

MINUTES – Bulkley Valley Research Centre Board Meeting

Time: 12 – 2 pm Tuesday, March 23, 2021

Smithers, BC. Zoom meeting

Present: Sam Coggins, Brad Martin, Adriana Almeida- Rodriguez, Alana Clason, Irene Ronalds, Johanna Pfalz, Ken White, Paula Bartemucci, Dawn Hanson (staff)

Regrets: Ché Elkin, Evelyn Hamilton, Kira Hoffman

Topic and Discussion – Motion/ Action	Responsibility
1: Approval of Agenda Agenda approved	
2: Approval of February board meeting minutes and action items Minutes approved. Action items to track: Johanna looking into OCAP certification introduction course (~\$500). Summary of the exit interviews with Sheena and Monica (Alana, Sam and Adriana). Dawn and Melissa strategizing how to shorten turnaround time for time-sensitive communications.	
3. Monthly update from ED Highlights: <ul style="list-style-type: none">• White Bark Pine program has received substantial funding \$90K• Youtube and virtual seminar series good incentive for renewing memberships and allows past members who may have left the Valley to participate.	Dawn
4. Agenda items	
4.1 2021 Budget and Operational Plan <ol style="list-style-type: none">1. Draft financials show a \$45 K surplus in 2020 (including Kassandra) to be added to the existing operational reserve of \$46K.2. Dawn presented two budget options for the coming year –A (reduced staff hours) and B (current situation). Board decided unanimously to adopt Option B with the plan to re-assess the budget in June. Currently, without any new additions to the budget, the budget would take \$22 K from the reserves. There is potential for new projects to come in before June and for some increased efficiencies in staff resources.3. Discussion around what is best amount to set aside in operating reserve and what to do with any extra reserve amount (use it strategically to start initiatives and move forward on operational plans).4. Proposed Budget Policy: <p>Whereas the Board must provide clear direction to the Executive Director on developing an annual budget, be it resolved that the following Budget Policy applies:</p>	

<p>1. The operating budget[1] for the Centre should balance firm revenue sources[2] with projected (committed and likely) expenses. Additional revenue sources may be secured throughout the year and the ED may increase or adjust expenditures on core and priority tasks commensurate with those revenue sources.</p> <p>2. Any drawdown of accumulated revenues/surpluses requires specific board approval.</p> <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. In this situation, the board will approve the budget on a quarterly basis.</p> <p>[1] The operating budget is defined as the revenue accrued in the fiscal year vs. the expenses accrued in the same fiscal year.</p> <p>[2] A firm revenue source is one in which we have a contractual commitment.</p> <p>Motioned by Irene, seconded by Evelyn. Conversation via email Feb 22nd, 2021. Motion passed.</p>	
<p>4.2 AGM Preparation</p> <p>Zoom AGM will be Tues April 20 (7:00 pm).</p> <p>Recruit new board members to replace three leaving (Johanna, Ken, Paula). Perhaps target new board members who specialize in areas in FLNRORD research gaps listed in MOU (see below)</p> <p>Awards will be presented for 2020 as well as 2021</p> <p>Dawn and Melissa working on a stand-alone year-in-review report to go with AGM material (financials, etc.).</p>	Dawn
<p>4.3 MOU with FLNRO</p> <p>Irene and Evelyn and Dawn met with Dave Skerik to renew relationship between FLNRORD and the Centre. He was happy to meet, grateful for questions about their research needs, and could be conduit between government and the Centre. He outlined some key gaps in research/knowledge that they face and would like to focus on.</p> <p>Action: send thank you and identify which research gaps that the Centre can contribute to.</p> <p>Action: send comments to Irene about how Centre fits into any of the focus areas (e.g. water management, steelhead)</p>	Irene
<p>4.4 Grant Opportunities</p> <ul style="list-style-type: none"> ● BC Gaming Commission – Environment – closes end of August. This is an important grant (can be annually awarded) but it is a long process so we will need to start early on the application. Next meeting: start preparing application, create sub-committee. ● Action: Dawn will start researching grant requirements before the next meeting. 	Irene/ Sam

<ul style="list-style-type: none"> • Eco Canada summer student program - will fund 50% for up to \$5K. The program is now accepting applications (open). Jocelyn is currently hired with Eco Canada. • Sam is looking into covid-impact and other grants. We can build a case that Covid has impacted the Centre by preventing training opportunities/workshops and in-person seminars. Sam will update the Grant Tracking spreadsheet. 	
<p>4.5 Seminar Series</p> <ul style="list-style-type: none"> • Scoping of entomological presentations relevant to NW BC – climate change lens – Adriana has colleagues that could present a series or workshop. E.g. Spiders. Please send any other ideas for entomological topics to Adriana. • There are a few slots to fill in the spring – please brainstorm other presenters and send Dawn any ideas • Strategy to reach a broader audience – link with UNBC seminars, etc. 	Adriana/ Irene/ Dawn
<p>4.6 Other Initiatives</p> <ul style="list-style-type: none"> • Climate Change Information Hub – Evelyn and Irene attended the bridging SILOS workshop and saw examples of other organizations like the Centre acting as hubs for climate change/resilience and wildfire resilience (e.g. Fraser Basin Council in northeastern BC, providing bridge between scientists and town councils and regional districts) • Monitoring conference - has a lot of interest (5 people interested to be on steering committee) and will build on earlier conferences. Perhaps a hybrid conference with some virtual and some in-person. Use seminar series to build interest/gain momentum for a monitoring conference in the future. Topics such as ESI or Don Morgan’s work with traditional knowledge and cumulative effects. 	Irene
<p>4.7 Directors and Operators Insurance</p> <p>Sam prepared a briefing document on the need for insurance for board members. Action: Dawn to look into insurance providers that Sam and Alana mentioned during the meeting. <i>Motion: if a good insurance policy can be purchased for under \$1000, then the Centre will go ahead and finalize insurance.</i> If higher cost, then more discussion.</p>	Sam
<p>5. Regular In-Camera Session</p>	All
<p>6. Adjourn Meeting</p> <p>AGM April 20. Next Board Meeting May 18, 2021</p>	All