

MINUTES
Meeting of the BC Assayers Foundation Advisory Council
Room 118, South West 9 Building, BCIT Campus
3700 Willingdon Ave., Burnaby, BC, October 24th, 2003.

Present:

| | |
|-----------------------|---|
| Manzur (Mac) Chaudhry | Victoria, Chair, Assayers Program Examiners Board |
| John Gravel | Acme Analytical, Vancouver |
| Ray Lett | BC Ministry of Energy & Mines, Victoria |
| Lloyd Twaites | WCM Minerals, Vancouver |
| Elaine Woo | BC Institute of Technology, Burnaby |
| Keith Rogers | ALS Chemex Ltd, Vancouver |
| Jim McLeod | Teck Cominco Metals, Vancouver |
| Paul Morrison | BC Institute of Technology, Burnaby |
| Dean Willows | BC Institute of Technology, Burnaby |

1. Welcome and Introduction Remarks (John Gravel)

Called meeting to order at 1.30 p.m. Welcome those present. Noted that the present meeting was the 13th held since the Council was formed in 1998.

2. Approval of April 11th, 2003 BC Assayers Program Advisory Council Meeting Minutes and Agenda for the October 24th, 2003 Meeting (John Gravel)

Asked for comments on the April 11th, 2003 meeting minutes and approval of the October 24th meeting agenda.

Proposed by Lloyd Twaites and seconded by Keith Rogers that the Minutes of the April 11th, 2003 BC Assayers Program Advisory Council Meeting be accepted and that the October 24th 2003 Meeting Agenda be approved. Unanimous acceptance.

3. Status of Action Items arising from the April 11th, 2003, meeting

3.1 Preparation of examination standards (Lloyd Twaites)

Preparation of 13 Ca-Mg examination test sample batches is complete and they will be stored at the BC Ministry of Energy & Mines in Victoria. There are 10 sets of test samples for distribution to participating commercial laboratories for round-robin analysis.

3.2 Revisions to Assayers Program Informational Circular (Mac Chaudhry)

Edits to the revised Assayers Program information circular are complete and the register of BC Certified Assayers has been updated. The Assayers examination syllabus will be discussed at the next examiners board meeting tentatively scheduled for December 2003.

3.3 Scholarship Committee Report (Ray Lett)

A scholarship committee (Mac Chaudhry, Lloyd Twaites, Elaine Woo, Ray Lett) was formed at the April 11th, 2003, Advisory Council meeting. The committee was asked to determine if Council members agreed to award scholarship using program funds and to recommend scholarship award criteria. Members canvassed by email agreed that program funds should be used for scholarships and that the award criteria would be determined before the April 2004 meeting. Council members have suggested to the committee that two scholarships of \$500 be awarded, one to a BCIT student and another to an industry candidate.

Action: The committee determines the criteria for awarding scholarships before the April, 2004 meeting.

3.4 Appreciation Plaque (John Gravel)

The plaque acknowledging support of the BC Assayers Certification Program by member organizations has been distributed.

3.5 Dialogue Site (Jim McLeod)

A good FTTP site with information and discussion on assaying topics has been identified.

3.6 Updates to the BCIT Assayers Program Web Page (Jim McLeod)

Information that should be corrected on the BCIT Assayers program web page includes the number and name of the council members, amount of council dues, payment of fee instructions and the contact lists of members. John Gravel will be the contact person for further information corrections and will send them to Mark Gendron (BCIT) for revising the assayers program web page.

Action: John Gravel to send all Advisory Council member updates compiled by Jim McLeod to Mark Gendron.

3.7 BCIT Advanced notice of Advisory Council meeting (Ray Lett)

An e-mail notice of the October 24th meeting was sent in April 2003. A notice for the April 2004, meeting will be sent out before the end on October 2003.

Lloyd Twaites: A notice of Advisory Council dues renewal should be sent to each member.

Action: Ray Lett to send out a notice for Advisory Council dues renewal to each member.

3.8 BCIT Assayers training program (Elaine Woo)

There are presently 27 students are enrolled in the BCIT assayers training program and 6 students are starting Module 1 of the program in January. There is a capacity for up to 12 students and members should try to encourage new students to take the course.

Comments from members are invited on a draft of a BCIT assayers training program brochure. The brochure will be posted to the BCIT assayers program web site. The last training module to be completed has been transferred on compact disc and there is an initiative to make the modules accessible to students on-line. This would allow students to review procedures and work on experiments at any time and place. On-line access is essentially designed for students enrolled in the assayers training course, but it could also be available to industry clients under a time-limited license. A report on the on-line program will be given at the next meeting.

Action: Elaine Woo to report on the on-line training initiative at the next Advisory Council Meeting.

3.9 BCIT Advanced Specialty Certificate (Paul Morrison)

Discussion is continuing with the BCIT Education Council to recognize the assayers training program qualification with a BCIT Advanced Specialty Certificate. A progress report will be given at the next meeting.

3.10 Assayers Examination Update (Mac Chaudhry)

A theory examination was held on September 2003 at BCIT. Two candidates wrote the examination and marking of the examination papers is still in progress. There are four candidates for a practical examination planned for December 2003.

4. Assayers Foundation (John Gravel)

A non-profit society, the Certified Assayers Foundation of British Columbia, was incorporated in August 2003. The objectives of the Foundation are to administer the Assayers Certification program through the Advisory Council and to award scholarships to students engaged in assaying and mineral analysis. The incorporation decision was made because the BCIT financial administration had expressed concerns about size of the Assayers Program BCIT special purpose account. The Foundation directors are John Gravel, Ray Lett, Mac Chaudhry, Jim McLeod and Lloyd Twaites. A directors meeting was held on October 10th, 2003. The Foundation has \$21,392.44 in a Royal Bank account. *Dean Willows:* Distributed copies of a BCIT assayers program financial report showing zero balance after transfer of funds from the BCIT special purposes account into the Foundation account.

Paul Morrison: Thanks to the Advisory Council for establishing the Foundation and resolving the issue of the BCIT special purposes account.

5. Discussion on Assayers Foundation Issues (John Gravel)

5.1. Assayers Examination Fees

Assayers examination fees are presently payable to BCIT. Should fees still be paid to BCIT or to the Assayers Foundation and will the cost of the practical examination consumables and use of facilities be charged to the Foundation in the future? The theory examination fees are \$100/candidate and practical examination fees are \$250/candidate. Industry and government have made donations of materials and equipment to the BCIT assayers training program in the past.

Paul Morrison: Will discuss assayers examination fees with Elaine Woo and Mac Chaudhry. The fees are similar to those charged for the BCIT non-destructive testing course examinations. BCIT do not intend to charge the Foundation for examination costs at BCIT. A letter of understanding from BCIT to the Foundation will be written to confirm this arrangement.

Action: Paul Morrison to write a letter of understanding to John Gravel confirming that BCIT will not charge the BC Assayers Foundation expenses for the Assayers Examination.

5.1. Relationship of the Assayers Advisory Council to the Foundation (John Gravel)

The relationship of the Assayers Advisory Council to the BC Assayers Foundation needs to be defined. Foundation directors presently serve on the Advisory Council Executive. Merging the Advisory Council with the Foundation would allow joint Council and Foundation Annual General meetings to be held. A Foundation AGM is proposed for April 2004 and minutes of the meeting will be the Foundation Annual Report. In October 2004 there will be a routine Advisory Council meeting. Individual Council members should be informed of the formation of the Foundation by letter.

Proposed by Mac Chaudhry and seconded by Jim McLeod that the BC Assayers Certification Program Advisory Council be renamed as the British Columbia Assayers Foundation Advisory Council. **Unanimous acceptance**

Action: John Gravel and Lloyd Twaites to inform Advisory Council members about the incorporation of the Foundation and the renaming of the British Columbia Assayers Foundation Advisory Council.

6.0 Other Business

6.1 Excellence in Teaching Award (John Gravel)

Congratulations from Council to Elaine Woo for receiving an Excellence in Teaching award in September 2003. The award was made at a dinner at the Pan Pacific Hotel, Vancouver.

Elaine Woo. Greatly appreciate congratulations from Council for receiving this award and thanks to members for their support.

6.2 BCIT Administration changes (Paul Morrison)

Dean Willows need not participate in future Advisory Foundation Council meetings because administration of the Assayers Program is now being managed through the BC Assayers Foundation. Liaison between BCIT and the Foundation is through the Dean of Chemical Sciences office. Council thanked Dean Willows for administration support of the Assayers program over the past two years.

6.2. Next Meeting (John Gravel)

The next meeting will be on Friday April 23rd, 2003 at 1.00 p.m. at Global Discovery Labs 1486 East Pender Street, Vancouver, BC.

7. Adjournment

*Proposed by Mac Chaudhry and Seconded by Elaine Woo that the meeting be adjourned at 2.36 p.m. with thanks to those present for attending. **Unanimous accepted.***

Summary of Action Items

1. The scholarship committee will recommend criteria for awarding scholarships before the next meeting.
2. John Gravel to send all advisory council member updates compiled by Jim McLeod to Mark Gendron, BCIT.
3. Ray Lett to send out a notice for dues renewal to each member and follow-up with a phone call about changes to the advisory council.
4. Elaine Woo to report on the on-line assayers training program at the next Advisory Council Meeting.
5. Paul Morrison to write a letter of understanding to John Gravel that BCIT will not charge the BC Assayers Foundation expenses for Assayers Examination at BCIT.
6. John Gravel and Lloyd Twaites to write a letter to individual advisory council members informing them about the incorporation of the Foundation of the change in the Advisory Council name.