

Adopted
**Minutes for Second Meeting of the
BVLDAMS Board of Directors
Friday, August 5 2005
9:00 am to 1:00 pm
District of Houston Council Chambers
3367 12th Ave, Houston**

1. Agenda:
 - Adoption of minutes from 1st meeting
 - Term of office for directors
 - Society registration hiccup
 - Letter to RDBN
 - Process for Submitting and Reviewing Amendments
 - Ch.5 – NEWPRO
 - Indicators amendments (Ben to present) 30 mins)
 - Facilitator’s report: Action items from previous meeting
 - Work plan and Budget
 - Treasurer’s report
 - Fall Fair booth concept and staffing
 - Wood stove initiative (Ian Sharpe)
 - Board Lunch/birthday marking for Doug and Laurie
2. June 29/05 Minutes adopted – change to accountant p.2; MSW = municipal solid waste
3. Term of office. **Agreement: Continuity is good, two year term; can be an unwritten rule or understanding among directors.** At AGM each director would state if they are willing to stand again and invite nomination from the floor. If position is changed there is an election; if same position, can be automatic acclamation if there are no other nominations. Refer to Society Act Part 5, Section 26 – directors must retire from office at each AGM when their successors are elected.
4. **Laurie to double check process for amending constitution and get back to Board.**
5. Society Registration – application came back with requests for amendments re: Item 3 - clarification of conducting activities chiefly in the BVL D, reference to Schedule B of Society Act, and residential addresses, signatures and witnesses for applicants.
6. **Agreement: Item 3 is “alterable’ but Laurie to confirm with Office of the Registrar if there is any reason why this decision would negatively impact our application. All other changes are fine.** Check to see if we need Leroy’s signature. (post-meeting note: Alterable is fine; without Leroy’s signature we should just scratch his name from applicant’s list but leave him on the list of first directors, added Dave Stevens to list of first directors. Everything was sent out in Monday’s mail).
7. Ben on indicators: in his assessment, he used the existing three indicators of: mean annual PM10 and PM2.5 concentrations; reduce % of days where average daily PM10, and percentage of PED. The proposed amendments do not change existing indicators. We want to add new indicators and change definitions as per June 13 presentation.
8. PED definition to be amended to include PM2.5 > 15.

9. Discussion: Ian suggested we also add wind speed; MET stations are not good for reading low wind speeds but Forestry stations have better capabilities. Also we can use our Venting Forecast as a normalizer.
10. Important to note that if we try out a new indicator and find out that it isn't useful, we can refine them. No harm done in trying something out.
- 11. Agreed that Ben should do whatever he can to make the information as reliable as possible, and that it is important to normalize data; using 2.5 helps us to narrow down sources of PM too.**
12. See Ben's presentation for final decision. Note that chart of community averages is not an indicator, it is an educational tool.
- 13. New Table 3-3 is available from Ben for insertion into Plan. Agreed to accept this amendment.**
14. Roger Smith from NEWPRO walked us through Chapter 5. Noted that most of this information came from meeting with Laurie and Barb in March. Section 5.1 is fine with background. 5.2 is fine, note made that more specific information is available but it's not necessary to include that here. 5.3 fine as is, noted that ASTM D5582 refers to formaldehyde emission release. 5.4 is fine. 5.5 Strategies match up with amendments presentation from June 13, previously approved by Roger.
15. Roger has passed on information to Barb as per strategies 1, 2, and 3. Voluntary shutdown program agreement has been reached. Lack of guaranteed fibre supply is a constraint for shutdown program – means stockpiling is critical since fibre supply can't be turned down without serious impacts on business operations. Noted that zero fibre supply is received from PIR.
16. NEWPRO manufactures particle board using sawdust and shavings, which typically arrives at 50% moisture. Two dryers are used, Outside dryer has higher emissions. Can't use balsam in manufacturing process. Greatest impact they can have on Air Quality is to shut dryer down on poor venting days.
17. Ben indicated best solution would be to add NEWPRO to CVI database.
18. Request made for Board to have tour. Noted that Laurie and Barb took tour in March. This can be arranged – just call Roger.
19. Has scrubber been discussed? If there was a guaranteed fibre supply then expense of 7 million USD scrubber with 2mil annual upkeep would be more justifiable. Air emissions improved dramatically in 97 with the major refit – close looping of bag houses.
20. Ben is not a fan of NPRI; but would hesitate to put this in the Plan based on observation of data gaps in NPRI system for other emission sources. Is there a better source of VOC data?
21. Joanne wants to make sure any emissions; even outside of PM should be monitored. Anything posing a health risk needs to be our concern.
22. Image interpretation: blue haze is combustion and moisture removal which includes tannins and oils (naturally occurring).
- 23. Agreed to content of Chapter 5 with amendments discussed, including removal of NPRI reference. Change timelines and strategies as agreed to on page 5-4.**
- 24. WRT to expanding scope of pollutants, let MoE do their job and AMS should stay focused; in the meantime we need education so that we can be prepared for new industry. Agreed to leave education issue with Ben and Ian and they will bring forward suggestions and materials, i.e. one page primer for website.**

25. Is PIR now a Ch.5 source instead of beehive burner? **Agreed to add status change to workplan and in the meantime, add one line to Ch.5 background. Work with Ian on wording.**
26. **Website URL agreement: go for clean air for max. hits on websites; add BVLD if necessary.**
27. **Agreements on Correspondence Protocol**
 - **new letterhead and logo are approved**
 - **use the term “decision” to emphasis our consensus-based approach**
 - **President should sign Society correspondence; anyone can sign on the President’s behalf once agreement on content is reached.**
28. **RDBN letter: Agreed that Paul should phone Rosanne Murray to discuss letter contents; don’t send out letter cold. Ian and Paul will revisit letter after the phone call and amend as appropriate.**
29. Agreed on policy re: Submitting and Reviewing Plan as read by Laurie and posted on Website.
30. Laurie walked Board through Workplan and Budget, focusing on August and September activities. See report.
31. **Ian will pledge to find 74 hours for Laurie to cover workplan to Sept 30.**
32. RMB – MOF packages for burn reference numbers all have Ben’s phone number; and in Nadina Burn Plan; Noted that using Burn Reference number provides 2 week windows of opportunities that repeat themselves.
33. **CVI Forecast 1 pager can be put together (could be similar to Nadina Burn Plan) and give this to Victoria burn reference office. Ben will look into preparation of 1 pager and work with Laurie to get something up on the website.**
34. **Agreed to scheduling a meeting of RMBSC week of Sept 12;. In September forecaster will be here – send out invites ASAP and invite MOF reps.**
35. **Agreed that Board will send feedback to Laurie by August 30 on Workplan and Communications Strategy.**
36. Agreement on scope of circulation of these internal documents: should be accessible to members - put on web with password protection.
37. Concern about level of knowledge to approve Communications Strategy.
38. Total of \$51,000 to fund professionals and walking around money for this 12 month workplan. MoE might be able to give walking around money and get us through August and September. Noted that we have 80 hours credit for facilitator and \$720 in our expense budget remaining as of today.
39. **How to raise \$25 –local government, credit unions, BV foundation? Joanne, Ian and Laurie to draft fundraising proposal for Board evaluation and approval by September 30th.**
40. For local government requests, in-kind contributions can be presented at any time. Cash donations should be done in September.
41. Agreement on provisional approval for Aug/Sept workplan.
42. Treasurer’s Report: 2240-1004597 Chequing account with Royal Bank, Houston Branch; Any two signatures of 4 authorized.
43. **Fall Fair schedule is being passed around – could each Director please take one shift and get back to Laurie by August 19. See memo.**

44. Ian's evil plan to get wood stove changeout happening. 3 prong: - nephelometers from UBC to go community to community to characterize neighbourhood PM concentrations for comparison to other places. Compelling message will be what happens on a still air day from a single stove. How are people suffering in various neighbourhoods. This will be done by two conservation corps staff. Next, go after two communities to enact bylaws to regulate belchers. Frits has approached Burns Lake to look at model bylaw. Lastly, have a regional wood stove exchange with help from 2 staff plus Laurie.
45. BC Lung folks thought this approach was innovative and would like to support this program. Ben can see publishing potential in science journals which would give us a good rate on nephelometers.
46. Noted that when approaching local governments with regulatory suggestions we need to be aware of existing efforts to reduce emissions and also to scan policies and bylaws for clauses that both support or conflict Clean Air Plan goals.
47. Board photos.
48. Next Meeting: If possible we will use e-mail to get through our workplan instead of having another meeting. Upcoming events: August Fall Fair, September RMBSC meeting, September RDBN meeting, February CWG meetings.

Meeting adjourned at 1 pm for lunch. Many thanks to the District of Houston for once again hosting our Board meeting.