

Minutes of the Meeting of the Bulkley Valley Research Centre (BVRC) Board of Directors

Date – November 7, 2017, 12:00 pm – 2:00 pm

Location – Eclipse Geomatics Office at 3664 Railway Avenue, Smithers, BC

Present: Adrian de Groot (chair), Johanna Pfalz (recording), Alan Baxter, Don Morgan, Richard Overstall, Daryl Hanson (quorum)

Absent: Brian Edmison, Mike Price, Pamela Wright, and Wade Brunham

Staff Present: Leigh-Ann Fenwick (Executive Director)

Topic and Discussion	Motion	Action	Due Date	Responsibility
1. Approval of Agenda				
	Motion by Richard to accept agenda as is, seconded by Don, and passed by unanimous vote.			
2. Approval of September 29, 2017 and October 6, 2017 minutes				
Sept 29 th minutes still missing				
Approval of October 6, 2017 minutes	Motion by Don to accept the minutes from Oct 6, 2017, seconded by Adrian, and passed by unanimous vote.			
Agenda Items				
3. Welcome of new Executive Director Leigh-Ann Fenwick				
Update signing authority	Motion by Alan to update signing authority for the BVRC, Richard second, and passed by unanimous vote.	Remove Sybille and Rick as signing authority; add Leigh-Ann Fenwick and Adrian de Groot as signing authorities.	Dec 12, 2017	Brian Edmison, Don Morgan, and Adrian de Groot.
4. Monthly update from Leigh-Ann.				
		Update the BVRC web site regarding board minutes, board positions, and list of projects.		Leigh-Ann/Operations

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Current membership is at 46 (35 paid membership), 2016 was 60 members. No supporting members, one organizational supporter (UNBC).		Initiate membership drive.	March 31, 2018	Leigh-Ann/Operations
		Approach professional organisations to add BVRC Seminar Series onto their list of accredited learning sessions for professional development.	Dec 12, 2017	Leigh-Ann/Operations
5. Budget update for Q3		Add column to financial update to show current expenses against current budget to date. Keep column reflecting % of annual budget.	Dec 12, 2017	Brian Edmison, Leigh-Ann
6. Agenda items from previous meetings				
6a. Finalization and approval of strategic plan	Motion by Johanna to approve version 3.0 of Strategic Plan, Adrian seconded, and passed by unanimous vote	Add strategic plan to BVRC website.	Dec 12, 2017	Leigh-Ann/Operations
6b. FREP – ESI Report		Discussion around possible approaches to leverage FREP/ESI initiatives.		

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7. New Business				
Vision of BVRC board and direction for new ED		ED's focus for the next four months is <ol style="list-style-type: none"> 1. Membership drive 2. Core funding 3. Viable projects 4. Follow up with BC ministry contacts 		
Review of BVRC vision and consistency with the BVRC Constitution		Richard confirmed that the BVRC Mission, Vision, Values and Strategic Plan are consistent with the BVRC Constitution.		
8. Regular In-Camera session Meeting was moved into an in-camera session				
Unspent funding from completed projects	Motion to clarify how unspent funding from completed projects is tracked, seconded, passed by unanimous vote		Dec 12, 2017	Brian Edmison
Financial Audit Discussion		A financial audit would qualify the BVRC to be eligible for certain grant applications.	ongoing	
9. Adjourn Meeting Next meeting is December 12, 2017	Motion by Adrian to adjourn meeting			

Next meeting is December 12, 2017 12:00 pm – 2:00 pm at the office of Eclipse Geomatics (3664 Railway Avenue).