

## AGENDA – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, December 17, 2019

Location: Eclipse Geomatics Boardroom. #102 3423 Fulton Avenue, Smithers, BC.

Present: Adrian de Groot, Ken White, Dawn Hanson, Alana Clason, Johanna Pfalz, Irene Ronalds, Kira Hoffman, and Paula Bartemucci

Unable to attend: Evelyn Hamilton, Ché Elkin, Adriana Almeida-Rodriguez

Topic and Discussion	Motion/Action	Due Date	Responsibility
<b>1: Approval of Agenda</b>	Passed. Alana, Irene and all in favour.		
<b>2: Approval of November board meeting minutes</b>	Passed by Ken, Alana and all in favour.		
<b>3. Monthly update from Executive Director</b>	<p><b>Highlights</b> since last meeting include: (1) Members Social on November 28 – 35 to 40 people which was a good mix of new and old members. Potluck, three presentations, door prizes; and, (2) Seminars have been successful, well-attended. Booked until June 14, 2020. <i>Action: send out the dates of future seminars so people can plan ahead.</i></p> <p><b>Grants:</b> one sent to BV community foundation for laptop purchase for livestreaming on Facebook, etc.</p> <p><b>Staff update:</b> Emily is leaving on maternity (farewell lunch on Thursday). Melissa Sawatsky to take over communications position.</p> <p><b>MWMT update:</b> Diane at CRA sent the request to Ottawa to ask if we can transfer funds to MWMT without having their charitable status. Rick Budwha (MWMT trustee) said that they would apply for charitable status. Costs of MWMT-specific staff time will be charged to MWMT. <i>Action: Dawn to ask that MWMT notify BVRC when their status has been approved</i></p> <p><b>Finances:</b> approx. \$14000 surplus if MLARD payment comes in 2019, \$1000 deficit projected if it comes in January. <i>Action: Dawn to check in with support members for new year.</i></p> <p><b>Other:</b> letter of support for the Virtual Sandbox project application for funds from SeaBridge Gold.</p>		Dawn
<b>4. Agenda items</b>			

Administration Fees policy and GST Policy	<p>Dawn looked into Commercial General Liability (CGL) at Western Financial (WF) to find out if there were clear criteria for deciding which contracts need to have CGL (projects that make recommendations for management vs. smaller projects considered low risk for liability). <b>Motion to approve the administration fees and GST policy document (December 2019 version with corrections discussed at this meeting).</b> Passed. Johanna, Ken, all in favour.</p> <p>Dawn asked WF how CGL defines 'employee'. CGL is not part of current administration fees and GST policy but may be part of some contracts (individual basis) and does cover all employees (staff and students). Discussion around whether all contractors must have CGL and that contractors may have to fill out certificate of liability to BVRC. On-going process to make contract process clear and consistent.</p>		Dawn, Sheena, Johanna
Conflict of Interest	<p>On-going effort to clarify COI process. Update/revisit in January.</p> <p>Discussion around whether BVRC members should be awarded or hired preferentially over non-members (Dawn found this first right to contracts in Policy and Procedures document on shared drive and will look into it further)</p>		Alana
Strategic Plan discussion	<p>Revisit in January</p> <p>Action: Dawn to review the Operational plan and Strategic Plan and discuss with board in January. Discussion around Dawn and staff reporting could use the framework of the strategic plan.</p>		All
Wildfire Initiative	<p>The funding from the BC Wildfire Service has not been transferred to UBC (Lori Daniels). UBC has not transferred BVRC portion of funds.</p>		Kira
AGM	<p>Date set March 25, 2020. Dawn to send out a newsletter to ask for nominations for the Irving Fox and Jim Pojar awards. Actively search for at least 2 new board members. Ken proposed looking for someone with accounting and/or non-profit expertise.</p>		
<b>6. New Business</b>	No new business this month.		
<b>7. Regular In-Camera Session</b>	Waived.		All

<b>8. Adjourn Meeting</b> Next Board Meeting is January 21, 2020	Passed (Adrian).		All
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