

## AGENDA – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, October 22, 2019

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

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

Dial-in option: Evelyn Hamilton

Absent: Ché Elkin and Kira Hoffman

Topic and Discussion	Motion/Action	Due Date	Responsibility
<b>1: Introduction of new Executive Director</b>	Adrian introduced and welcomed Dawn Hanson, new Executive Director.		Adrian
<b>2: Approval of Agenda</b>	Passed (Alana, Ken, all in favour)		
<b>3: Approval of September board meeting minutes</b>	Reviewed September 27 meeting minutes Passed (Ken, Adriana, all in favour)		
<b>3. Monthly update from Office Manager and Admission fee policy</b>	Seminar series is full for season (till June 2020).  Draft version of the new policies for administration fees and GST was presented to board. 12% will be taken from larger projects and 10% from projects under \$10000. Higher fees (plus 3 to 5%) taken for more complicated projects that have services over and above normal contract administration (e.g. editing and more complicated book-keeping). Administration fee policy is a framework but each project will be handled in a case-by-case approach. GST will be straight 5% taken from project. The document will be edited and reviewed at next meeting.		Sheena
<b>4. Financial Update</b>	Same financial projections as before. Two new large multi-year projects awarded to BVRC. Evelyn to update about the Wildfire contract. Sheena was going to apply for a grant to help with Seminar series.		Sheena
<b>5. Agenda items</b>			
BC Wild Fire Initiative update	Funding committed to BVRC for wild fire research through UBC or directly to centre. Evelyn is working on draft plan of how centre will approach collaboration with UBC. Potential for additional fire research funding for high-level planning around prescribed fires and possibility of hiring a fire research manager to coordinate.		Evelyn

Morice Watershed Monitoring Trust update	No news from MWMT recently. Costs of final book-keeping and administration to be taken out of the account before transfer. <b>Motion: Agree to transfer funds to new trust once all bank accounts are reconciled.</b> Passed (Adriana, all in favour)		Adrian
Strategic Plan discussion	Minutes taken from the planning session did not get distributed to Board. Board members will review and will be discussed next meeting. <b>Need new updated board email list.</b>		Adrian
Conflict of Interest	Deferred until November. Alana to print out COI policy and bring to next meeting for formalizing and signing.		Adrian
<b>6. New Business</b>			
eDNA update	Adriana is working with UVIC and Gitanyow on a proposal to GENOME BC for funding to develop tools for quantifying regional animal species systems. Tests of traditional surveys vs. eDNA surveys. Letter of support from the BVRC in December needed..		Adriana
ED support / Director of Operations	Dawn to continue reading BVRC background materials and being briefed by Sheena and staff. Dawn to bring specific needs to board at next meeting. Currently, we are missing a Director of Operations but with our new program-based approach, DOO may not be required.		Adrian
<b>7. Regular In-Camera Session</b>	Waived		All
<b>8. Adjourn Meeting</b> Next Board Meeting is November 19, 2019	Passed		All