

MINUTES

Meeting of the BVRC Board of Directors

Date: June 10th, 2015

Location: BV Economic Development Association office, 201-3848 3rd Ave, Smithers, BC

Present: Don Morgan (chair), Adrian de Groot (minutes), Brian Edmison, Don Morgan, Alison Beal, Johanna Pfalz, Jocelyn Campbell, Alan Baxter

Absent: Greg Knox, Sybille Haeussler, Richard Overstall, Phil Burton

Staff Present: Rick Budhwa, Barb McFee

Topic and Discussion	Motion	Action	Due Date	Responsibility
1. Review of Agenda				
Agenda accepted as amended	Alan moved, Alison seconded All in favour - passed			
2. Review of Minutes				
April 2015 minutes, accepted as presented	Brian moved, Alison seconded All in favour - passed			
3. Finances				
3a. A new financial coordinator has been hired, Barb McFee. Barb introduced herself. A financial report will be available for the September board meeting.		Produce Financial statement	September Meeting	Barb
3b. 2015 operating plan was presented and discussed. - The target of having peer review of all publications was discussed at length as an item that needs to be revisited in light of operational realities. - Discussion of the status of the data catalogue and warehouse target was held, especially in relation to the Skeena Knowledge Trust. Motion to accept operation plan with items for discussion as above 2015 budget was presented and discussed. Final budget was difficult to produce due to uncertainty on some items. Further discussion on cost recovery for office and administrative expenses is required. Motion to accept budget with item for discussion as above	Moved Alison, Alan seconded, all in favour Moved Brian, Alan seconded, all in favour	- Review peer review target when strategic plan is reviewed, and provide options for data standards - Review data-sharing network target - Discuss cost recovery	- September meeting - September meeting - September meeting	Rick Johanna Rick
4. Agenda Items				
4a. Board Governance				
Jocelyn has declined to be president, as there was a misunderstanding of her desire for this position. A new president was not elected. The vice-president will fulfill the role of president until a president is elected.		Elect a president	September meeting	Don

Topic and Discussion	Motion	Action	Due Date	Responsibility
Board engagement – roles and responsibilities		Produce a document with options for how the board operates	September meeting	Don
4b. Morice Watershed Trust Agreement Update				
The intended trustees, and the associated MOU, have been set-up to operate until the signatures of all trustees have been obtained.				
4c. Commercial entity sub-committee				
The sub-committee has not met, but will meet soon.		Sub-committee to meet	Before September meeting	Jocelyn
4d. Strategic planning update from subcommittee				
Sub-committee needs to meet. Jocelyn has joined the sub-committee.		Sub-committee to meet	Before October meeting	Alan
4e. Conference Update				
BVRC staff are in the process of preliminary organization of the conference. \$5,000 has been secured, with leads on further funding. There is potential to align timing with ABCFP to increase conference participation. - A draft vision for the conference will be drafted. - The board will approve this for staff to start organizing the conference.		Draft vision statement Approve vision statement	June 17 th June 30 th	Don Board
4f. Member Work Opportunities				
The draft contract hiring procedure was discussed. Comments will be circulated among the board.		Comment on contract hiring procedure document	Before September meeting	Board
4g. Membership Fees Resolution from AGM				
Deferred to next meeting			September meeting	Board
4h. In-Camera Meetings				
A discussion about whether the board needs in-camera sessions was held. There was general agreement that the board could have in-camera meetings if required.				
4i. Exit Interviews				
Don does exit interviews with staff. These conversations are kept private, but recommendations from the departing staff incorporated into operations when possible. A more formal process is possible, and was discussed. Departing board members could also be interviewed.		Look into exit interviews and need for a policy.	September meeting	Don
5. New Business				
None				
6. Closing Comments and Remarks				

Topic and Discussion	Motion	Action	Due Date	Responsibility
Next regular Board meeting September 23th, 2015 meeting adjourned	Johanna moved All in favour – passed.			