

Assayers Foundation of British Columbia



MINUTES
of the
Annual General Meeting of the Certified Assayers Foundation of British Columbia
held at
Global Discovery Laboratory, 1486 East Pender Street, Vancouver, BC
on
April 23rd, 2004

Present:

Manzur (Mac) Chaudhry	Victoria, BC
John Gravel (Chairperson)	Vancouver, BC
Ray Lett (Secretary/Treasurer)	Victoria, BC
Jim McLeod	Vancouver, BC
Lloyd Twaites	Vancouver, BC
Elaine Woo	Burnaby, BC
Keith Rogers	Vancouver, BC
Jutta Jealouse	Kamloops, BC

1. Approval of the Meeting Agenda

John Gravel called to order at 1.30 p.m. and determined a quorum of members to be present. He tabled the meeting Agenda and asked for additional items.

Proposed (Ray Lett) and seconded (Mac Chaudhry) that the meeting Agenda be accepted.

Discussion: None. Unanimous acceptance of the Motion.

2. Minutes of an Extraordinary Meeting of the Certified Assayers Foundation of British Columbia held on October 10th, 2003

The Secretary distributed minutes before the Annual General Meeting:

Proposed (Jim McLeod) and seconded (Keith Rogers) that the Minutes of the Extraordinary Meeting of the Assayers Foundation of British Columbia, October 10th, 2003 be accepted

Discussion: None. Unanimous acceptance of the Minutes as presented.

3. Chairperson Report (John Gravel)

The Assayers Certification Program Advisory Council was formed in 1997 in order to ensure continuity of the Assayers Certification program. A BC government grant was made to BCIT to fund the administration of the program. The grant and advisory council

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membership fees were held in a BCIT special purposes account until 2003 when BCIT advised the Council that it intended eliminating the special purposes account and incorporating the funds into the BCIT general operating account. The Advisory Council decided to incorporate the Certified Assayers Foundation of British Columbia as a non-profit society so that financial administration of the program would be independent of other agencies.

The Foundation's accomplishments in 2003-2004 are:

- Preparation of new Assayers certification examination material.
- Appreciation plaques sent to Foundation members.
- A proposal made and a committee established to award scholarships to a BCIT student and to an apprentice assayer.

The present structure ensures stability for the program and strengthens its future continuity.

Proposed (Jim McLeod) and seconded (Keith Rogers) that the Chairperson's report be accepted.

Discussion: None. Unanimous acceptance of the report as presented.

4. Secretary Report (Ray Lett)

Since the Inaugural Foundation meeting on October 10th, 2003 the Secretary has:

- Expedited the issue of Certificates of Assaying Proficiency to Mr. Joseph A. Lynch, Mr. Marcus K.W. Lau and Mr. Jack Biln based on a recommendation from the Chair of the BC Assayers Certification Program Board of Examiners to the BC Minister of Energy and Mines.
- Distributed a copy of an information letter from the Foundation Chair, a copy of the April 23rd, 2004 Foundation Annual General Meeting Agenda a copy of the Minutes of the October 10th Foundation Extraordinary meeting and a copy of the October 24th Advisory Council meeting to the Foundation members including the Ministry of Energy and Mines, the British Columbia Institute of Technology, the Chair and members of the BC Assayers Certification Program Board of examiners, commercial assay laboratories, equipment suppliers and mining companies. A list of the members is attached to the Minutes.

Proposed (John Gravel) and seconded (Mac Chaudhry) that the Secretary's report be accepted.

Discussion: None. Unanimous acceptance of the report as presented.

5. Treasurer Report (Ray Lett)

There is presently \$3,786.76 remaining in a chequing account at the Royal Bank (Main and Hastings branch) and \$15,000 invested in a prime-linked GIC. Examiners travel and administration expenses and Foundation incorporation expenses since October 10th were \$2595.57, Bank charges were \$26.25 and interest from the GIC was \$16.14. A financial summary is attached to the Minutes.

Proposed (Jim McLeod) and seconded (Lloyd Twaites) that the Treasurer's report be accepted.

Discussion:

Jutta Jealouse: What was the source of the Foundation capital?

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Treasurer: A government grant and membership fees.

Vote on the Motion: Unanimous acceptance of the report as presented.

6. Appointment of Directors and Officers

Unanimous approval that John Gravel, Ray Lett, Mac Chaudhry, Lloyd Twaites and Jim McLeod continue as directors of the Certified Assayers Foundation of British Columbia.

Unanimous acceptance of resignations from John Gravel as Chairperson and from Ray Lett as Secretary/Treasurer of the Certified Assayers Foundation of British Columbia.

John Gravel nominated by Ray Lett and seconded by Jim McLeod as Chairperson of the Certified Assayers Foundation of British Columbia Foundation.

Ray Lett nominated by John Gravel and seconded by Mac Chaudhry as the Secretary/Treasurer of the Certified Assayers Foundation of British Columbia.

Discussion:

John Gravel: A director could serve as chairperson for up to 2 years to allow for rotation of people with different skills and the introduction of “fresh blood” into the Foundation.

Mac Chaudhry: Extending the term of the Chair will need an amendment to the Foundation By-Law.

Jutta Jealouse: The Chairperson’s term should be flexible so as not to discourage volunteers for the office.

Call for other Nominations: There were no other nominations. John Gravel was appointed Chairperson and Ray Lett was appointed Secretary/Treasurer of the Certified Assayers Foundation of British Columbia.

Proposed (Mac Chaudhry) and seconded (Lloyd Twaites) that the term of the Chairperson of the Certified Assayers Foundation of British Columbia be reviewed annually up to a maximum of two years and that nominations are sought for the office of Chairperson in the second year of the Chairperson’s term.

Discussion: None. Unanimous acceptance of the Motion.

Action: Ray Lett to apply for an amendment of the Foundation By-Law to extend the term of the Chairperson.

Proposed (Mac Chaudhry) and seconded (Jim McLeod) that the office of Vice Chairperson of the Certified Assayers Foundation of British Columbia be created.

Discussion: None. Unanimous acceptance of the Motion.

Action: Ray Lett to apply for an amendment of the Foundation By-Law to create the office of Vice Chairperson.

Keith Rogers nominated by Mac Chaudhry and seconded by Elaine Woo as the Certified Assayers Foundation of British Columbia Foundation Vice Chairperson.

There were no other nominations. Keith Rogers appointed Vice Chairperson of Certified Assayers Foundation of British Columbia Foundation.

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7. Other Business

1. Memorandum of Understanding between the BC Assayers Foundation & BCIT regarding fees for the practical examination (Ray Lett)

The MOU was discussed earlier in April with Paul Morrison, BCIT, who requested that the matter be tabled for discussion at the next Advisory Council meeting.

Action: Ray Lett contact Paul Morrison in September 2004 before the next Advisory Council meeting for an update on the MOU.

2. Adoption of a BC Certified Assayers Stamp (John Gravel)

Proposed (John Gravel) and seconded (Lloyd Twaites) that a stamp for Certified Assayers Foundation of British Columbia be created

Discussion:

John Gravel: Acme Analytical use a certified assayers stamp for signing analytical reports similar to use by professional engineers. (An example of self-inking stamp circulated).

Lloyd Twaites: Arizona assayers have a similar stamp for their members.

Mac Chaudhry: BC government approval should be obtained for BC Certified Assayers to use a stamp.

Jutta Jealouse: Assayers Foundation stamped reports would improve the Assayers program profile and give a sense of pride to newly certified assayers. Would use of stamp be mandatory?

Mac Chaudhry: Using of stamp by Assayers should be voluntary and should be given to those who pass the practical examination. The cost for making stamp could be recovered from the examination fees.

Vote on the Motion: Unanimous acceptance.

Action: Ray Lett to seek approval from the BC Ministry of Energy & Mines for using an Assayers stamp.

Action: John Gravel to design a stamp.

3. Notice of Advisory Council Dues Renewal and Foundation Newsletter (John Gravel)

Request for annual dues versus request donations from members needs a decision and if the cost for an assay stamp would be included as part of the dues request.

Mac Chaudhry: The Foundation should apply to revenue Canada for a tax exemption number so that dues can be claimed as a tax deduction.

Proposed (Jim McLeod) and seconded (Keith Rogers) that the Secretary proceed with an application to Revenue Canada for a tax exemption number for the Foundation.

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Discussion:

Mac Chaudhry: Dues renewal notices should be sent out before tax exemption is obtained and the cost for the stamp should not be included until government approval for using the stamp is obtained.

Vote on the Motion: Unanimous acceptance.

Action: Ray Lett and Mac Chaudhry to apply to Revenue Canada for tax exemption status.

Action: Ray Lett and John Gravel to proceed with a sending out a dues renewal notice.

John Gravel. The Newsletter issue could be discussed at an Advisory Council meeting.

8. Next Annual General Meeting: Unanimous Agreement for April 22nd, 2005
9. Adjournment: *Proposed (Ray Lett) and seconded (Elaine Woo) that the Annual General Meeting of the Certified Assayers Foundation of British Columbia be adjourned at 2.25 p.m, April 23rd, 2003. Accepted Unanimously.*

Chairperson, John Gravel_____

Secretary/Treasurer, Ray Lett_____

Date:_____

Summary of Action Items

1. Ray Lett to apply for an amendment of the Foundation By-Law to extend the term of the Chairperson.
2. Ray Lett to apply for an amendment of the Foundation By-Law to create the office of Vice Chairperson.
3. Ray Lett contact Paul Morrison in September 2004 before the next Advisory Council meeting for an update on the MOU.
4. Ray Lett to seek approval from the BC Ministry of Energy & Mines for using an Assayers stamp.
5. John Gravel to design a stamp.
6. Ray Lett and Mac Chaudhry to apply to Revenue Canada for tax exemption status.
7. Ray Lett and John Gravel to send out a dues renewal notice.