

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

**Date** – May 17<sup>th</sup>, 2016, 12:00 pm

**Location** – The Aspen, Lounge Area, Smithers, BC

**Present:** Adrian de Groot (chair), Johanna Pfalz (recording), Richard Overstall, Wade Brudham, Darryl Hanson, Don Morgan, Laura Guillon, Michael Price

**Absent:** Brian Edmison, Alan Baxter, Phil Burton

**Staff Present:** Kala Hooker

Topic and Discussion	Motion	Action	Due Date	Responsibility
<b>1: Approval of Agenda</b>				
Agenda accepted as amended	Michael moved to accept agenda as modified, Wade seconded, All in favour - passed			
<b>2: Approval of April 18<sup>th</sup>, 2016 Minutes</b>				
Minutes of April 18 <sup>th</sup> meeting	Johanna moved, Laura seconded. All in favour – passed.			

Topic and Discussion	Motion	Action	Due Date	Responsibility
<b>3. Agenda items from previous meetings</b>				
Orientation to BVRC: Don provided history of the BVRC		None		
Strategic planning, report of the subcommittee:  Monthly Update from Operations presented by Kala Hooker.		Include completed projects as well as new projects in monthly update.  Subcommittee to continue their work	Next meeting  June 10 <sup>th</sup> , 2016	Operations  Adrian, Don, Laura, Johanna, Operations
Discussion on future focus of BVRC		Review New Societies Act	Nov 2016	Richard
Board roles and responsibilities session: Don reviewed board types				
Personnel policy document		Edits to Policy and Procedures Manual.	Sept 2016	Kala, Rick, Don, Adrian
Peer review policy statement		Bring forward to next meeting	June 21 <sup>st</sup>	Alan
<b>4. New business</b>				
BWMT Richard Overstall excused himself. Update on the administration of the BWMT.		Provide update next meeting	June 21 <sup>st</sup>	Operations
<b>5. Adjourn Meeting</b> Next board meeting is Tuesday June 21 <sup>st</sup>	Don Motioned to adjourn			