

AGENDA – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, May 19, 2020

Location: via Zoom

Present: Dawn Hanson, Alana Clason, Ken White, Irene Ronalds, Evelyn Hamilton, Kira Hoffman, Sam Coggins, Brad Martin, and Paula Bartemucci

Unable to attend: Johanna Pfalz, Adriana Almeida- Rodriguez, and Ché Elkin

Topic and Discussion	Motion/Action	Responsibility
1: Approval of Agenda	Passed	All
2: Approval of April board meeting minutes	Passed	All
3. Election of Officers Welcome to new Board Members Chair, Vice-Chair, Secretary, Treasurer	Big welcome to Sam and Brad as new member to the board. Motion was made to accept the people standing for board positions Alana made motion, passed Chair – Irene Ronalds Vice-Chair – Johanna Pfalz Secretary – Paula Bartemucci Treasurer – Ken White	All
4. Board Business Conflict of Interest forms Account Signatory—remove Adrian, add.....	Motion was made to remove Adrian de Groot as signatory on the bank account and add Irene Ronalds. Evelyn made motion, passed <i>All board members asked to review Conflict of Interest (COI) forms and sign if they have not done so (new members, Brad Martin and Sam Coggins). COI forms were attached to board meeting email</i>	

5. Monthly update from Executive Director	See ED Monthly update – May 2020.pdf, Budget 2020 Forecast and Actual May15.xlsx for further information. <i>General summary:</i> Dawn summarized how working under Covid-19 pandemic has been for the staff (all working at home on on-going and new projects, supporting one another, virtual meetings, etc.). She is out of town May 24 to June 4. Dawn brought up Sheena’s contract is coming up for renewal. Valuable, key personnel, team member and Dawn will figure out way to accommodate her request. Rest of her update was combined with the budget discussion (below).	Dawn
--	--	------

<p>6. Agenda items Budget-review of annual budget and expenses</p>	<p>Discussion around budgets and operating costs: Irene provided a small summary to new members about our ongoing challenge to run centre without a deficit by reducing spending and looking for funding for operating costs. The general goal is to increase revenue without causing too much of an increase in staff costs.</p> <p>The current budget is forecasted to break even (\$900 surplus). We had a surplus of \$25000 last fiscal year (good year with 2 M/LARD courses and the successful wildfire conference). BVRC would like to keep \$40 000 as a buffer. Cassandra Trust was very helpful and supportive. It is uncertain whether the BVRC would be awarded it again. Research into other funding sources like Cassandra worthwhile.</p> <p>Evelyn suggested that we re-visit the grant list and funding sources that she created and see if there are grants that we can apply for (e.g. focus on Centre's strengths, build on what we know) Potential to increase our administration fee but many grants limit this % (e.g. only 5% admin fees). There are large multi-disciplinary grants that require a team of researchers and a lot of preparation and work in advance of potential deadlines (e.g. \$1 million, PIC). Kira may be able to draw other funds/grants to support/build on the wildfire program. <i>Dawn will meet with Kira and Alana, and maybe Brad and Sam as well, to discuss potential wildfire-related grants.</i></p> <p>Courses and seminars have been cancelled since Covid-19 pandemic public health policies. Virtual Fire Smart workshops and staff is working on other ways of providing online courses, etc. Conferences on hold indefinitely unless online. Dawn has planned to meet with the Columbia Mtn Institute to discuss strategies in common and share knowledge. CMI has focussed on providing courses/outreach and no contract administration – successful strategy for them/solid reputation. Bill Price may offer a partial M/LARD course online this year or have 2 full courses next year.</p> <p>Office space rental during covid-19, could we do without it? Not expensive, keep for now.</p> <p>Irene would like to start a sustainability sub-committee to watch budget over time, look ahead, adapt to evolving circumstances, and look at potential projects, Covid-19 impacts, etc. Sub-committee is Evelyn, Irene, Johanna, Paula, and Ken. Staff representatives: Dawn and Sheena.</p>	<p>Dawn</p>
---	--	-------------

Future audit planning	The last invoice from the Auditor was more expensive than predicted. \$11000 (vs. \$8000). There is a trade-off between needing the audits for certain grants and the expense of audit. Some years, the Centre does not apply for grants requiring the audits. Options – shop around for lower cost, quotes? Have a review vs. full audit where a review is a check of Monica’s book-keeping rather than a full integration of everything in the financial record at deeper level. This may only cost \$4000, big savings if adequate for grants that require it. The decision needs to occur by late fall and could be part of the sustainability committee’s focus.	Dawn, Ken
Wildfire Initiative update	<p>Sam Coggins is now working on the BC Wildfire Initiative, engaged under Phil Burton’s part of the project.</p> <p>Evelyn is the regional representative for the Steering Committee for the Wildfire working group. They are working on a data-sharing agreement, finetuning project plans to expand significantly beyond the initial Lakes pilot project but still supporting it as a component of the project. Potential to have support from Australian wildfire specialist hired by CFS.</p> <p>Kira and Sam are defining their roles, working together as a team. Sam, Kira and Alana have been collaborating.</p> <p>Alana will have a field component to her BC Wildfire forest carbon initiative project. Ingrid Farnell will be lead technician and responsible for Covid-19 preparation plan and safety. The BVRC summer student hired to assist.</p>	Evelyn, Kira, Alana and Sam
7. New Business		
	None	All
8. Regular In-Camera Session	Waived	All
9. Adjourn Meeting Next Board Meeting is June 16, 2020	Evelyn moved that the meeting be adjourned, passed. Dawn to send out Zoom invite.	All