

MEETING MINUTES – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, June 16, 2020

Remote meeting, via Zoom

Present: Dawn Hanson, Alana Clason, Ken White, Irene Ronalds, Evelyn Hamilton, Kira Hoffman, Johanna Pfalz, Adriana Almeida-Rodriguez, Ché Elkin, and Paula Bartemucci

Regrets: Sam Coggins, Brad Martin

Topic and Discussion	Motion/Action	Responsibility
1: Approval of Agenda	Passed, Ché motioned, Irene 2 nd , all in favour	All
2: Approval of May board meeting minutes	Passed	All
Review previous meeting minutes	Evelyn motioned to accept, Alana 2 nd , all in favour	Irene
3. Monthly update from ED 2020 Operations Budget	See the documents sent to board: ED Monthly update – June 2020.pdf , and Budget 2020 Forecast and Actual June 10.xlsx for details. <i>General summary:</i> 1. Canada Emergency Business Account –\$40,000 interest-free loan and 2 years to pay back. \$10000 refund if pay back in allotted time. Board decided that it is worthwhile to apply, but we will place in reserve account and decide on guidelines for how it will be used at next meeting. <i>Dawn and Monica to work on application, due end of July</i> 2. FireSmart seminar series moderately successful. BearSmart seminar with Deb Wellwood in planning for early July. Interactive style (chat function so more engagement with participants). MLARD course still under discussion. Discussion held around future (during Covid-19) seminar series. Offer online seminars or courses - way of offering service to members and keeping connected. Potential means of earning money via professional development courses and workshops in the future. Evelyn suggested that BVRC could partner with people who have webinars developed already. Link to webinar resources, etc. 3. Irving Fox memorial scholarship went to Carl-Evan Jeffries – Masters in moose health and habitat. 4. Budget: only new project since last meeting is Skeena PEM project. BVRC has mobilized approx. \$150,000 of \$285,000 deferred projects. Dawn and team is working on tracking projects and keeping board up to date on financial situation.	Dawn
4. Agenda items		

<p>Sustainability subcommittee update</p> <p>Admin fees/ expenses 2020</p> <p>Rent</p> <p>Potential for Federal funding</p> <p>Letter to membership</p> <p>Identify and connect with existing, past, potential funders</p> <p>Plan for strategy session re financial sustainability</p>	<p>Irene has been looking at finances very carefully. Suggests re-visiting Leigh-Ann’s recommendations. <i>Irene will re-send recommendations to board.</i> Long-term financial strategy – to find means of operating the Centre sustainably.</p> <p>Options: seek out more funding agencies (via grants and connections with existing grants), to continue to cut costs (lower expenses) and find other ways to generate money (vs. project admin fees).</p> <p>Big questions: (1) what is the cost to administer projects (need to track expenses) and how best to prioritize where to focus staff/board energy and resources. (2) is our mission statement up to date (re-visit) and how to ensure objectives are being met. (3) how to seek out more funding – donors, supporting members, endowments, grants...</p> <p>Moving forward – multi-pronged approach - bridge to sustainable model, funding sources like Kassandra Trust may aid in bridging, set clear budget and prioritize based on mission statement (objectives) and the budget.</p> <p>Short-term financial objectives: financial situation needs to be at finger tips to adjust and react.</p> <p>Important to see how Covid-19 may impact the Centre’s activities. Funding sources are shrinking/clawing back some funding. Centre needs to be flexible to adapt to different funding sources, which all have different parameters. <i>Action: Evelyn suggested that board members network/research new funding options for operating costs and to send any potential ideas to Dawn.</i></p> <p>Covid-19 may also influence people’s priorities, move to a more local economy/focus. BVRC could position itself to aid in this shift to local and provide for the needs of the communities.</p> <p>Engagement with membership, ensure that they know BVRC is welcoming of collaboration with members, revisit RAD team meetings, online brainstorming session? ESI – potential funding.</p> <p>Sustainability sub-committee will meet in early July, before the next board meeting to continue to review financial situation and work toward a 3-year financial plan. <i>Action: Dawn to provide rough estimate of base operating costs and core funding estimate for this year and next year.</i></p>	<p>Irene/ Dawn</p>
<p>Climate Change and Adaptation</p> <p>Is someone willing and able to take the lead on this?</p>	<p>Important topic and interest in pursuing a multi-disciplinary project in climate change in the region. BC Climate Preparedness Committee (Dennis Paradine) invited a representative from the BVRC. Che and Evelyn to join the committee to see what the government is planning, where they are headed. They will let board know if BVRC has role to play, perhaps as regional hub, and plans to move forward after understanding committee’s research priorities.</p>	<p>Irene/ Adriana</p>

<p>Webinars and Workshops</p> <p>How do we proceed in this new reality?</p> <p>Board discussion for Dawn/ Sheena to follow up on</p>	<p>Also see earlier notes in ED update section. FORREX outreach is no longer available. This may be a role that the BVRC could take on. FCI projects have mandate for extension for all projects.</p> <p>Evelyn mentioned that there are a lot of science and policy webinars that are only available to government that could be shared (re-broadcasted with permission) or redone for a wider audience.</p> <p>Board to share any ideas for webinar/seminars/courses with Dawn and Sheena.</p>	<p>Irene / Board members</p>
<p>Wildfire Committee update</p>	<p>Kira and team have provided a detailed work plan to Lori Daniels (principal investigator) and steering committee. Few comments to address but everything is going well. Kira has applied for 6+ funding sources by leveraging her funding from the Wildfire Group.</p> <p>Nadina Fire field day with local wildfire team and BVRC (Sam, Brad, Kira, Alana, Dawn and Irene) on June 19.</p> <p>Alana updated about the BVRC field crew: Ingrid Farnell, Ian Russel (SFU co-op), Melia Katzens (CSG). Working as a pod, Nechacko Lodge for 5 weeks under supervision by Alana, Erica Lilles and Anne-Marie Roberts.</p>	<p>Evelyn/ Alana/ Kira/ Sam</p>
<p>5. New Business Training in NGOs</p>	<p>Training in NGOs for board and for Dawn. Coursera online course provides free course on how to run an NGO and provides tools to seek out new funding. Adriana and Irene are interested in taking the course.</p> <p>https://www.coursera.org/learn/nonprofit-organizations?ranMID=40328&ranEAID=D8u8CTDRU0o&ranSiteID=D8u8CTDRU0o-cAVcQ4N6dsoLJASx_0Knhg&siteID=D8u8CTDRU0o-cAVcQ4N6dsoLJASx_0Knhg&utm_content=10&utm_medium=partners&utm_source=linkshare&utm_campaign=D8u8CTDRU0o</p>	<p>Adriana</p>
<p>6. Regular In-Camera Session</p>	<p>Session occurred. Irene to pass on information to Dawn.</p>	<p>All</p>
<p>7. Adjourn Meeting Next Board Meeting July 21</p>	<p>Passed</p>	<p>All</p>