

Minutes of the Meeting of the Bulkley Valley Research Centre (BVRC) Board of Directors

Date – December 12th, 2017, 12:00 pm – 2:00 pm

Location – Eclipse Geomatics Office at 3664 Railway Avenue, Smithers, BC

Present: Adrian de Groot (chair), Johanna Pfalz (recording), Don Morgan, Daryl Hanson, Wade Brunham, Brian Edmison, Pamela Wright (via telephone) (quorum)

Absent: Alan Baxter, Richard Overstall, and Mike Price

Staff Present: Leigh-Ann Fenwick (Executive Director)

Topic and Discussion	Motion	Action	Due Date	Responsibility
1. Approval of Agenda				
Added an item for Emerging Opportunities	Motion by Don to accept agenda with modification, seconded by Wade, and passed by unanimous vote.			
2. Approval of September 29, 2017 and October 6, 2017 minutes				
Approval of Sept 29 th , 2017 minutes	Motion by Adrian, seconded by Daryl, passed by unanimous vote.			
Approval of November 7 th , 2017 minutes	Motion by Don to accept the minutes, seconded by Johanna, and passed by unanimous vote.			
3. Monthly Update from ED		Sub-committee formed to develop concept for Monitoring Conference in fall 2018.		Leigh-Ann, Don, Pam and Wade.
4. Agenda items from previous meetings				
BVRC transition to new Society Act		Review the steps necessary to transition to the new Societies Act	Jan 16, 2018	Richard Overstall

Seminar Series and professional development		Continue to look into professional development requirements of various organizations		Leigh-Ann
5. New Business				
Need for Audited Financial Statements: <ul style="list-style-type: none"> • Cost difference between a Review and Audit is minimal so best to do an Audit • Audited status needs to be maintained yearly 		Need more details in terms of costs and resources.		Leigh-Ann, Brian, and Adrian to look into this item further.
BVRC Business plan – Leigh-Ann provided update on admin fees and fees for service		Update Admin Fees summary sheet as per feedback from board		Leigh-Ann
Endowments		Add Endowments as a method to donate to the BVRC.		Leigh-Ann
Membership fees for Board Members <ul style="list-style-type: none"> • Board members should hold a BVRC membership • Organization Memberships need one main contact person and one optional/backup contact person listed 				
6. Regular In-Camera Session				
7. Adjourn Meeting Next Board Meeting is January 16, 2018	Adrian motioned to adjourn meeting			

Next meeting is Tuesday, January 16, 2018 12:00 pm – 2:00 pm at the office of Eclipse Geomatics (3664 Railway Avenue).