

AGENDA – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, February 19, 2019

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

Present: Adrian de Groot (chaired), Brian Kolman, Irene Ronalds (recording), Adriana Almeida-Rodriquez, Ken White, Don Morgan

Absent: Johanna Pfalz, Pam Wright, Wade Brunham

Topic and Discussion	Motion/ Action	Due Date	Responsibility
1: Approval of Agenda	Agenda approved		
2: Approval of January board meeting minutes	Passed		
3. Monthly update from ED	See handout from Leigh-Ann for details.		Leigh-Ann
4. Agenda items			
ED - 2018 operating budget	Leigh-Ann provided update on budget. Projected deficit is \$20,000 for 2018 which is much smaller than anticipated. Vandergaag to conduct audit prior to AGM.		Leigh-Ann
Board responsibilities and reframing for 2019	As new Operations Manager, Brian to speak to Annual Operational Plan as a standing agenda item. Concept of board members championing research themes and associated funding opportunities discussed. Strategic vs operational planning discussed.		Adriana and Brian
Conference Update	Conference to be announced this week. Huge thank you to Nav for all her work. <i>Irene to write a letter of thanks and acknowledgement to Nav on behalf of the Board.</i> A farewell lunch to be planned for March. Looking for conference design and coordination support.		Leigh-Ann
Admin Fees - for review and approval by the Board	Admin fees to increase to 12% for projects over \$10,000. Leigh-Ann to send out revised document for Board endorsement next week.		Leigh-Ann
AGM planning	Potluck style, to be held at Old Church, opportunities for members to showcase work on topics related to BVRC strategic priorities. Several names for new board members put forward with invitees identified.	Mar 26	Adriana and Brian
Strategic top two, revisited	1) Climate change – wildfire resilience conference and upper Bulkley – Morice climate change adaptation workshop. 2) ESI and monitoring workshop		Brian
6. In-Camera Session	Waived this month.		All
7. Adjourn Meeting Next Board Meeting is AGM March 26, 2019	Passed		

