

## 1. MINUTES

Meeting of the BVRC Board of Directors

**Date** – October 21<sup>th</sup>, 2015

**Location** – BV Economic Development Association office, 201-3848 3rd Ave, Smithers, BC

**Present:** Adrian de Groot (chair), Brian Edmison, Don Morgan, Richard Overstall, Phil Burton (phone), Alan Baxter, Johanna Pfalz (secretary)

**Absent:** Greg Knox, Jocelyn Campbell, Sybille Haeussler, and Alison Beal

**Staff Present:** Rick Budhwa, Kala Hooker and Barb McFee

Topic and Discussion	Motion	Action	Due Date	Responsibility
<b>1. Review of Agenda</b>				
Agenda accepted	Richard moved, Brian seconded All in favour - passed			
<b>2. Review of Minutes</b>				
June 10, 2015 minutes, accepted as amended	Brian moved, Alan seconded All in favour - passed			
<b>3. Finances</b>				
Brian reviewed the financial statements. There are still a few pieces that need to be included such as admin funds transferred from project budgets, and supporting members have still to contribute. Supporting members are down from 3 in 2014 to 2 in 2015.	Adrian moved, Don seconded All in favour - passed			
<b>4. Agenda Items: Board Governance</b>				
<b>4a.</b> Move that Adrian act as President and Johanna act as Secretary.	Richard moved, Phil seconded  All in favour - passed			

<p><b>4b.</b> Rick talked to the functions Barb, Kayla and him carry out. Kayla is Operations Manager and Barb is Finance Coordinator. They both love their jobs! Kayla fields general questions, Barb fields specific financial questions, and Rick handles higher-level strategic issues. Kayla attended two-day project management training, which was quite relevant to BVRC activities.</p>		No action required		
<p><b>4c.</b> Governance Overview document discussed. Brian provided an overview of the history of the BVRC as well as the NW Research &amp; Monitoring Ltd. In order to clarify the relationship (if any) between these two entities the BVRC needs to clarify its governance statement.</p>		BVRC require a governance statement	Nov. 16th	Don
<p><b>5. Agenda items from previous business</b></p>				
<p><b>5a.</b> This item is related to the first target under Goal 1, 4<sup>th</sup> objective: 100% compliance with research quality and peer review procedures. The BVRC has two roles relevant to the peer review target: a research role and a monitoring role. In the research role a peer review is required if a paper is going to be published. Peer reviews can be internal or external. The research role is more focused on documenting methodology, standards, and assumptions.</p>		BVRC requires a paragraph to describe the role of a peer review within the two described functions of the BVRC.	Nov 16 <sup>th</sup>	Alan
<p><b>5b.</b> Data sharing network discussion. Johanna suggested the conversation be moved to a higher level and proposed a Data Sharing Philosophy as well as a Data Management Plan. Richard suggested putting a document together that could be included as a contract schedule. Alan suggested we pay attention to the level of data collected for projects.</p>		Revamp the proposed philosophy and data management plan specific to the BVRC	Nov. 16th	Johanna, Don, Operations
<p><b>5c.</b> Discuss cost recovery on office and administrative expenses. This item was discussed under Finances (item 3). Item closed.</p>				
<p><b>5d.</b> Commercial entity sub-committee update report. Item deferred as Jocelyn is not present.</p>		Deferred	Nov. 16 <sup>th</sup>	Jocelyn
<p><b>5e.</b> Strategic planning update from subcommittee</p>		Require update	Nov. 16 <sup>th</sup>	Alan
<p><b>5f.</b> Conference Update: Conference steering committee being set up; need \$15,000 funding to proceed; date TBA</p>		Require update	Nov. 16 <sup>th</sup>	Don

5g. Member work opportunities. Board reviewed the Contract Hiring Procedure and recommended two clarifications to the document.		Recommend revising 'Preference' to 'Notice' in item 1); remove item 2)	Nov. 16th	Operations
5h. Membership fees: can the BVRC have different levels of sponsorship? There is a large gap between the \$50 and \$2000 sponsorship level. Alan suggested \$500 is an easier amount to request from possible donation sources. Rick will put together a recommended amount and name. Need to put forth a resolution to have a resolution at the AGM.		Recommendation for various membership levels/fees and related labels (Gold, Silver, Bronze ?)	Nov. 16th	Operations
5i. Exit policy: this is currently an informal process carried out by Don. Rick/Don will write up a short policy. Alan recommended that any policy related items that arise from the exit interview be referred to the board.		Short policy write-up required	Nov. 16 <sup>th</sup>	Don
5j. Protocol for In camera session – Alan suggested that we have at least one in camera session. Phil agrees. The meeting date should be fixed – a suggested date is May 2016.		Schedule May 16 <sup>th</sup> 2016 as an In Camera Session.		Adrian
5k. Scholarship committee update: Rick suggested the process be handed over to operations. The board approves the awarding of a scholarship when they vote on the budget, not the details of who it is awarded to. The board should receive a briefing of who receives the award and why.		Retire Scholarship committee. Operations to provide update to board with respect to who receives the award.	Nov. 16 <sup>th</sup>	Operations
5l. A suggestion was made to move the meetings to a lunch hour, Phil prefers Mondays. Next meetings are 12 – 2 pm. Dates are Nov. 16 <sup>th</sup> , Dec 14 <sup>th</sup> , Jan 18 <sup>th</sup> .	Don moved, Phil seconded, All in favour – agreed	Meetings moved to Mondays 12 – 2 pm. Next meetings schedules Nov. 16 <sup>th</sup> , Dec 14 <sup>th</sup> , Jan 18 <sup>th</sup> .	Nov. 16 <sup>th</sup>	Operations to set up location and lunch
<b>6. Closing Comments and Remarks</b>				

Meeting adjourned	Moved by Alan, All in favour - agreed			
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