

## AGENDA – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, January 19, 2021  
 Smithers, BC. Virtual meeting.

Regrets: Ché Elkin

Present: Dawn Hanson, Sam Coggins, Brad Martin, Adriana Almeida- Rodriguez, Alana Clason, Irene Ronalds, Kira Hoffman, Johanna Pfalz, Evelyn Hamilton, Ken White, and Paula Bartemucci

Topic and Discussion – Motion/ Action	Responsibility
<b>1: Approval of Agenda</b> Agenda approved	
<b>2: Approval of December board meeting minutes and action items</b> Minutes approved. Action items to keep in mind: upload stakeholder questionnaire responses to shared drive, provide list of grants applied for by Alana, Kira, Evelyn and others, organize meeting/workshop wrt FN policies (Adriana).	
<b>3. Monthly update from ED</b> <ul style="list-style-type: none"> <li>● See links on Google drive.</li> <li>● Board learned of the big loss in staff with Monica taking full-time position elsewhere and Sheena leaving in mid Feb. Both will be missed and their work for the Centre is deeply appreciated. Monica’s job was posted till Friday 22. Irene and Dawn to discuss options. <b>Action:</b> to organize interviews with both Monica and Sheena to obtain feedback for Centre.</li> <li>● Dawn will need to be focussed on daily operations, posting job descriptions/hiring new staff. She will need more board support during this transition.</li> <li>● Addition to ED update: Kitimat Airshed Group has posted RFP for a Secretariat for their group - (deadline Feb 5, 2021). It represents 0.6 FT position – administrative support, board and meeting support. Preference to local (within Airshed). See email from Dawn. Centre currently has minimal capacity for taking this on because of staff changes.</li> </ul>	Dawn
<b>4. Agenda items</b>	
<b>4.1 2020 Recap and Discussion Regarding Goals for 2021</b> See list of accomplishments from 2020 and goals/aspirations for 2021 and future on shared drive – Irene uploaded. <b>Action:</b> Board members are invited to add to the list and to think about where they can help.	Irene

<p><b>4.2 Wildfire Research and Extension</b></p> <ul style="list-style-type: none"> <li>● Next installation of wildfire funding (184 K) for 2021-2 is in process of being disbursed and will be shared with Lori Daniels lab. Further installment of 100 K is likely to occur 2022-3</li> <li>● January 27 seminar highlights current wildfire resilience work by Evelyn, Kira, Alana, Sam, Phil Burton and field crew– lots of preparation, data summaries underway from 2020 work.</li> <li>● Data sharing agreements with BC Wildfire going well, planning for 2021 fieldwork underway</li> <li>● Article in the BC Foresters newsletter about the BVRC fire research (Sam, Alana, Kira and Evelyn)</li> <li>● Kira and Alana will look into Canada Summer Grants for First Nation students in 2021 field season. Build stronger connection over time.</li> </ul>	Evelyn
<p><b>4.3 AGM Preparation</b></p> <ul style="list-style-type: none"> <li>● Annual Reporting for 2020 (no reports for 2018, 2019). <ol style="list-style-type: none"> <li>1. Dawn and Melissa deciding on what the report will look like. Short/bright/snappy with more graphics/photos. Could act as promotional material as well as a report sharing necessary information. Photos from 2020 field season and current research required.</li> <li>2. Melissa is going to create a new template that can be updated each year.</li> </ol> </li> <li>● Set April 20, 2020 7 pm Zoom meeting for AGM. Call for motions/resolutions from members 30 days before AGM required.</li> <li>● Board recruitment was discussed. Board size is reasonable but we could seek out potential new board members with links to agriculture, climate change, First Nations (ensuring that research at the Centre relevant and available to FN) through representatives from FNs or government liaison with First Nations (Adriana will look into this).</li> </ul>	Dawn
<p><b>4.4 2020 Annual Financial Summary Options for Board Decision</b></p> <ul style="list-style-type: none"> <li>● Response from Vandergaag and Bakker re: cost of compilation/ notice to reader style audit. <ol style="list-style-type: none"> <li>1. Estimate of \$2000 to 6000 for Notice to Reader, with email updates when budget milestones have been reached (e.g. \$2500).</li> <li>2. Numbered chart of accounts will streamline (time and \$) the annual summary preparation in the future but takes time to set up.</li> </ol> </li> </ul>	Dawn
<p><b>4.5 Budget for 2021</b></p> <ul style="list-style-type: none"> <li>● See budget documents on shared drive for details.</li> </ul>	All

- Overall a break-even budget for 2020 without using reserve funds. This is great news after such a difficult year. Hard work but it resulted in better understanding of basic costs to run the Centre.
- 2021 forecast looks good – it does not include additional money expected from BC Wildfire, but does include M/LARD courses. M/LARD courses will not run at mine sites due to Covid. Re-visit in April with potential for online courses. Likely lower admin income than forecasted
- 131 K from deferred research funds for 2021 and onwards.
- Staffing changes could impact some of the staff budget forecast.
- Course and workshops could be alternative revenue streams. Discuss with FLNRO (G. Recknell) about what courses that the Centre could offer locally to meet the needs of the government staff.
- Adriana suggested that we also reach out to membership to gauge interest in courses/workshops and which types of courses. Send out during membership renewal reminder?
- Earmark some funds for proposal writing and to prepare for/scope for a monitoring conference. A small contract could be given to a member for these tasks. Once conferences are permitted, it would be great if the Centre was ready to go with a conference. Re-visit in early spring.

## 5.6 New Business

### Rosemary Fox

- Rosemary Fox passed away January 20. She will be deeply missed. Rosemary was a dedicated, active member of the BVRC, as well as one of founding BVRC members, instrumental in starting BVRC scholarship and had a large impact on natural resource issues in the Bulkley Valley. Sybille reached out to Irene to invite the Centre to contribute towards Rosemary's biography.

### BVRC policy wrt First Nations

- Not officially on agenda this month but added action item below from discussion under different agenda item.
- **Action:** Johanna was to share information about OCAP certification for BVRC researchers/board
- Kira continues to work on Centre policy and framework for relationships with FN and research on FN lands.

<b>5. Regular In-Camera Session</b> Occurred with several board members, others had to leave.	All
<b>6. Adjourn Meeting</b> Next Board Meeting February 16 , 2021	All