

MEETING MINUTES – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, Oct 20, 2020

Smithers, BC. Zoom meeting.

Present: Dawn Hanson, Alana Clason, Irene Ronalds, Ché Elkin, Kira Hoffman, Johanna Pfalz, Evelyn Hamilton, Brad Martin, Ken White, and Paula Bartemucci

Regrets: Adriana Almeida- Rodriguez and Sam Coggins

Topic and Discussion	Motion/ Action	Responsibility
1: Approval of Agenda	Evelyn motioned, passed	
2: Approval of September board meeting minutes	Irene motioned, passed	
Review previous meeting minutes		Irene
3. Monthly update from ED See associated documents on Google share drive: <ul style="list-style-type: none">• ED Monthly update - Oct 2020.pdf• Project Status Table 2020 October board update.xlsx• Budget 2020 Actual 10.15 for Board.xlsx• funds transfer advice Oct 15.2020 from Troy.emailed to DH.docx• audit options 2020 troy email.docx <p>Current financial status – projected year-end deficit of \$2000. Dawn thinks we are in fairly good shape, considering unexpected high cost of audit. We still have Kassandra Trust as reserve to present no loss for year. Only few new expenses predicted: getting Quickbook online and zoom seminar costs (communications)</p> <p>Audit 2021 options:</p> <ol style="list-style-type: none">1. Full audit – most rigorous, \$8500-12000. reasonable assurance that bookkeeping free from fraud/error.2. Review – \$5000-8000, step-down in rigour, limited assurance.3. Compilation/Notice to readers - \$2500 to 6000, no assurance4. Prepare unaudited financial summary for 2020 <p>Troy of Vandergaag and Bakker recommends option 3 because of limited errors found and lack of audit requirement (i.e. we do not need audits for any of the current projects. SKT future project may need audit but not worth extra expense for one project). NB If BVRC needs full audit in future then it will cost more than quoted if we do option 3 or 4 because they need to do more reviewing of financial statements.</p> <p>Ken believes we should have some form of audit/review to give members confidence in finances.</p> <p>Action: Board to do more research wrt financial reporting for decision at December meeting. Action: Dawn to check in with Monica (how much extra time for her to do full year-end reports if decide on option 4).</p>		

4. Agenda items		
MWMT – Endowment Fund transfer	<p>Decision: proposal of motion to transfer funds was stayed until question of taxation of income generated from the funds is cleared up.</p> <p>Dawn to re-visit the original documents to see if it is explicitly stated that the donation was a gift Dawn to continue conversations with MWMT.</p>	Dawn/Irene
Environment Canada – Climate Change Adaptation Fund Community Action Fund– closes Oct 21 Advancing Climate Science and Technologies – opens winter 2021	<p>Deb Wellwood is taking lead on preparing proposal (Kira started). Skeena Action Network involved. Goal of project is to link current initiatives, provide extension and networking creating links between science-based projects and communities. Approached Fraser Basin Council (northeast BC) to propose joint initiative but too late for them. They had a proposal based on youth support and climate change adaptation.</p> <p>Update October 26: BVRC did not apply for this grant because of time limitations.</p>	Kira/ Dawn/ Evelyn
Website Wildfire Research Initiative – written materials, photos WRI as a subheading under Resource Management or a stand alone? Rejuvenation of “Featured Research Page” to include recent research as well as topical research such as Nadina Climate Change adaptation reports Subcommittee to advise Dawn and Emily?	<ul style="list-style-type: none"> • Updating the website to reflect current research initiatives (e.g. fire research) in the short to mid-term. BVRC staff need director support to steer this. • Action: Alana and Evelyn with direct connections to numerous projects will support content/format/organization. • SKT (Johanna) may be able to provide technical support with. NB. ExpressEngine specialist required for website. • Longer term big re-design of the website in future but resource-intensive. • Ensure live links to project reports (past and present) • See communications section below for more 	Dawn

<p>Wildfire Research and Extension update Presentation to FLNRD planning and operational staff Next steps</p>	<p>Presentation and meeting with Skeena regional and district planning initiatives around fire (Geoff Recknell (FLNRO) and others) went well. They were supportive and interested in further collaboration. It was a good exchange of information. Thanks to Evelyn, Irene, Alana, Kira and Dawn. Wildfire Steering committee meeting soon and will work out an outreach strategy. Brad was happy to hear about fire projects underway and different perspectives around fire planning.</p>	<p>Evelyn</p>
<p>Communications Newsletter to members and recent members FB and Twitter</p> <p>I.e. what does Board want in newsletters and other forms of communication?</p>	<p>While we plan for website updates, newsletter can provide an easy option for reaching out to members and past-members.</p> <p>Johanna recommended packaging a month of tweets/posts and schedule to send out once per week or 2 weeks.</p> <p>Seminar notices every 2 weeks to schedule around as well.</p> <p>BVRC Extension strategy needs to be deliberate and based on funding, costs, staff resources, etc.</p> <p>Action: Dawn to coordinate newsletters to provide updates of new/active research and projects underway – in short timely communications.</p> <ul style="list-style-type: none"> • Dawn to coordinate communications calendar of newsletters and social media (FB/Twitter) 	<p>Dawn</p>

<p>Preparation for Strategic Planning Session Where are we at? What is our financial model? Projects through to end of 2020 and in the pipe for next year. Budget going forward and what this means for staff time. Feedback from our funders / stakeholders – how can Board members play a role? Plan for an evening financial session to review financials prior to strategic session.</p> <p>Where are we going? Planning for a targeted strategy session Nov 7 or 14, 9am to noon.</p> <ol style="list-style-type: none"> 1. Review feedback from funders, stakeholders 2. Pick 2 or 3 areas of focus 3. Build a strategic plan around our strengths. <p>Some resource materials are available on the Google Drive – See Strategic Planning for Smaller Nonprofit Organizations; and The Essential Nonprofit Strategic Planning Guide. We will make use of the SWOT concept.</p>	<p>Dawn sent out Doodle poll on Oct 26 to organize night to review the financial statements from past 3 years (up to Nov 9). Action: <i>board members to complete poll so that a meeting date can be set.</i></p> <p>The goal of the 1st meeting is to see where we are and to use this as a starting place to begin strategic session. Staff time is currently very limited so we need to provide clear direction, be strategic. Action: – <i>board to send specific questions about finances to Dawn.</i> Dawn and Johanna to use Tableau program as a tool to present finances, query financial trends and history, etc.</p> <p>Strategic planning session - November 14 at Old Church with Kevin Kriese facilitating after review of financials. Revisit mission statement, values, etc. Work on 2 to 3 key areas for now. Full strategic plan would take too long. This will be start of on-going process, revisit every 6 months. Action: <i>board members to review SWOT resource materials in Board Governance folder on shared drive.</i></p> <p>Johanna noted that staff may need more time allotted to prepare for these sessions, and other priority tasks. Action: <i>Irene to follow up with Dawn.</i> Action: <i>Board to have discussions with stakeholders and key funders to obtain feedback about Centre’s role and operations (Dawn to provide some key questions and list of organizations).</i></p>	<p>Irene and Dawn</p>
<p>5. New Business</p>		
<p>6. Regular In-Camera Session</p>		<p>All</p>
<p>7. Adjourn Meeting Next Board Meeting December 8, 2020. Also two strategic planning sessions in November (Nov. 14 and TBD)</p>	<p>Passed</p>	<p>All</p>