

AGENDA – Bulkley Valley Research Centre Special meeting because of ED resignation

Time: 12 – 2 pm Tuesday, July 16, 2019

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

Dial-in option: Che Elkin (video)

Present: Adrian de Groot, Sheena Briggs, Irene Ronalds, Alana Clason, Johanna Pfalz, Kira Hoffman, and Paula Bartemucci.

Topic and Discussion	Motion/Action		Responsibility
1. Approval of AGM minutes.	Passed (Alana, Kira)		
2. BVRC staff update	Sheena spoke to board about Staff's interest to be involved in the hiring process for new ED. She would be interested in being operations manager for a 3-month transition period.		Sheena
3. Discussion of Leigh-Ann's resignation and plans to move forward on hiring a new Executive Director.	<p>3.1 Leigh-Ann announced her resignation to Adrian on July 9, 2019 via email with financial update and a ED transition plan. Board was notified directly.</p> <p>3.2 Hiring sub-committee was formed to fine-tune the existing Executive Director job advertisement and post locally and widely with a closing date of August 30. Che recommended that job description highlight the importance of financial skills. Johanna recommended adding a minimum time period (2 year?) Others recommended that we have some flexibility in the ED role to explore and increase revenue. Adrian emailed the board the ED letter of offer, and the ED job description. Hiring committee: Johanna, Adrian, Adriana, Ken and Evelyn.</p> <p>3.3 Exit interview sub-committee was formed to interview Leigh-Ann for feed back about BVRC and ED role. Irene, Alana and Adriana to have a meeting with Leigh-Ann and report back to board. Board is asked to send questions for Leigh-Ann to Irene. Adrian emailed the documentation for exit interviews to board.</p>		All
4. Contingency planning	Discussion occurred about what to do if there is not enough revenue to counter the projected deficit this fiscal year. Identify the 'core functioning unit' of the BVRC and plan for worst-case scenario and further scaling back.		Ken and others

5. Plans for Strategic meeting in early fall.	Alana is going to send out a Doodle poll in order to select a date in September (3-10pm) that the board could meet and focus on strategic plans for BVRC's future, board roles and responsibilities, long-term sustainability, business model, etc.		Alana
6. Brian Kolman's resignation	Since the June board meeting and this special meeting, Brian Kolman resigned from the board.		
7 Adjourn Meeting Next Board Meeting is September 27, 2019	Passed		