

## AGENDA – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, June 18, 2019

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

Dial-in option: Che Elkin (phone) and Evelyn Hamilton (phone)

Present: Brian Kolman, Ken White, Irene Ronalds, Alana Clason, Johanna Pfalz, Paula Bartemucci, Adriana Almeida-Rodriguez, Leight-Ann Fenwick

Absent: Kira Hoffman, Adrian de Groot

Topic and Discussion	Motion/Action		Responsibility
1. Approval of Agenda	Agenda approved (Alana, Ken)		
2. Approval of May board meeting minutes. NOTE: We need to approve April board meeting minutes and AGM minutes at next meeting.	Passed (Adriana, Ken)		
Review previous meeting minutes			Chair/Alana/Adriana
3. Monthly update from ED	See cashflow update, project list and grant list for details and Agenda item 4 (below).		Leigh-Ann
<b>4. Financial Update / Cashflow / Auditor meeting update</b>	<p>Ken provided an update of Auditor meeting. BVRC staff did great job, lots of tracking because lots of projects/deferment. Auditor recommendation to have 2 signatories per cheque. Board members and ED to now have signing authority: Adrian de Groot, Ken White, Leigh-Ann Fenwick, Adriana Almeida-Rodriguez. Motion passed to add above people as cheque signatories.</p> <p>Forecast is now a deficit of \$17,000. Major costs are \$32000 for salary and \$8000 for audit. Discussion about how to save on audit costs (yearly or not). Potential sources of income were outlined (see grant list and project list). Discussion about how BVRC offers more project services than solely administration and how this could be tracked and billed for.</p> <p><b>Action item: Leigh-Ann to make internal guidelines to determine admin vs project service time spent on projects. E.g. Tracking of hours on various contract services.</b></p>	September	Leigh-Ann, Ken
<b>5. Agenda items</b>			

Morice Watershed Monitoring Trust update	Consensus among the board to work toward transferring endowment funds to the intended trustees or other organization as soon as possible. <b>Action items: Johanna and Ken to write a summary of current concerns and solution ideas. Ken and Adrian to have meeting with Dave Dewitt.</b>		Leigh-Ann, Ken, Johanna
Strategic Priorities / Annual Operational Plan	Plan to revisit strategic plan at the end of September – potluck style. Financial viability is major priority.		Brian
Conflict of Interest - conflict of interest disclosure form -	ongoing		Leigh-Ann
Grant strategy	ongoing by email.		Leigh-Ann
Industry partnership	Discussion around BVRC position on partnerships with industry. Idea of acquiring seed money for researchers to work on project development and proposals from industry or other sources.		Adriana
<b>6. New Business</b>			
Volunteer engagement strategy	Ongoing, update in September		Leigh-Ann
<b>7. Regular In-Camera Session</b>	Waved this month		All
<b>8. Adjourn Meeting</b> Next Board Meeting is September 17, 2019	Passed		