

**AGENDA – Bulkley Valley Research Centre Board meeting and planning session**

Time: 2 pm to 6 pm Friday September 27, 2019

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

Dial-in option: Evelyn Hamilton (video)

Present: Adrian de Groot, Sheena Briggs, Irene Ronalds, Alana Clason, Johanna Pfalz, Ken White, Adriana Almeida-Rodriguez, Ché Elkin and Paula Bartemucci.

Absent: Irene Ronalds, Kira Hoffman

Topic and Discussion	Motion/Action	Due Date	Responsibility
<b>1. Approval of agenda</b>	Passed		
<b>2. Approval of February, April, July board meeting minutes</b>	Review previous minutes. Passed (Ken, Alana, Ché, respectively)		Chair
<b>3. Financial Update and Project Update</b>	<p>Sheena provided update on budget. No budget deficit in 2019. Projected for a break-even or small surplus.</p> <p>New grants include BC Wildfire initiative (Evelyn) and Forest Stand Dynamics (Alana).</p> <p>Kassandra Trust may provide grant towards operating costs of \$25000 to \$30000 in new year.</p> <p>Refer to Grant list and to Project list uploaded to Google Docs by Sheena for details about individual projects/grants.</p> <p>Lunch-hour seminars will continue to be held at the Old Church.</p>		Sheena
<b>4. Agenda Items</b>			
MWMT Update	MWMT now has all of the required signatures and the transfer of the trust funds that have been held with the BVRC will occur immediately. <i>Monica and Sheena will complete final billing and book-keeping and look into CRA requirements for the best documentation of the transfer of trust funds.</i>		Adrian

ED hiring update	Evelyn and others on hiring committee worked hard to review > 30 applications and narrow the field down to 4 finalists for interviews. <i>Video interviews planned for October 4.</i> Update: Hiring committee interviewed 2 candidates on October 4. Position offered to Dawn Hanson.		Adriana/Johanna/Alana
Conflict of interest	Alana will create a BVRC-specific conflict of interest policy based on existing ones. Once created, all members will review, formalize and sign.		Alana/Kira
<b>5. New business</b>	No new business		
<b>6. In-camera session</b>	Waive this month. Passed		
<b>7. Adjourn Meeting</b>	Passed. Next Board Meeting is October 22, 2019. Begin strategic meeting after break.		