

## AGENDA – Bulkley Valley Research Centre Board Meeting

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

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

Present: Adrian de Groot, Ken White, Dawn Hanson, Alana Clason, Johanna Pfalz, Adriana Almeida-Rodriguez, and Paula Bartemucci

Dial-in option: Evelyn Hamilton

Absent: Kira Hoffman (Ottawa conference), Ché Elkin, Irene Ronalds (away)

Topic and Discussion	Motion/Action	Due Date	Responsibility
<b>1: Approval of Agenda</b>	Passed (Ken, Adriana, all in favour)		
<b>2: Approval of October board meeting minutes</b>	Passed (Adrian, Adriana, all in favour)		
<b>3. Monthly update from Executive Director</b>	<p>Dawn is continuing to sort office, gain knowledge about the Centre, determine the specifics of ED role and the scope of the current role. No new projects since last update. Two potential projects: 1. BVIMA – aim to establish an intensive motorized use area, want BVRC to aid in finding experts for impact assessment and background information. NB Paula and Irene did small baseline study on property in Pine Creek/Telkwa River area). Make sure they are not asking Centre to advocate for the project, only to provide data.</p> <p>2. Kitimat Airshed Advisory Group – scientific panel created to provide scientific support – BVRC could aid in recruiting panel members, meteorologists, etc.</p> <p>Dawn is beginning to look into funding of summer students. No quarterly report. Budget proposed for 2020 will be at next meeting. Members Social planned at Old Church for November 28. Office closed for holidays: December 23 to Jan 6.</p>		Dawn
<b>4. Agenda items</b>			
Morice Watershed Monitoring Trust update	Transfer of endowment funds are not complete. CRA auditor, Diane, advised BVRC to confirm that the MWMT is an eligible recipient of the funds before transfer because penalties are extreme if BVRC transfers money without this confirmation. Diane has all documentation and will look into it for us. See audit section		Dawn

Conflict of Interest	Alana sent us a draft COI policy modified from Whitebark Pine group as a starting point for BVRC policy. Board needs to accurately document details of any perceived COI with any decisions or direction made by the Board. Disclosures recorded. New form will be signed by all board members with all current perceived COIs disclosed. Any future decision that may benefit board member should be discussed openly, COI clearly disclosed and if necessary, board member will leave discussion. When in doubt, declare is the rule. Third party oversight recommended for budgets, etc.		Alana
Administration Fees policy and GST Policy	Policy for admin fee is more or less complete. January will have GST policy complete. Admin fee of 12% on most projects, < 10,000 will be charged 10%. 3 to 5% added to more complex projects. Fees-for-service additions: printing, editing, office space, etc Each project is unique so how to decide on whether extra charge added. Needs to be discussed up front. Discussion around which contracts require the contractor to purchase liability insurance (low-risk vs high-risk). This aspect left out of policy for now. Dawn to look into it. 5% GST charged and BVRC will keep NGO rebate but further work needed on GST policy.		Dawn, Sheena, Johanna
Strategic Plan discussion	Waive for now		All
eDNA program -Letter of support from the BVRC	The proposal made it to the 2 <sup>nd</sup> round of the grant approval process. Adriana will write a draft letter of support for this project, and board will approve/sign letter.		Adriana
<b>6. New Business</b>			
2019 AGM dates etc	March 25, 2020 set as AGM date.		Dawn
CRA audit update	Full 2-day audit – it went very well. It was an educational audit with lots of feedback. Follow up letter coming. Dawn and Monica learned a lot from process. Monica was interviewed and her careful work praised. There were no red flags. Auditor noticed concerns from 2016/7 audit have been addressed. Discussion about staff vs contractor cost/benefit analysis and whether we are conforming. CRA auditor gave criteria that distinguish between 2 types of staff. Link was shared to board by Dawn. Follow up in January.		Dawn

Wildfire initiative update	<p>Kira at Wildland fire conference in Ottawa and Evelyn hopes she will meet with other members of wildfire steering committee to discuss project and BVRC role. Change to also make partnerships and synergies with other groups. Hiring fire research coordinator and associates was discussed and Evelyn to post job notice on conference app. Best if money is in BVRC account before hiring but get the process going and to a wide pool. Evelyn will draft out a flow chart to clarify roles of Wildfire program, fire steering committee, BVRC, research associates vs. coordinators/managers, etc.</p> <p>Process of grant being transferred to BVRC is moving along with UBC/Lori Daniels. There were some timing restrictions with NSERC and leveraging with other grants.</p>		Evelyn
<b>7. Regular In-Camera Session</b>	Waive		All
<b>8. Adjourn Meeting</b> Next Board Meeting is December 17, 2019	Passed (Paula and Johanna, all in favour)		