

## AGENDA – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, January 21, 2020

Location: Eclipse Geomatics Boardroom. #102 3423 Fulton Avenue, Smithers, BC.

Present: Adrian de Groot, Ken White, Dawn Hanson, Alana Clason, Johanna Pfalz, Irene Ronalds, Adriana Almeida-Rodriguez and Paula Bartemucci

Unable to attend: Ché Elkin, Kira Hoffman

Dial up: Evelyn Hamilton

Topic and Discussion	Motion/Action	Responsibility
1: Approval of Agenda	Passed	
2: Approval of December board meeting minutes	Passed with minor correction	
3. Monthly update from Executive Director	<p>Kassandra Trust gave \$30 000 to BVRC for operating costs. Could be a one-time offer but it is important to demonstrate to them the value of the Centre. Discussion around saving some of this money for 2021 and/or using it as seed money to allow time to seek out similar funding.</p> <p>Reminder to follow-up on supporting members of the Centre at this time of the year.</p> <p>Board expressed interest in ED providing a written monthly summary of past month's activities - update on projects and financials and plans for coming month. ED report sent ahead with agenda to Board to review prior to meetings. Adrian to send Dawn Leigh-Ann's ED updates as examples.</p> <p>Final annual report needed for 2018 and 2019. There was some discussion by staff to re-vamp/enliven the current report to make it both a tool to celebrate year's accomplishments but also to demonstrate what the Centre has achieved (year in review). Financials may not be required for this report. Needed for AGM. Johanna will send her SKT year in review to Dawn.</p> <p>Dawn discussed having the BVRC attend university career fair to raise profile of the Centre. E.g. UBC, UNBC. Board suggested that we need to target grad students and potentially natural resource seminar series at UNBC. Perhaps Centre does not have anything tangible to offer students looking for jobs.</p> <p>2020 opportunities include: POLIS has approached BVRC to help coordinate logistics for their Watersheds 2020 Forum Oct 14-16, which is to be held in our region. Upper Bulkley River is the focus. There may also be an opportunity for BVRC to have a role in the upcoming BC Ornithologist Conference in Smithers, June 26 - 28.</p>	Dawn

<b>4. Agenda items</b>		
Conflict of Interest	<b>Motion to accept the COI policy as presented.</b> Passed. All board members present signed the COI Policy.	Alana
Strategic Plan discussion	<p>Dawn has looked at the strategic plan and will track how Centre's outcomes/projects fit into the plan's goals/objectives. Keep track of how we are doing financially and within strategic plan framework. Board discussed the need for a yearly work plan and projected yearly budget.</p> <p>Dawn questioned if we should remove DOO from schematic diagram of governance flow chart. No DOO currently, slightly different structure now.</p>	All
Wildfire Initiative	<p>Long process to secure funding from the U of A federal partnership. Lori at UBC needed until almost Christmas to complete her part of the process – she has a good comprehensive plan. EOIs are complete. Still no funding transfer. Optimistic that final approval will happen soon. Phil Burton interested in collaborating, post-doc.</p> <p><b>UPDATE: BCWS has approved release of funds to BVRC.</b></p> <p>Please see letter from Evelyn from her meeting with Brian Kolman Jan 20. Brian Kolman is lead of a team within Office of the Chief Forester. Lakes Pilot project is one of 6 projects.</p> <p>Meeting in Quesnel (Feb 4-5) would be excellent to attend as they have moved further along in their fire pilot project. Brian Kolman's team are not attending. Evelyn will not be able to go. Could someone come to debrief about meeting to the fire sub-committee? Meeting in mid February here (Feb 11-12).</p>	Evelyn
AGM	<p>March 25. Need to send out an announcement about AGM and about the local award nominations. Call for motions by the members has to be announced as well. Discussion around style of AGM evening. Dawn to look into options and get back to the Board. Potluck meal and brief presentations occurred in 2019 AGM and also holiday potluck. New ideas – drinks/appetizers/more mingling? Or potluck with no presentations.</p> <p>Discussion also around whether we need to have a financial audit every year. It is costly (\$8000) but is required in some grant applications – which ones? SKT has potential grant that needs financial audit – <i>declaration of COI by Johanna for this discussion.</i></p> <p>Audit is booked and we will go ahead again this year, 3<sup>rd</sup> year in a row.</p>	Dawn, Adrian

<b>6. New Business</b>		
MWMT update	No update from CRA (Diane) about whether funds can be transferred without official charitable status of MWMT. No news from Rick about charitable status of MWMT.	
<b>7. Regular In-Camera Session</b>	Session was held. Adrian sent Dawn feedback from the Board via email.	All
<b>8. Adjourn Meeting</b> Next Board Meeting is February 18, 2020	Passed	