

Minutes– Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, February 16, 2021

Smithers, BC. Zoom meeting

Present: Dawn Hanson, Ché Elkin, Sam Coggins, Adriana Almeida- Rodriguez, Alana Clason, Irene Ronalds, Kira Hoffman, Johanna Pfalz, Evelyn Hamilton, Ken White, and Paula Bartemucci

Regrets: Brad Martin

Topic and Discussion – Motion/ Action	Responsibility
<p>1: Approval of Agenda <i>Agenda approved.</i></p>	
<p>2: Approval of January board meeting minutes and action items <i>Minutes approved. Action items to keep in mind:</i></p> <ul style="list-style-type: none"> ● Alana and other interviewers to present information from exit interviews with Sheena and Monica next meeting ● Continued recruitment of new board members (Ken, Johanna and Paula will be stepping down). ● Dawn shared the OCAP certification information. Johanna will look into 1 hour information session for board. ● See January minutes for earlier action items 	
<p>3. Monthly update from ED</p> <p>3.1a Introduction of new Finance Coordinator--Shari Everett. Big welcome to Shari, who has a wealth of accounting experience and financial/organizational knowledge. Shari is familiarizing herself with Quickbooks and BVRC finances. Her email: finance@bvcentre.ca. Shari prefers to work from home so we are exploring setting up a cloud finance system for the Centre.</p> <p>3.1b See file on Google Drive: 3.1 ED Monthly update - Feb 21.pdf. Addition to update: application to the “RBC Tech for Nature” grant with SKT and Evelyn. Grant will provide support for sharing of wildfire data and knowledge.</p>	Dawn
<p>4. Agenda items</p>	
<p>4.1 Budget for 2021 and Draft Operational Plan Irene has worked very hard to create a draft operational plan, a process for setting and approving an annual operating budget. She proposed the following motions:</p> <ol style="list-style-type: none"> 1. The operating budget* for the Centre should balance firm revenue sources* with projected (committed and likely) expenses. The ED may find additional revenue sources throughout the year and increase expenditures on priority tasks commensurate with those revenue sources – board will approve the budget on a quarterly basis. 2. Accumulated revenues (e.g., Kassandra Trust or previous years surpluses) are intended to be used for activities that create new revenue streams or activities for the Centre, and any drawdown of these previous surpluses require specific board approval, which needs to be linked to an approved operating plan. 	Irene

<p>3. In an extraordinary year, the Board may use accumulated surpluses to subsidize the operating budget, but only after all other reasonable measures to balance the operating budget have been exhausted. *The operating budget is defined as the revenue accrued in the fiscal year vs. the expenses accrued in the same fiscal year. A firm revenue is one in which we have a contractual commitment.</p> <p>See Irene’s email on Feb 12 and her draft operational plan on the shared drive. Her calculations show a projected deficit of \$22,500 for 2021 with current guaranteed projects. Discussion around approving a yearly operational budget that can be re-visited each quarter as new funding information becomes available. Also discussed potential cost savings options.</p> <p>The Board decided to work on wording of the motions, have further discussion and re-visit the budget at the next board meeting.</p> <p>Action: For the next meeting, the Board would like Dawn to present the budget for 2021, showing only firm revenues (not potential contracts) as well as a broader picture of the BVRC income and expense items (e.g. research projects, active funds, etc.).</p>	
<p>4.2 Wildfire Research and Extension no update at this time</p>	Evelyn
<p>4.3 AGM Preparation</p> <ul style="list-style-type: none"> ● Annual report will be created for 2020 and be sent to members before the AGM (note: there are no reports for 2018, 2019). ● April 20, 2021 is the scheduled date for the virtual AGM (Zoom). Members will be sent a note to invite them to the AGM (meeting details and call of motions). 	Irene
<p>4.4 BVRC – FLNRO Skeena MOU</p> <p>The draft MOU (identifying mutual research interests, guiding principles of Centre-FLNRO relationship, etc) was sent out and the Centre will hear back later this week. The Board will re-visit this at the next meeting.</p>	Irene
<p>4.5 Communications</p> <ul style="list-style-type: none"> ● There is a need for short, timely communication between BVRC and members (likely social media). There is often a lag between the preparation of a message/news item and the posting of this information due to work schedules. Action: Dawn to work with communications coordinator to explore faster turnaround between news item development and posting. ● Board members (one or two) could help with short timely posts by posting directly? Adriana said she could help post on Facebook. Action: Dawn to discuss with communications coordinator and figure out a plan. ● Currently, all communication items should go through Dawn so she can send to appropriate staff. 	Irene

<p>4.6 New Business</p> <p>Brainstorm session for courses to offer through BVRC.</p> <ul style="list-style-type: none"> • There is a substantial need for professional development courses and workshops for the RPFs and RPBios. The Columbia Mountain Institute (CMI) courses are fully booked and the Centre could offer similar courses. • Irene has started a list of potential professional development courses (see the draft operating plan on the shared drive). New ideas for courses and potential instructors can be identified in this document. Action: Dawn will manage list. • Courses will be advertised on College of Applied Biology website and others. 	
<p>5. Regular In-Camera Session</p>	<p>All</p>
<p>6. Adjourn Meeting Next Board Meeting: March 23 , 2021</p>	<p>All</p>