

Bulkley Valley Centre for Natural Resources Research and Management
Board of Directors Meeting
October 8, 2008

Present: Anne Harfenist (Chair), Phil Burton, Debbie Cichowski, Brian Fuhr, Sybille Haeussler, Bob Mitchell, Don Morgan, Laurence Turney, Rick Budhwa (RPM), Kirsteen Laing (AM)

Note: monthly information update was circulated with agenda

- 1) Acceptance of Agenda
 - *Debbie moved to accept; Laurence seconded. Approved.*
- 2) Approval of Sept. 10 Minutes
 - *Sybille moved to adopt minutes; Bob seconded. Approved.*
- 3) Action Items from Previous Meeting(s)
 - a) C offset template to be circulated for comment: done; comments received and being incorporated into updated version
 - b) Newsletter to be prepared for November to include C offset article: ongoing by Rosemary and Anne
 - **Rosemary & Anne to continue work on newsletter**
 - c) PowerPoint presentation and information on effective meetings to be made available: material posted
 - d) Suggestions re improving meeting effectiveness to be brought to board meeting for discussion: see item # 5 below for discussion
 - e) Summary of where we are in relation to strategic plan to be prepared: summarized in monthly information update; see item #4 below for discussion
 - f) Use of share point for access to material to be investigated: ongoing; costs appear to be high
 - **Kirsteen to investigate freeware possibilities**
 - **Laurence to find out cost and system used by his company**
 - g) Discussion paper on BVC access to foundations to be circulated: paper not yet ready; Michelle and Rick to circulate for discussion at Nov. meeting
 - **Michelle and Rick to circulate paper for discussion at November board meeting**
 - h) Draft staff structure document to be circulated: circulated with monthly information update; see item #6 below for discussion
 - i) Development of board evaluation tool (for December meeting):
 - **Sybille to work on for December meeting**
- 4) Strategic Planning
 - present 5 year strategic plan covers 2005-2010 so will need to work on new plan next year; general agreement that 5 year cycle is appropriate
 - 3 areas for improvement identified: incorporation of 1) research quality assurance procedures, 2) strategic planning into board communications, 3) membership engagement strategy
 - decided to tackle first (research quality assurance procedures) at November meeting including how to incorporate reviews into projects
 - **Laurence to circulate latest iteration of policy (and determine status) in advance of November meeting**
 - need to be careful that attempt to incorporate strategic planning into board discussions is productive and does not result in excessive navel gazing; as trial will try to discuss one section of the strategic plan each meeting
 - **Anne to map out sections of strategic plan for upcoming meetings; membership engagement strategy for December**
- 5) Meeting Effectiveness
 - suggestions included:
 - occasional use of checklist to ensure that meetings remain effective; 2 examples posted
 - **Sybille to develop checklist for BVC**
 - benefits of monthly meetings vs. meetings when needed discussed; agreement that monthly scheduled meetings more appropriate for BVC board
 - timing of circulating relevant documents/agenda discussed; most prefer to receive board related communications few days before meeting; if complex/long document distributed for discussion then a reminder should go out a few days before meeting with subject line of e-mail, date and sender

- ❑ one item from strategic plan to be discussed at each board meeting; “discussion” may be to all agree that item is fine as is
- ❑ food at board meetings; some suggestion that board member(s) who are late bring food to next meeting

6) Staff Structure

- summary of staff structure including definitions and criteria circulated and discussed

7) Introduction of Carolyn Huston

- new researcher working on statistical questions; will give 2 seminars (one in Oct, one in Jan/Feb)
- available for conversations about potential future collaborations
- discussion of MITACS as potential funder for stats workshop

8) Budget

- quarterly budget reviewed

9) New Business

- Workshops related to MapChat being put on; BVC representative can attend

Next Meeting – November 12 at BVC office @ 15:30; Debbie C. to chair

Meeting Adjourned

Minutes taken by Anne Harfenist