

MEETING MINUTES – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, July 21, 2020

Remote meeting – Google online and phone

Regrets: Johanna Pfalz, Evelyn Hamilton, and Brad Martin

Present: Dawn Hanson, Alana Clason, Ken White, Irene Ronalds, Sam Coggins, Kira Hoffman, Adriana Almeida- Rodriguez, Ché Elkin, and Paula Bartemucci

Topic and Discussion	Motion/Action	Responsibility
1: Approval of Agenda	Passed	All
2: Approval of June board meeting minutes	Alana motioned, all in favour, Passed	All
Review previous meeting minutes		Irene
3. Monthly update from ED	See the documents sent to board: ED Monthly update – July 2020.pdf , and Project Status Table for July Board Mtg.xlsx , Budget 2020 Forecast and Actual 07.20.xlsx for details. General summary: 1. Staff is sorting out Covid-19 safety plan at the office. 2. Staff have started tracking hours spent on projects into broad categories to create time summary over 2 months. 3. Budget and most ED update discussed in 4.2 and 4.3 (below)	Dawn
4. Agenda items		

<p>4.1 Wildfire Committee update</p>	<p>Evelyn submitted updated work plan and next funding installment may come to BVRC soon.</p> <p>Sam updated Board on his research project, which involves extensive LANDSAT imagery analysis, Sentinel time analysis of fires, Google Earth engine, Normalizing burn ratio to locate fire severity. 2016 vs 2019 and 2021. Fire resiliency (what is growing back best?), also mountain pine beetle and fire interactions. New potential project with hobo dataloggers – looking at forest humidity/moisture, 6 weeks of field work, extra funding from Canadian Forest Service.</p> <p>Alana –fieldwork going very well. Lots of field data. Field crew staying at Nechacko Lodge for next 6 weeks.</p> <p>Kira – lots of paperwork and research grants. Ongoing talks with governance committee CWS. Potential for 2 grad students working/mentoring through BVRC (Lori Daniels collaboration). Kira has fieldwork underway, spruce dendrochronology of fire history.</p>	<p>Dawn Alana/ Kira/ Sam</p>
<p>4.2 Budget and Sustainability subcommittee update</p> <p>Review of Leigh-Ann Fenwick ED transition recommendations</p> <p>Adjusted 2020 Operations Budget</p> <p>Engagement with membership and funders</p> <p>Next 3 years</p>	<p>Leigh-Ann’s recommendation was that staff focus on core work and make a 3 year plan. Dawn working hard on identifying expenses of BVRC and keeping track of status of new projects. Deficit of \$47 k was projected in March and now only \$5400 (exc. Kassanda Trust, keeping it as a reserve, back-up). Dawn sent the Board the key actuals to end of May and budget forecast and will re-estimate team time and expenses. Dawn has been updating project status.</p> <p>Big unknown for staff time and donations from lunch-hour seminars – will there be seminars or not in the coming year?</p> <p>Potential upcoming costs: upgrading computers, Quickbooks improvements (cloud, multi-user platform) will cost a monthly fee.</p> <p>Dawn and staff will connect with membership, remind them of membership fees and invite them to contribute to /engage with BVRC in other meaningful ways. We need to think of services to our membership (esp. in pandemic) – what do we provide for their membership fee?</p> <p>Follow up with and engage with supporting memberships – MIR, FLNRORD.</p> <p>In order to prevent us from having negative balance, we need to put Cassandra trust in books as a deferred project. The trust will act as reserve fund for operations and track withdrawals as normal.</p> <p>Next 3 years planning – track core operating costs vs discretionary costs. 2021 budget – strategic plan for next year(s). Feed in what we know for projects.</p>	<p>Irene/ Dawn</p>

<p>4.3 Member Services - Webinars and Workshops In person or online? Ongoing discussion of potential speakers for Dawn/Sheena to follow up on. Is there a greater extension role that BVRC could fill?</p>	<p>Deb Wellwood presented a “Bear conflicts and gardening” online seminar on July 15. 30% fewer people were in attendance compared to those who registered. It was a multi-faceted talk (45 min talk with 1 h and 15 min discussion) and resonated with people. There is a recording of it. Video/audio could be shared. Sheena is connecting with people to present in fall. Please send potential speaker ideas to Sheena or to Google Drive shared documents (populate folders in drive).</p> <p>Staff needs to know if they will be virtual only or in-person. Zoom subscription \$20 per month.</p> <p>Motion – Irene made a motion that we will keep seminars online only (2nd Ché, all in favour)</p> <p>Brainstorming session: UNBC has online seminars only so we can potentially add speakers from elsewhere to schedule. Alana mentioned that there is an overwhelming variety of virtual resources so BVRC needs to find a niche. Podcasts? 5-min YouTube videos on topics? CICK potential collaboration? Ken says CICK does do local interest topics, interviews. Lots of opportunities. Simple phone interviews, etc. Alternative formats.</p> <p>It will be important to use Facebook/social media to promote seminars/webinar. Dawn said that Deb Wellwoods’s talk with lots of interacting with the audience as if it were more of a conversation (vs. 45 min talk-only presentation) seemed valuable and well-received. Alana reminded Board that there is CSI funding for extension (Forest Carbon). Help deliver outreach of project results. Online courses as well as seminars? R scripting, veg id, QGIS? Send out survey/poll to contact members and others outside BVRC community to see what courses would be popular. E.g. Survey monkey. Kira – curate free course resources (links) for members. Sam aware of UofA - Massive open online courses (MOOC). Alana did work on a text book of online information (“best resource”) in past but its is very time-consuming. Cautious about time/resources required. Irene – there are a lot of community wildfire concerns, Wetzinkwa community forest. Potential workshop about fire resiliency/preparedness. Wildfire committee advice to local issues. \$10000 to BVRC and additional partners interested in funding. Podcast for broader community and workshop facilitated for partners</p>	<p>Irene / Board members</p>
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<p>4.3 Training – Non-Profit Organizations, Leadership and Governance. Materials Discussion re materials sent by Irene and Johanna</p>	<p>Make shared folder to provide governance and other NPO materials to ensure that we have resources to revisit. Due diligence as board members. Board folder – governance resources. Google document.</p>	<p>All</p>
<p>5. New Business</p>	<p>New project ideas: 1. John Stevenson contact at government focussed on Agriculture – hawkweed, fly ash. Could be multi-year project. 2. Nechacko watershed monitoring – Adriana and Dawn. Leigh-Ann began process earlier on. There is ongoing work but economic downturn with Covid and tariffs. RioTinto is concerned about climate change on reservoir. There was a Grant awarded to UNBC for Climatological research. No veg or animal component yet. Good fit for BVRC. It would be valuable to connect with First Nation groups first to find out their concerns, research interests, and then approach Rio Tinto for support. Bad timing. Alana – field plots from other work done in the area this year could be leveraging.</p>	
<p>6. Regular In-Camera Session</p>	<p>Waive this month.</p>	<p>All</p>
<p>7. Adjourn Meeting Next Board Meeting</p>	<p>Passed, next meeting September 22, noon to 2:00 pm.</p>	<p>All</p>