

Bulkley Valley Centre for Natural Resources Research and Management
Board of Directors Meeting
September 25, 2003

Present: Rosemary Fox, Irving Fox, Sybille Haeussler, Anne Harfenist (chair), Frank Doyle, Kevin Kriese, Tom Buri (first half of meeting)

1) Agenda

- 1) Acceptance of agenda
- 2) Approval of draft minutes of Aug 29 board meeting
- 3) Research Planning Committee Update (Frank)
- 4) SICEAI Stage II Proposal (Anne)
- 5) Draft Filing System (Kevin)
- 6) Communications
 - Kathy Martin newspaper article (Frank)
 - Gary Quanstrom/PIR (Jim)
- 7) New Projects (Sybille)
 - Sustainable Forest Management on alluvial and colluvial fans
 - Date Creek regeneration studies
 - Role of Centre in projects
- 8) Board Approval and Signing Authority
- 9) Other Business
- 10) Next Meeting

2) Approval of August 29 minutes

- **Rosemary moved to adopt minutes with revisions as circulated, Sybille seconded. Approved.**

3) Research Planning Committee Update

- Committee met in September
- ToR being revised, to be submitted to board at next meeting
- Proposed strategy from committee is to use existing priority-setting documents (i.e. FRBC) and focus energy on developing proposals for funding deadlines
 - **Frank to locate existing priority documents and circulate to the directors.**
- Committee recommends that Centre not send letters of support, but focus on Centre-led projects and partnerships.
- Directors felt this needed some flexibility, as letters of support can be used strategically to cultivate relationships
- Committee had some discussion around standards of review, and suggested deferring full development of standards. Board felt that some direction is needed, as we are receiving proposals already.
 - **Anne to develop a draft interim standard for review of proposals.**
 - **Frank to circulate RPC minutes to directors.**

4) Board Approval and Signing Authority

- Constitution requires board as a whole to approve contracts. Signing officers then formalize the decision made by the Board. In some societies, the board delegates this authority.
- This got complex when short notice was required for approval of an agreement with MoF
- **Tom moved that the board retroactively approve the Transfer Agreement with MoF for project on alluvial and colluvial fans. Kevin Seconded. Approved.**
- **Kevin moved that the Board delegate to the President the power to enter into contracts where they are consistent with Centre policies and priorities. Where there is some question regarding the approval, a straw poll of Directors will be conducted. Tom seconded. Approved.**

5) Role of Centre in new projects

- In some situations, the Centre may be asked to participate in projects where the objectives of the party working with the Centre are not consistent with ours. In order to guide the Centre in these situations, some criteria may be needed.
- After some discussion, the directors proposed that the following criteria would help:
 - Project must be legal
 - Project consistent with Board priorities
 - Contracting arrangement must be transparent to both parties;
 - When the Centre assumes the lead on a project, the contract must give the centre sufficient flexibility to ensure the project is completed to the Centre's own standards (i.e. excellence).
- **Board should discuss procedures for hiring contractors at next meeting**
- **Kevin to prepare a draft with some ideas on contracting procedures**
- **Anne to seek example policies from similar organizations.**

6) SICEAI Proposal

- Anne has revised the proposal, which will be submitted to Nadina soon.

7) Procedure for managing Register of Members

- Kevin circulated draft procedure, and Register.
- **Anne moved to accept the procedure, subject to receiving comments from Jim, Tom and Brian.**
- **Directors to provide edits regarding procedure and Register to Kevin before next meeting.**

8) Filing System

- Kevin circulated draft filing system, and received some edits;
- **Kevin to make further edits, and re-circulate for approval.**

9) Communications

- Production of newsletter is included in SICEA proposal
- If SICEA is unsuccessful, Anne will lead newsletter production, with assistance from other directors
- Kathy Martin is interested in producing newspaper article, but is currently too busy

- Jim has not yet contacted PIR

10) Other business

- Directors reviewed copyright clause in FII contract. Felt it was fine.
- **Kevin to look into acquiring WCB number.**
- **Frank to look into costs of liability insurance for Centre.**

Next meeting: October 30; 1:30 – 4:30 pm

- **Kevin moved to adjourn. Seconded by Rosemary. Approved.**

Minutes taken by Kevin Kriese