop included financial literacy (do board members need a financial primer?), recruitment of new board members, best use of present members, team building
- 5) Personnel Changes
  - Michelle Larstone, fundraiser, was introduced to board; discussed types of foundation funding and progress toward BVRC accessing each type; updated on discussions with the Moore Foundation
    - **Michelle and Rick to circulate discussion paper on Centre access to foundations by October meeting for discussion at November meeting**
  - Aaron Trowbridge is leaving Centre to pursue other job opportunities; summed up experiences
- 6) Moore Foundation
  - see monthly update and agenda item #5

7) NSERC

- see monthly update; terrific opportunities for BVRC discussed eg. changes in how we meet our capacity needs

8) Newsletter

- fall version to include C offset discussion, NSERC
- **Anne and Rosemary to work on newsletter**

9) Meeting Dates for 2008/2009

- 2<sup>nd</sup> Wed. of each month unless significant no. of board members can't attend: Oct. 8, Nov. 12, Dec. 10, Jan. 14, Feb. 11, Mar. 11, Apr. 8, May 13, June 10. Note that the AGM will be held in Mar. or Apr. so monthly meeting in that month may be cancelled.

10) New Business

- Exterior sign – agreed on proposed design
- Seminar series – Kerrith McKay will organise again this year.

**Next Meeting – October 8 at BVC office @ 15:30; Anne H. to chair**

**Meeting Adjourned**

Minutes taken by Anne Harfenist