

Assayers Foundation of British Columbia



DRAFT MINUTES
of an
Meeting of the British Columbia Assayers Foundation Advisory Council
held at
Room SW9-118. British Columbia Institute of Technology,
3700 Willingdon Ave. Burnaby, BC.

October 23rd, 2009

Member	Role	Affiliation	Address
Ron Cardinall	Member	AGAT	Mississauga, Ont.
Mac Chaudhry	Examiners Board Chair	BC Gov. (Ret.)	Victoria, BC.
Bill Clifford	Member	Anachemica Science	Richmond, BC.
Scott Daniels	Chair-Advisory Council	Teck Metals	Trail, BC.
Satpaul Gill	Member	Assayers Canada	Vancouver, BC.
John Gravel	Member	Acme Labs	Vancouver, BC.
Ray Lett	Secretary-Advisory Council	BC Gov. (Ret.)	Victoria, BC.
Paul Morrison	Member	BCIT	Burnaby, BC.
Alice Pang	Vice Chair- Advisors	ALS Chemex	N. Vancouver, BC.
Elaine Woo	Examiner	BCIT	Burnaby, BC.

1. Approval of the Meeting Agenda

The meeting was called to order at 1.03 p.m. by Scott Daniels (Chair) and an Agenda tabled. Revised Agenda proposed by the Chair and accepted. Members present welcomed by Chair and introduced.

2. Minutes of the April 24th and July 23rd 2009 Advisors Council Meetings

Moved by John Gravel and seconded by Mac Chaudhry that the Minutes of the April 24th and July 23, 2009 Advisors Council Meetings be accepted.

Discussion: No discussion of the Minutes Call for a vote on acceptance of the Minutes. Unanimous acceptance of the April 24th and July 23rd, 2009 Advisors Council Meeting Minutes.

3. Matters Arising from the Minutes – Action Items from, July 23rd Meeting

3.1. Dialogue with APEGBC and ASTTBC.

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Ray Lett. A meeting with APEGBC Executive Director-Registrar, Derek Doyle, Chair of the Geoscience Committee Chair, Kevin Turner and Director of Registration, Gillian Pichler was held in Victoria on October 15th to explore common ground for an association with the BC Certified Assayers. A response to Advisory Council from APEGBC was promised by October 28th when the APEGBC Geoscience Committee by the Advisory Committee meet.

Scott Daniels. There have been several recent emails exchanged between Scott Daniels and ASTTBC Executive Director, John Leech and ASTTBC John Shortreid, Registrar about an association with the BC Certified Assayers. Discussion with both organizations will continue. One key factor in deciding on the type of association would be the amount of the membership dues required by APEGBC or ASTTBC.

3.2 Scott Daniels: Letters to the BC government urging government financial support for the BC Assayer Program (Discussed under New Business).

3.3 Preparation of a summary document (Version 1) of the July 23rd Advisors workshop-format meeting circulated to a subset of all workshop attendees (Completed).

3.4 Review of the summary document (Version 1) by Dave Lefebure, John Gravel, Mac Chaudhry and Ray Lett: (Completed).

3.5 Preparation of a summary document (Version 1) of the July 23rd Advisors workshop-format meeting circulated to all workshop attendees (Completed).

3.6 Establish a demonstration survey tools for the attendees of the July 23rd meeting (Completed).

3.7 Contact Board Resources Development Office (BRDO), BC Ministry of Finance, to advise that one member of the Board of Examiners plans to retire on October 31st. (Ray Lett): The BRDO have been notified that one member of the Board of Examiners plans to retire and that a replacement for the Board is needed. The Examiners Board Chair, Mac Chaudhry, and Elaine Woo have agreed to continue as Board members. An order to the Minister, MEMPR, and a Briefing Note required to expedite re-instatement of Board members have been written and will be submitted by the Geological Survey. A posting document to attract candidates for an examiner has also been written and had been sent to the BRDO for posting.

Scott Daniels: Given the anticipated length of time needed to process appointments to the Examiners Board it might be advisable to have a posting for posting for the Chair of the Examiners as well.

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Mac Chaudhry: A transition period will be necessary so that a new Examiner Board Chair could be mentored by the existing Chair for at least one year. Addition of two trainee examiners to the Board in addition to the three required by the legislation would allow for more qualified people to join the Board when members retire in the future. There will be further discussion of this proposal under “New Business”.

3.8 Review and return comments on the version 2 summary document to Scott Daniels (Completed).

3.9 Encourage stakeholders (principally assayers (certified and non-certified) to familiarize themselves with the issues and recommendations, and to complete the survey by September 18th: Scott Daniels. There were 96 responses to the survey.

3.10. Prepare a final summary document (Ver 3) of the July 23rd workshop format meeting and post to the members-only section of the bcassayer web site: Scott Daniels. Summary written and posted.

3.11. Feedback for “proposed” survey updated on-line so that the survey can be released to stakeholders (*Scott Daniels*) Mac Chaudhry complimented Elaine Woo on encouraging people to respond to on-line survey.

3.12. Written job descriptions for Examiners Board Chair and examiners, proposed stipends and posting to appropriate web sites (Ray Lett). Examiners Board Chair job description was written and submitted by the Examiners Chair on August 5th. A copy is posted on the bcassayer web members only area. An examiner job description has been created for posting on the BRDO web site and the bcassayer site. Both job descriptions will include a requirement that an examiner is a BC Certified Assayer.

Action: Ray Lett to send an Examiners Job Description to Scott Daniels for posting on the BC Assayer web site.

3.13. Completion of the on-line survey and relevant contacts (Completed).

3.14. Preparation of and executive summary with recommendations to senior level stakeholders who might be able to make resources available to meet the short and long-term goals of the Assayers Program (Scott Daniels): A number of alternate activities have lessened the importance of an executive summary at this point in time: In addition, a) a letter to the Canadian Mineral Analysts resulted in the offer of \$10 000 to the Assayers Foundation contingent that it will be used to fund the Board of Examiners; b) a letter to Finance Committee, questioning the governing party’s budget not having a line-item for the non-discretionary, mandated Assayer Certification Program; and c) a letter to an MLA –Katherine Conroy. The CMA will hold their next annual meeting in Trail, BC,

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in mid September, 2010. BC Assayer are encouraged to join the CMA and to promoting attendance at the meeting.

Moved by Mac Chaudhry and seconded by Ray Lett that the Canadian Mineral Analysts represented by Bill Clifford be thanked for \$10 000 contribution to the BC Certified Assayers Program.

Discussion: No discussion. Unanimous acceptance of the Vote of Thanks.

4. New Business

4.1 Chair and Secretary Treasures Report (Scott Daniels, Ray Lett). Reports from the Chair and Secretary Treasurer to the Advisory Council, previously circulated and distributed were briefly discussed at the meeting and are attached as Appendix 1 of the Minutes.

4.2 Examiners in Training: Moved by Mac Chaudhry and seconded by Ray Lett that two examiners in training be appointed to the Board of Examiners in addition to the three examiners appointed under legislation. Then two trainee examiners will gain experience for formally joining the Board when members retire. The trainee assayers will have no voting rights on the Board of Examiners **Discussion:** No discussion. Unanimous acceptance of the proposal.

4.3 Correspondence: A formal letter has been delivered to the BC government Assayers Program representative (Ray Lett) requesting \$15 000 of financial support for the Program. On advice from MLA, Katrine Conroy (West Kootenay Boundary, MLA) a submission has been made to the BC Legislator Standing Committee on Finance. A letter of support has also been received from the Director of the Geological Survey, Dr. David Lefebure assuring Council of continual support of the Assayers Program by the BC government thorough the Geological Survey contact, Ray Lett.

Mac Chaudhry: Government should be reminded that the BC Assayers program is mandated by the BC Ministry of Energy and Mines Act whereas most other programs administered by the Ministry are discretionary.

John Gravel: Other MLA's should be contacted urging the government to give more financial resources to the BC Assayers Program.

4.4 BC Assayer Website Updates (Scott Daniels): Website content reviewed by Scott for the members. All Advisors and Foundation meeting minutes are now posted on the web site with links to other organization. Job descriptions for an Examiner and Examiner Board Chair will be posted on the site. All Council of Advisors members have contact information listed in the "members only" area of the bcassayer site and can be contacted through their alias name. A list of BC Certified Assayers should be restored the site.

Moved by Scott Daniels and seconded by Ray Lett that a list of BC Certified Assayers sorted by name and date of Certification but with no other contact information be restored to the bcassayer web site. **Discussion:**

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Mac Chaudhry: Freedom of Information Guidelines should be consulted to establish if the posted list contravenes privacy of personal information regulations. Presently a copy the certified assayers register can only be obtained by application to the Board Chair.

Ron Cardinall. BC Assayers could be contacted first to confirm that they have no objections to their names being posted. However, the screening process might be time consuming and would delay posting.

Satpaul Gill: Internet posting of a BC Assayers list will increase the visibility of the BC Assayers in the mining community.

Paul Morrison: A posted list of BC certified assayers with name only would not contravene personal information privacy regulation since other professions (e.g. doctors) have publically posted names of qualified professionals.

Vote on the Motion: Unanimous acceptance.

4.5 Long-term impact of cancelling the BC Certified Assayers Program on enrollment in the BCIT assayers training program:

Scott Daniels: A discussion is invited among members on the long-term impact of cancelling the BC Certified Assayers program on the BCIT training program.

Paul Morrison. The BCIT assayer training program would most likely not be affected if the BC Certified Assayers program were cancelled because BCIT would build alternative exams into their assayer training program. There are different models for assayer accreditation such as (1) BCIT providing training with an external body (e.g. BC Certified assayers) assessing the technical ability of a student or (2) an external professional body (e.g. APEGBC) provide both required academic and training standards for students to gain a professional qualification. Certification is of less importance to BCIT because very few BCIT training programs have certification in the course title. The question may be one of semantics i.e. a course may require certification, but only lead to certification. If the BC mining industry needs assayer training then the BCIT program will continue to provide that training. The training component is more important to BCIT than certification and there are other government mandated programs that do not require certification.

John Gravel. Certification as a BC Assayer is important to students because they are seeking credibility as a professional assayer. The popularity of the BCIT training course is amazing since BC has not opened a new metal mine recently. It is recognition that BC Assayer certification represents a high level of professionalism.

Mac Chaudhry. BC Assayer Certification has significance to students and a survey of students enrolled in the BCIT training course could establish if they were to continue if there was no certification. Students should be asked if they would still enroll in the training program if another model was introduced. The advisory Council should discuss the issue further and recommend solutions because of the large amount of information.

Scott Daniels: While the BC Assayers program has existed for over 100 years it may not be sustainable in its present form in the future. The training program has over 150 students enrolled but only a small number are being certified as BC assayers each year.

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BCIT should be prepared to warn students if the program were to be cancelled at some time in the future.

Elaine Woo: There are presently 156 students enrolled in the BCIT training course and of these 42 are in a new intake. All of the course modules are filled.

4.6 BC Trainee Assayer Scholarships Awarded in 2009 and forecast for 2010 (Ray Lett): A \$500 Assayers Foundation trainee assayer scholarship has been awarded to Mr. Daniel Xiang and CMA trainee assayer sponsored \$750 scholarships to be awarded to Mr. Bang Li Zhu, Jennifer Boss, Linda Yang and Patti Lin. The number of scholarships that can be offered in 2010 will depend on funds available.

Bill Clifford: The CMA might be willing to award more scholarships though the BC Assayers Foundation in 2010.

Action: Bill Clifford to determine if CMA sponsored scholarships are possible in 2010.

4.7 June 2009 Celebration of Assaying Event in Trail (Scott Daniels). An event was held at the Trail, Teck Metals, analytical laboratory on June 11th, 2009 to celebrate the 40 years of assayer service given Pat Creighton. The event was attended by over 100 technical staff, Teck management and visitors including BC Board of Examiners and BC government representatives. A CD recording of the event has been created.

4.8 Recognition of Derek Blundell examiner service to the BC Assayers Certification Program (Mac Chaudhry): Derek Blundell has been a valued member of the Board of Examiners for an incredible 24 years of voluntary service. He is the longest serving Board member and has always been a team player. A letter from the Minister, MEMPR, should be written to mark his retirement and years of service and an item of appreciation such as a plaque created for presentation at the CMA Annual meeting in Trail.

Paul Morrison: Derek's service could also be recognized as being granted an Examiner Emeritus status.

Scott Daniels. The Assayers Foundation could give \$500 to Derek Blundell for travel expenses to attend the 2010 CMA meeting in trail and, an additional \$500 of support might be requested the CMA 2010 organizing committee. Support should also be available from the BC Certified Assayers Foundation for the Chair of the Examiners Board to attend the CMA 2010 Meeting.

Mac Chaudhry: The presence of the Chair of the Examiners BC Certified Assayers at the CMA Annual meeting gives visibility to the program and also encourages certified assayers to join the CMA.

John Gravel: One of the trainee scholarships could be awarded as the Derek Blundell scholarship.

4.9 Canadian Mineral Analysts (CMA) contribution to help BC Assayers Foundation maintain the examiners during 2009-2010 (Bill Clifford): CMA will be

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willing to contribute \$10 000 toward the examiners support when requested by the BC Assayers Foundation.

4.10 Update on replacement of retiring Board of Examiners members (Mac Chaudhry): There are thirteen individuals of those responding to the on-line survey who expressed interest in serving on the Board of examiners. Of these, nine are BC Certified Assayers and are qualified to serve. Respondents to the BRDO posting should be required to supply a resume and selection criteria to screen candidates should be in place. A spread sheet to screen candidates for one replacement Board Member and two trainee examiners by the Board of Examiners has been created. A short list of qualified candidates will be created when supplied by the BRDO and can be shared with the Advisory Council.

Scott Daniels: Mac Chaudhry and Elaine Woo would be appointed for up to 3 years.

4.11 Proposed Assayers Program Budget for 2009-2010 (Ray Lett):

Proposed budget for the year 09/10
starting date November 1_2009
ending date October 31st 2010

Description	Balance	Revenue	Projected expenses
BoE Office			\$7,200.00
BoE Chair Stipend			\$8,000.00
BoE Examiner 1 Stipend			\$2,000.00
BoE Examiner 2 Stipend			\$2,000.00
BoE Expenses			\$3,000.00
BoE - Exam Material			\$2,500.00
CMA contribution to examiners' costs		\$10,000.00	
Cashable GIC		\$15,083.80	
CIBC Chequeing account		\$1,200.00	
Member Dues		\$2,000.00	
Totals		\$28,284	\$24,700
Net (Rev-Expenses)	\$3,584		

Moved by Scott Daniels and seconded by John Gravel that the proposed BC Assayers Foundation budget for 2009-2010 is accepted

Discussion:

Scott Daniels: The proposed stipends are not adequate based on reasonable remuneration for equivalent professional services (e.g. salary for one third of a professional full-time equivalent position). The budget is based on revenues expected by the BC Assayers Foundation in 2009-20010.

Elaine Woo: Companies should be encouraged to increase their contributions to the Assayers Foundation.

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Mac Chaudhry: Contributions in 1998 when the partnership was formed were \$7500 since then contributions have decreased annually. Expenses for operating the Board of Examiners office in in private residence have increased and are presently far below the monthly remuneration from the Foundation. The program will cost more in the future to deliver.

Scott Daniels: The original Assayers Partnership business plan identified contributing classes as Patron - \$5 000 contribution; Corporate - \$1 000 contribution; Associate - \$500 – contribution; individual - \$100 contribution. The present contributions are too low and options to increase revenue are to raise dues or attract more members (or both).

John Gravel: A \$5 000 annual contribution to the Assayers Foundation is too large for a commercial organization but a \$1 000 is more feasible.

Scott Daniels: Mining companies do not appreciate the importance of assaying to the success of their operation and soliciting contribution from them is difficult. Preferred classes of contribution would be:

Patrons - \$2 000 each year.
Corporate - \$1 000 each year.
Associate - \$500 each year.
Individual - \$50 each year.

Bill Clifford volunteered to be membership Chair for 2009-2010 and solicit corporate member contributions. Elaine Woo volunteered to maintain the Advisors membership list.

Vote on the acceptance of the budget: Unanimous acceptance.

4.12 Succession planning for the Advisors Council (Scott Daniels): A new Secretary and Treasurer of the Assayers Advisory Council BC Assayers Foundation will be needed when the current Secretary-Treasurer retires in 2010.

John Gravel volunteered to serve as Secretary starting in April 2010.

Alice Pang volunteered as Treasurer in 2010 and will become Chair in April 2011.

Mac Chaudhry: A custodian for the examination test materials presently stored in the Ministry of Energy, Mines and Petroleum Resources Jack Davis Building will be needed at some point in the future.

5. Vision and Future Model for the Assayers Program (Scott Daniels): For the purpose of discussion, taking into account feedback from the on-line survey, ONE model (see table below) was presented and discussed.

Vision	Upon Completion	Objectives/Requirements for Vision
1) 2 year chemical sciences	ASTTBC Technologist or Technician	<ul style="list-style-type: none">• Process
2) BCIT or equivalent	ASTTBC Assayer	<ul style="list-style-type: none">• End product• Service industry
3) BCT or similar 2 year	ASTTBC – Licensed assayer	<ul style="list-style-type: none">• Servicing program

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certification training Program, Includes 4x4 month rotation through Methods (e.g. CLS, FIR, AAS, ICP)		
		• Focus on individual
“Internship” 2 year assayer in training (AIT) that involves:		
• mentor		
• log book		
• projects		
• progression		
• ethics		
• peer review		
• referees (2)		
• proficiency demonstration, CALR, unknown samples sent to individual/mentor		

Satpaul Gill: Most lab technicians only have high school graduation. Less emphasis should be placed on having higher qualifications (e.g. degree). The two year BCIT training program is sufficient.

Elaine Woo: Practice and rotation of technicians through different methods to gain experience and skill are important above the training gained through the BCIT course. Sufficient time must be allowed for mentoring a technician during training.

Alice Pang: Rotation of technicians through different methods to gain experience and skill can often be a problem in smaller labs.

Scott Daniels: Rotation of technicians through different methods to gain experience and skill should specifically state what is involved to make sure the training is adequate. There needs to be an off-ramp for individuals who prefer to stop at early stage of training. Bench marks for rotation need to be established. There are also alternative models for examination of trainees.

Mac Chaudhry: If a trainee assayer has ambition then a clear route to qualification needs to be defined. Government certification persuades the right people to complete all the needed training. There are alternative ways for the examinations to be administered such as having a trainee mentor in a laboratory rather than an examiner invigilate theory and practical exams.

Action: Suggest that individual members of the Council of Advisors send Scott Daniels their concept for a vision by November 30th.

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6. **Appreciation - Thanks** (Scott Daniels). Thanks to Paul Morrison and Elaine Woo for hosting this BC Assayers Advisors meeting and for hospitality during meeting.

7. **Adjournment:** Moved by Mac Chaudhry and seconded by Elaine Woo that the Advisory Council Meeting be adjourned at 4.35 p.m. October 19th 2007. Accepted Unanimously.

Chair, Scott Daniels_____

Secretary, Ray Lett_____

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Summary of Action Items

1. Ray Lett to send an Examiners Job Description to Scott Daniels for posting on the BC Assayer web site (complete)
2. Bill Clifford to be membership Chair for 2009-2010 and solicit corporate member contributions.
3. Elaine Woo to maintain the Advisors membership list.
4. John Gravel to serve as Advisors Council Secretary starting in April 2010.
5. Alice Pang to serve as Treasurer starting in 2010 and will become Chair in April 2011.
6. Members of the Council of Advisors send Scott Daniels their ideas for a vision on the future of the program by November 30th.
7. Scott Daniels to send attendees a copy of the letter he sent to his MLA and to the BC Legislature Standing Committee on Finance (Complete).

Appendix:

Chair Report

For a number of years now, the focus of our attention has been attracting sufficient numbers of students into the Assayer Certification Training Program, and to encourage those students to become Government of BC Certified Assayers. Lead by BCIT, the partnership has done a great job with this. Nearly every vacancy in the program has been filled year after year.

The years 2008/09 delivered a global recession. The worst seems to be behind us, for now. This recession should have had very little negative impact on the Assayer Certification Program.

Recently, our focus has changed from growth to survival. We have coasted since 1998 on the largess and altruistic endeavours of our board of examiners. Additionally, it has been no small task that our treasurer/secretary has single-handedly kept us organized and properly documented over the same period of time. We owe all of them a great debt of gratitude for a dozen years of selfless service: Mac Chaudhry, Elaine Woo, Derek Blundell and Ray Lett.

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While it appears we may have some short-term success in retaining two of three members of our board of examiners, for at least one more year, our focus must remain on survival, long-term vision and action to achieve that vision. Recognizing we were in a crisis situation –no functional succession plan for our board of examiners, we held a special mid-summer, full-day meeting where we established short and long-term goals. We are well under way to achieving success in securing short-term funding from both Industry and government in support of our short term goals. What we now need is a vision, strong leadership and courage to make the right decisions and personal contribution of your effort and your time to ensure the Assayers Certification Program has a long-term future.

“If it is to be, it is up to me.” What role can you play to help us ensure we have the right vision and a long-term future?

Respectfully submitted, Scott Daniels, 21-Oct-2009

Secretary-Treasurer Report.

Since an Advisory Council Meeting on July 23rd, 2009 the Secretary - Treasurer has:

- Recorded minutes of April 24th, 2009 Assayers Program Advisors Council meeting to Council members and the Assayers Foundation 2009 AGM.
- Maintained and updated the Foundation's and Advisors Council membership list. There are presently 32 Foundation members including the Ministry of Energy, Mines and Petroleum Resources, 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. Of these, 22 attend Advisory Council meetings.
- Arranged for a \$500 Foundation trainee assayer scholarship to be awarded to Mr. Daniel Xiang and CMA trainee assayer sponsored \$750 scholarships to be awarded to Mr. Bang Li Zhu, Jennifer Boss, Linda Yang and Patti Lin.
- Monitored the BC Assayers Foundation bank accounts. The Assayers Foundation presently has one year RBC cashable GIC of \$15,038.80 at 0.3% per annum maturing on April 13, 2010 and the balance in the RBC chequing account on October 21st 2009 was \$2,688.58. Based on cheques issued and not yet cashed, the projected balance of the chequing account will be \$1442.08.

Respectfully submitted by Ray Lett 23-Oct-2009