

# *Assayers Foundation of British Columbia*



## MINUTES of the AGM & Advisory Council Meeting of the British Columbia Certified Assayers Program

**Date:** 29-Apr-2011

**Participant:**

<b>Member</b>	<b>Role</b>	<b>Affiliation</b>	<b>Address</b>
Jim McLeod	Member, Advisory Council	Global Discovery (Ret.)	Vancouver, BC.
Dave Lefebure	Government Representative	BC Gov.	Victoria, BC.
Alice Pang	Member, Advisory Council	ALS	N. Vancouver, BC.
Scott Daniels	Chair-Advisory Council	Teck Metals	Trail, BC.
Paul Morrison	Member, Advisory Council	BCIT	Burnaby, BC.
Lawrence Ng	Member, Advisory Council	SGS	
Mac Chaudhry	Examiners Board Chair	BC Gov. (Ret.)	Victoria, BC.
Gerald Chik	Member, Advisory Council	ALS	N. Vancouver, BC.
Raymond Chan	Member, Advisory Council	ACME	Vancouver, BC.
David Chiu	Member, Advisory Council		Vancouver, BC.
Elaine Woo	Member, Advisory Council	BCIT	Burnaby, BC.

The AGM meeting was called to order by Scott Daniels at 11:38 a.m.

The Agenda items for this meeting are:

**AGM**

1. Approval of the agenda
2. Review and approval of AGM [minutes from 14-May-2010](#).
3. Chair's report –Scott
4. Treasurer's report –John (designate Raymond Chan)  
Foundation Society re-registration –John
5. Website updates with corporate supporter recognitions –Scott
6. Nominations & election of officers & directors
7. Other business

**Advisory Council & Foundation Meeting**

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1. Approval of past meeting minutes  
[25-Feb-2011](#) –conference call  
[26-Nov-2011](#) –fall advisory council/foundation meeting
2. Board of examiners report -Mac  
-successful candidates  
-update regarding succession planning  
-other
3. Industry funding update –Bill
4. Scholarships report –Elaine & Ray
5. BCIT Assayers Training Program progress report -Elaine
6. Progress on model for financial sustainability –Scott
7. Need for a “special” meeting with Karina Brino? –Scott
8. New password for 2011 for members-only section of website
9. **Ministerial** update.
10. Next meeting & adjournment

Moved by Scott Daniels, first by Mac Chaudhry and seconded by Elaine Woo that the minutes for the May 14, 2010 meeting be accepted.

*Scott Daniels:* Started with the chair’s report; a copy of the chair report is attached below.

Chair’s Report

29-Apr-2011

Since the economic recession of 2008/09, our industry has experienced a significant recovery. Metal prices are high, silver and gold are at record levels (\$48.43/oz Ag, \$1529/oz Au), assaying industries in BC are growing, smaller laboratories are being bought up by larger ones, and larger laboratories have made plans for growth.

Over the last two years, we faced two major challenges and made significant progress on both. First, we faced the challenge of losing a cornerstone to our Assayer Certification Program, the chair of the board of examiners. To solve this problem, we did what we should have done many years ago, properly fund key roles and the program overall. This was achieved by generous contributions from Acme Labs, ALS Global, SGS, the Canadian Mineral Analysts, Teck Resources, Anachemia Science, and Rock Labs. Our second challenge was to identify a model for long-term, financial sustainability. After many meetings, and recent work lead by Bill Clifford (Anachemia Science) and John Gravel (Acme Labs), I believe we are almost there. We currently have a model and a plan that forecasts revenues of \$82,900 for 2011.

Looking ahead, we have challenges related to membership and leadership. We need to establish plans to engage the Assayers of BC more in their knowledge of, and participation in activities of, “their” Assayers Foundation & Advisory Council. We also need to be reminded of our aging Board of Examiners and ensure we have suitable succession plans in place.

On a reflective and appreciative note, we are profoundly indebted to the past volunteer service of Mr. Mac Chaudhry, Chair, Board of Examiners. Mac selflessly volunteered his services for more than a dozen years.

First by Jim McLeod and seconded by Mac Chaudhry that the chair’s report be accepted.  
*Raymond Chan:* On behalf of John Gravel, presented the treasurer’s report; a copy of the chair report is attached below.

## *Assayers Foundation of British Columbia*

Treasurer Report

April 26, 2011

Again, thanks to the fund raising efforts of Bill Clifford, the BC Assayers Foundation nearly met its goal by raising \$41,000 from contributions by AcmeLabs, ALS, SGS, Teck, the CMA, Anachemia and Rock Labs. Contrary to the previous Treasurer Report (Nov. 26, 2011) predicting a depletion of the Foundation's cash reserves, the Foundation ended the year in a positive position. This was due to unrealized expenses for the BC Assayers Exam materials (\$3.5K), Advisory Council stipends (\$3.5K) and meeting expenses (\$1K). In addition to this, BoE travel expenses came in at \$8K less than expected. Revenues and expenditures are summarized on the attached P&L statement.

As it currently stands, the Assayers Foundation of BC has a closing cash balance of \$10,651.96 and a RBC 1yr cashable GIC in the amount of \$5061.19 earning 1% until April, 2012. The attached Balance Sheet summarized the current position of assets and liabilities.

A corporate membership renewal letter and invoices have been generated and forwarded to Bill Clifford for review and distribution. Anticipated contributions for 2011 can amount to approximately \$83,000 including \$52,500 from commercial assay labs, \$7,400 from mine/smelter labs, \$3,000 from suppliers and \$20,000 from the government. The expenditures for 2011 are projected to be the same unless the Advisory Council decides to alter this. The attached budget summarizes anticipated revenues and costs.

The [www.bcassayers.com](http://www.bcassayers.com) domain name has been renewed for 1 year.

A \$500 donation for the BCIT Awards program has been contributed for 2011 and the BoE office has been covered (\$3600) for the first half of 2011.

In early May the society will have to be re-registered with the BC government.

*Scott Daniels:* Distributed hard copies of the treasurer's report along with the financial statement & balance sheet for 2010 and the drafted budget for the 2011 fiscal year. A copy of the drafted letter with the invoice addressed to corporate sponsor was also attached. **Scott/ Alice will be following up with phone calls to laboratories after sending the letters.**

Moved by Scott Daniels seconded by Mac Chaudhry that the treasurer's report be accepted.

*Scott Daniels:* Approached by instrument manufacturers when organizing the Canadian Mineral Analysts Conference last year. Manufacturers were questioning about the reasons that their company's logo not being displayed on the Assayers Foundation of British Columbia's website. After explaining that the company logos appeared on our website are logos of our sponsors, Scott was able to get sponsorship from some of the companies. Based on the financial model established from previous meetings, the foundation funding would be largely focus on corporate sponsorship. The invoice will be gauged based on the following:

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<b>Membership Level (based on total number of assaying and sample preparation technicians)</b>	<b>Member Dues</b>	<b>Sponsorship Level</b>
> 100	\$10,000	Platinum
50-100	\$5,000	Gold
<50	\$2,500	Silver
<25	\$1,000	Bronze
<10	\$50 ea	Supporter

*Scott Daniels:* Not sure if the foundation actually have the authority to send invoices to laboratories.

*Dave Lefebure:* There were other examples that professional society charged a fee for services provided so as long as the foundation is providing services, it should not be a concern.

The establishment of a system to recognize different levels of sponsorship was discussed.

*Scott Daniels:* The current system is:

Platinum	\$10,000
Gold	\$5,000
Silver	\$2,000
Bronze	\$1,000
Supporter	\$100
Friend	\$50

*Dave Lefebure:* You may want to consider giving further recognition to contributors over the threshold maximum of \$10,000.

*Jim McLeod:* We can consider having a “Diamond” level sponsorship to recognize companies providing support over the \$10,000 threshold.

*Scott Daniels:* Like the idea of having a “Diamond” level sponsorship. Moving to the topic of website update, the sizes of the logos of our corporate sponsors are slightly different based on the sponsor level (i.e., size of the company logo with platinum sponsorship is slightly larger than the one with gold sponsorship). The webpage has also been re-configured so that people would not have to scroll down to see the sponsor logos.

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Regarding the nomination and election of officers and directors, the following people are elected.

<b>Position</b>	<b>Elected</b>	<b>Motion by</b>	<b>Seconded by</b>
<b>Chairperson</b>	Alice Pang	Scott Daniels	Jim McLeod
<b>Vice Chairperson</b>	Vacant		
<b>Government Representative</b>	David Lefebure	Scott Daniels	Elaine Woo
<b>Treasurer</b>	John Gravel	Scott Daniels	Elaine Woo
<b>Secretary/ Scribe</b>	Scott Daniels	Elaine Woo	Jim McLeod
<b>Scholarships</b>	Elaine Woo & Ray Lett	Scott Daniels	Mac Chaudhry
<b>Membership - Corporate</b>	Bill Clifford	Scott Daniels	Mac Chaudhry
<b>Membership - Individual</b>	Gerald Chik	Scott Daniels	Alice Pang
<b>Board of Examiners (*Chair)</b>	Mac Chaudhry*, Elaine Woo & Keith Rogers	Scott Daniels	Alice Pang
<b>Website Administrator</b>	Scott Daniels	Elaine Woo	Mac Chaudhry
<b>Directors (minimum of 5)</b>	Keith Rogers, John Gravel, Mac Chaudhry, Scott Daniels, Lawrence Ng & Elaine Woo	Scott Daniels	Jim McLeod

*Scott Daniels:* Proposed to have the vice chair position vacant tentatively since no one is willing to take on the position. We need to find a suitable candidate for this post.

*Jim McLeod:* We need to have young assayers engaged (in the foundation activities).

*Scott Daniels:* Most of the people involved in the foundation functions are senior employees from different companies but it need not to be.

*Paul Morrison* presented a 10 year service award to *Mac Chaudhry* for his contribution to the BCIT assayer training program.

*Dave Lefebure:* Proposed to send a letter to the CMA as recognition to their contribution to the foundation in assisting us to overcome the financial difficulties. As comment for the Barkerville Gold incident, we need to move forward and decide what appropriate statement people could include when they send out their report. (Background: Barkerville Gold Mines in one of their News Release dated February 15, 2011 mentioned the BC Assayer Certification Program. The news release used our Program name incorrectly for the promotion of the Mine).

*Scott Daniels:* To send a letter to the CMA as follow up.

*Mac Chaudhry:* We need to clarify that we are not in the position to certify laboratories.

*Scott Daniels:* We expect people to verify their statement before releasing the news.

*Mac Chaudhry:* They can mention how many certified assayers work in the laboratory.

*Scott Daniels:* Another option is to mention that the analytical work was done in a laboratory that employs certified assayers.

*Dave Lefebure:* The news actually gave the certified assayers group more profile and provided some advertising; we just need to figure out what we want people to say (in a similar case).

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*Lawrence Ng:* Reports from mines usually need to sign by QP (qualified personnel). We can go back to organization such as the TSX to say that this is not appropriate and we can use this case as an example. We can then make suggestion that if QP wants to use our name, this is what we recommend.

*Scott Daniels:* We can put some information on our website to provide guidance.

AGM meeting adjourned at 12:35 PM. Scott Daniels wanted to acknowledge that Ray Lett, Timothy Elliot, Bill Clifford and Sa'a Traxler intended to join but sent regrets due to other engagements.

### Action Items:

- Scott/Alice will be following up with phone calls to laboratories after the letters addressed to corporate sponsors are sent.
- Scott to send a letter to the CMA as recognition to their contribution to the foundation in assisting us to overcome the financial difficulties.