

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

Date – April 18th, 2016, 12:00 pm

Location – The Alpenhorn, Upstairs meeting room, Smithers, BC

Present: Adrian de Groot (chair), Johanna Pfalz (recording), Brian Edmison, Don Morgan, Phil Burton (phone), Alan Baxter, Laura Guillon, Michael Price

Absent: Richard Overstall, Wade Brudham, Darryl Hanson

Staff Present: Rick Budhwa

| Topic and Discussion | Motion | Action | Due Date | Responsibility |
|--|---|--|----------|----------------|
| 1: Approval of Agenda | | | | |
| Agenda accepted as amended | Brian moved to accept agenda, Johanna seconded, All in favour - passed | | | |
| 2: Approval of February 15th, 2016 Minutes | | | | |
| Minutes of February 15 th meeting | Brian moved, Adrian seconded. All in favour – passed. | | | |
| 3. Election of Officers | Brian motions to accept slate as presented, Don seconded, all in favour – passed. | President – Adrian de Groot Vice President – Alan Baxter Secretary – Johanna Pfalz Treasurer – Brian Edmison Director of Operations – will be assigned after Strategy Session in May | | |

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|---|--|--|--|--|
| 4. Agenda items from previous meetings | | | | |
| Strategic Plan expired end of 2015 - we need to discuss renewal | | <u>Subcommittee formed to review information, connect with members via a short email, and provide feedback to the board in May.</u> | Subcommittee to meet April 29 th 3:30 pm. Location TBD. | <u>Adrian, Alan, Don, Laura, Johanna and Operations.</u> |
| Background Policy documentation presented by Sybille and others | | Adrian will review the recent policy documents and pull together into one document. | May 17 th meeting | |
| Board roles and responsibilities session | | Revisit after Strategic Session review. | | |
| Executive Director review of operations | | none | | |
| 2016 Operating Plan and Budget | Brian motioned to accept, Alan seconded, all in favour passed. | Rick to place documentation on Share site and to report back to Board re: Columbia Mountains Institute model. | May 17th | Operations |
| Peer review policy statement | | Alan is still looking into this item and will report back to board at next meeting. | May 17 th | Alan |
| 5. No new business | | | | |
| 6. Adjourn Meeting Next board meeting is Tuesday May 17th | Don Motioned to adjourn | Suggested agenda for next meeting: 1. Orientation to new board members/history of BVRC 2. Update from Strategic Plan Subcommittee 3. Discussion - what is the future focus of the BVRC? | | |
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