

Assayers Foundation of British Columbia



www.bcassayer.com

Draft MINUTES of the Meeting of the British Columbia Assayers Foundation Advisory Council

held in
**Room SW2-127. British Columbia Institute of Technology,
3700 Willingdon Ave. Burnaby, BC.**

26-Oct-2012

Present

Member	Role	Affiliation	Address
Alice Pang	Chair	ALS Minerals	N. Vancouver, BC
John Gravel	Treasurer	Acme Labs	Vancouver, BC
Scott Daniels	Secretary, Website Admin.	Teck Metals	Trail, BC
Mac Chaudhry	Board of Examiners, Chair	Retired	Victoria, BC
Elaine Woo	Board of Examiners	BCIT	Burnaby, BC
Keith Rogers	Board of Examiners	ALS Minerals	N. Vancouver, BC
Joe Lynch	Membership –Corporate	Copper Mountain	Princeton, BC
Gerald Chik	Membership –Individual	SGS	Vancouver, BC
Ron Cardinal	Member, Advisory Council	Agat Labs	Mississauga, ON
Ray Lett*	Scholarships	Retired	Victoria, BC
Alexei Rukhlov*	Gov't Representative	Cordilleran Geoscience	Victoria, BC
Adrian Hickin*	Gov't Representative	Cordilleran Geoscience	Victoria, BC

**Participation by conference Call*

1. Approval of the Meeting Agenda

Meeting called to order at 11.37 pm by Alice Pang. *There were no proposed revisions to the agenda.*

2. Minutes of the 4-May-2012 Advisors Council Meeting

Proposed by Gerald Chik and seconded by Keith Rogers that the Minutes of the 4-May-2012 Advisors Council Meeting be accepted

3. Matters Arising from the Minutes – Action Items

3.1 Scott will provide John with completed Society Registration forms, including an updated list of Directors (done, 11-May-2012).

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3.2 Scott will follow up with the Ministry, expressing concern regarding Certified Assayers having not received their Certificates and the absence of a Government representative at the 4-May-2012 meeting (done, 29-May-2012)

3.3 Scott and Joe will arrange for sharing work to ensure invoices are sent out to Corporate sponsors and Vendors (Done, Oct-2012).

3.4 Alice will write and send a letter to Thermo Fisher, thanking them for a FAAS instrument donated to BCIT that is used as a part of Government Certification Examinations.

3.5 Alice will monitor for when the Government sends new Assayers their certificates, and then sound out a welcome letter. (done)

4. Secretary's Report – Scott Daniels

Details will be provided at a later point in these meeting minutes regarding invoices sent out to corporate sponsors.

5. Chair's Report- Alice Pang.

Another year is almost completed. Despite everyone's busy schedule and the fact that our roles in the BC Certified Assayers Foundation were mainly on a volunteer basis, some of the items we set out to do in the last meeting had been completed; that includes (but not limited to) the following:

1. Five new certified assayers received their certificates.
2. Welcome letters sent out to new certified assayers.
3. A "BC Assayers" group was launched in LinkedIn to promote communication between mineral assayers.
4. Our major corporate sponsors had been contacted as a reminder for the renewal of their sponsorships.
5. Canadian Mineral Analysts had been contacted regarding the scholarship arrangement for the next fiscal year (details still need to be worked out).

At times, you may expect or wish that we could have accomplished more but I would like to remind everyone that these were still big achievements for the foundation. So I would like to thank everyone for your hard work that makes us pull through another year. Good job everyone! In the coming months, there will be another upcoming certification examination and hopefully more Certified Assayers added to our group and it was all because of your commitment and devotion that make it happen.



Alice Pang
Chair, Certified Assayer Foundation of BC

6. Government Representative's Report

Adrien drew attention to high turn-over in staff within the Geological Survey. Certificates for new Assayers were signed by the Minister and were sent by mail. With provincial elections pending, there is somewhat of a "lock-down" in provincial activity.

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7. Board of Examiners, Chair Report –Mac Chaudhry

In December 2011, 9 candidates participated in the practical examination: only 6 passed. These six will perform the practical examination in June. Many students were not adequately prepared for the examination. A few changes have been approved by the Board of Examiners:

7.1 The next practical examination will be postponed from December-2012 to June-2013.

7.2 The maximum period of time permitted between the written and practical examination will now be 12 months, decreased from 18 months.

7.3 A grade of 55% is now required to pass the theory examination. Formerly, this was 50%.

7.4 The next opportunity to perform a written examination will be July or Aug-2013.

8. Member Individual Report –Gerald Chik.

In response to invitations to join LinkedIn, Gerald has heard from only one of the new BC Certified Assayers. Discussion ensued regarding whether only BC Certified Assayers should be granted access to the LinkedIn Group, or whether the circle of qualification and experience for access should be increased. Varying opinion was expressed. Currently the number of members to this group is 20. Alice recommended adding a monthly topic to the site to encourage participation. Gerald mentioned the possibility of a Facebook site to help increase communication among BC Assayers. Gerald added that there are currently two sections at the LinkedIn site: discussion and promotion. Vendor contact information –with permission –might also be added to the LinkedIn site, within the “promotions” section. Ray Lett added that these Social Networking tools could help when the time comes to communication scholarship opportunities.

9. Scholarships –Ray Lett

There were 19 applicants for Assayer Trainee Scholarships (30-July-2012 deadline). Applications were reviewed against 16 selection criteria. Three \$1,000 trainee scholarships were sponsored by the CMA: Meng Di (Acme Labs, Vancouver), Patrice Lattanzio (Teck, Trail Operations) and Daniele Saugy (Minto Mine, Yukon). One \$500 Assayer Trainee scholarship was sponsored by the BC Certified Assayers Foundation (Fernando Dupa, SGS) along with another \$500 scholarship (Robert Washenko) offered as a BCIT Graduate Achievement award. Details for the recipients of these scholarships are posted at the www.bcassayer.com website.

Letters of regret will be sent to unsuccessful applicants. The scholarship committee plans to maintain contact with the CMA executive so planning will be done for 2013 scholarships. A notice of scholarship opportunities should be posted to the www.bcassayer.com website in May-2013.

It was noted that some former scholarship recipients applied a 2nd time. Scholarships are offered only once per person.

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10. Treasurer's Report –John Gravel

For the four reports provided below, Jon drew attention to a minor error in the balance sheet that does not agree with the Cash Position –P&L Statement.



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BUDGET for FY 2012		FY2012
		Budget
ANTICIPATED REVENUE		
Member Contributions		\$49,500.00
Interest and other income		\$110.00
NET REVENUE		\$49,610.00
ANTICIPATED EXPENSES		
Scholarships & Awards		-\$4,000.00
BC Assayers Exam Materials		\$0.00
BoE Office		-\$7,200.00
BoE Chair Exam Fees		-\$9,000.00
BoE Chair and Examiner Stipends		-\$11,000.00
BoE Travel Expenses		-\$12,000.00
Advisory Council Member Stipends		-\$3,500.00
Advisory Council Meeting Expenses		-\$1,000.00
Miscellaneous		-\$1,000.00
Bank Charges		
Less Pre-Paid Expenses		\$4,100.00
NET EXPENDITURES		-\$44,600.00
NET POSITION		\$5,010.00

Notes:

1) Anticipated Contributions include (\$37,500) from Commercial Labs, (\$6,000) from Mine / Smelter Labs and (\$6,000) from suppliers.

2) Pre-Paid Expenses includes a \$500 contribution to BCIT Awards Program for 2012 and 1st 1/2 year payment for BoE office expense

Respectfully submitted by

John Gravel, Treasurer

Date: May 4, 2012

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BALANCE SHEET As of Oct 25, 2012		FY2012
		Current
ASSETS		
	Cash	\$37,088.66
	Investments (RBC GIC)	\$5,119.77
	Receivables	\$24,100.00
NET ASSETS		\$66,308.43
LIABILITIES		
	Scholarships and Awards	\$0.00
	BC Assayers Exam Materials	\$0.00
	BoE Office	-\$3,600.00
	BoE Chair Exam Fees	-\$9,000.00
	BoE Chair and Examiners Stipends	-\$11,000.00
	BoE Chair Travel Expenses	-\$8,572.59
	Advisory Council Member Stipends	-\$3,500.00
	Advisory Council Meeting Expenses	-\$1,000.00
	Miscellaneous	-\$324.80
NET LIABILITIES		-\$36,997.39
RETAINED EARNINGS		\$29,311.04

Notes:

- 1) Approximately 1/2 of Member contributions have been received to date
- 2) Payments outstanding include:
 - 1/2 half 2012 BoE office,
 - BoE Chair Exam Fees
 - BoE Chair and Examiners Stipends
 - Balance of BoE Chair Travel Expenses
 - Advisory Council Member Stipends
 - Advisory Council Meeting Expenses
 - Balance of Miscellaneous Expenses

Respectfully submitted by

John Gravel, Treasurer

Date: Oct 25, 2012

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Cash Position - P&L Statement Year to date Oct 25, 2012		FY2012		
		Current Period	Year to Date Actual	Budget FY 2012
OPENING BALANCE (as of May 4, 2012)		\$19,038.76		
REVENUE				
	Member	\$25,400.00	\$25,400.00	\$49,500.00
	Interest and other	\$25.41	\$25.41	\$110.00
NET REVENUE		\$25,425.41	\$25,425.41	\$49,610.00
EXPENDITURES				
	Scholarships & Awards	-\$3,500.00	-\$4,000.00	-\$4,000.00
	BC Assayers Exam Materials	\$0.00	\$0.00	\$0.00
	BoE Office	\$0.00	-\$3,600.00	-\$7,200.00
	BoE Chair Exam Fees	\$0.00	\$0.00	-\$9,000.00
	BoE Chair and Examiner Stipends	\$0.00	\$0.00	-\$11,000.00
	BoE Travel Expenses	-\$3,427.41	-\$3,427.41	-\$12,000.00
	Advisory Council Member Stipends	\$0.00	\$0.00	-\$3,500.00
	Advisory Council Meeting Expenses	\$0.00	\$0.00	-\$1,000.00
	Miscellaneous	-\$675.20	-\$675.20	-\$1,000.00
	Bank Charges	-\$16.50	-\$16.50	
	less Pre-Paid Expenses BCIT Scholarship			\$500.00
	less Pre-Paid Expenses BoE Office			\$3,600.00
NET EXPENDITURES		-\$7,619.11	-\$11,719.11	-\$44,600.00
CLOSING BALANCE (As of Oct 25, 2012)		\$36,845.06		

Notes:

- 1) Contributions: Inspectorate Labs(\$5K), Similco Mines (\$400), CMA (\$3K), Anachemia (\$2K), Teck (\$5K) and AcmeLabs (\$10K).
- 2) Prepaid expenses: 2012 BCIT Foundation Scholarship (\$500) and 1st half of 2012 BoE office (\$3.6K).
- 3) Scholarships and Awards (\$3.5K).
- 4) BoE Expenses: Travel Expenses (~\$3.4K)
- 5) Miscellaneous and Bank Charges (~\$675 and ~\$16, respectively)

Respectfully submitted by


John Gravel, Treasurer

Date: Oct 25, 2012

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Cash Position - P&L Statement Year to date May 4, 2012		FY2011		
		Current Period	Year to Date Actual	Budget FY 2011
OPENING BALANCE (as of October 3, 2011)		\$34,514.30		
REVENUE				
	Member	\$13,600.00	\$47,050.00	\$82,900.00
	Interest and other	\$63.29	\$166.76	
NET REVENUE		\$13,663.29	\$47,216.76	\$82,900.00
EXPENDITURES				
	Scholarships & Awards	-\$500.00	-\$4,000.00	-\$4,000.00
	BC Assayers Exam Materials	-\$3,446.24	-\$3,446.24	-\$3,500.00
	BoE Office	-\$3,600.00	-\$3,600.00	-\$7,200.00
	BoE Chair Exam Fees	-\$9,000.00	-\$9,000.00	-\$9,000.00
	BoE Chair and Examiner Stipends	-\$11,000.00	-\$11,000.00	-\$11,000.00
	BoE Travel Expenses	-\$1,502.62	-\$4,153.95	-\$12,000.00
	Advisory Council Member Stipends			-\$3,500.00
	Advisory Council Meeting Expenses			-\$1,000.00
	Miscellaneous			-\$1,000.00
	Bank Charges	-\$89.97	-\$89.97	
	less Pre-Paid Expenses BCIT Scholarship			\$500.00
	less Pre-Paid Expenses BoE Office			\$3,600.00
NET EXPENDITURES		-\$29,138.83	-\$35,290.16	-\$48,100.00
CLOSING BALANCE (As of May 4, 2012)		\$19,038.76		

Notes:

- 1) Contributions: SGS (\$10K), ActLabs (\$2.5K), Barrick Gold (\$1K), Teck Metals (\$50) and Alice Pang (\$50).
- 2) Prepaid expenses: 2012 BCIT Foundation Scholarship (\$500) and 1st half of 2012 BoE office (\$3.6K).
- 3) Purchase of BC Exam Materials (~\$3500).
- 4) BoE Expenses: Stipends (\$11K), Examiner Fee (\$9K), Travel Expenses (~\$1.5K)
- 5) Bank Charges (~\$90)

Respectfully submitted by

John Gravel, Treasurer

Date: May 4, 2012

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11. Fundraising Report –Scott Daniels & Joe Lynch

Scott gave a verbal update summarizing 2012 Funding received, as collected by John (Inspectorate \$5,000, Similco Mines \$400, CMA \$3,000, Teck-individual \$50 and Alice Pang \$50) and invoices sent out by Scott in October-2012 (Agat Labs \$2,500, Anachemia Science \$2,000, ALS Minerals \$10,000, Teck Resources \$5,000, Activation Labs \$2,500, Acme \$10,000 and SGS \$10,000). This totals \$8,500 in sponsorship funds received to-date for 2012 and a remaining \$42,000 in invoices sent out for a total of \$50,500. As of the time of this meeting, an invoice for 2012 had not yet been sent to Barrick Gold Corp.

12. BCIT Report –Elaine Woo

Forty-eight students have entered the BCIT Assayer Training Program over the period April-October 2012. This is a good number of students, but not a record intake. BCIT is keen for a donation of an XRF (energy dispersive) and an ICPMS to help with the Assayer Training Program.

There was discussion regarding the possibility of BCIT soliciting Assayer Trainee students for personal contact information that could be shared with potential employers. This was countered with concerns about lesser affluent laboratories that are sponsoring assayer trainees in their laboratory being potentially poached by other laboratories. If such a list is ever collected, it was made clear and agreed that this list would be kept separate from an existing list of 120-140 “friends” of the Foundation. The “Friends” list is only to be used by the Foundation.

After considerable discussion, there was general agreement that a tool like LinkedIn and/or Facebook should be used to try to improve communication between employees and potential employers.

13. Succession Planning in the Board of Examiners –Mac Chaudhry

Mac explained that there are some new challenges regarding the current level of preparedness and some level of uncertainty regarding the current incumbent to take over as Chair of the Board of Examiners. Members of the Board of Examiners offered their thoughts and added that they will continue their discussions to resolve this situation and expect to have a plan in place by April-2013.

It was agreed that at least one more individual needs to be added to the Board of Examiners. This new individual should be added as a “Board of Examiner Trainee.” Mac will draft a job posting for a Board of Examiner Trainee position and forward it to Scott for posting at the www.bcassayer.com website. It was agreed that the job posting would provide a job description and will draw attention to an indeterminate stipend.

14. Action Items

14.1 Ray will follow up with John Gregorchuk and/or Sean Murray to seek guidance for the Foundation regarding requests for funding support from the Foundation and whether an application for Scholarship funding and further Foundation support should be made in either one or two submissions.

14.2 Mac will draft a job posting for a Board of Examiner Trainee position and forward it to **Scott** for posting at the www.bcassayer.com website. It was agreed that the job posting would provide a job description and will draw attention to an indeterminate stipend.

14.3 Alice will follow up with Government contacts who participated by telephone, offering the Foundation’s apology for the poor quality of the conference-call audio. Concern was expressed that this conference-call was not a good way for these important Government representatives to gain an understanding and appreciation for the work of the Foundation.

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Proposed by Alice Pang and seconded by John Gravel that a "Board of Examiner Trainee" position be added to the Board of Examiners. Accepted Unanimously.

15. Adjournment

Proposed by Mac Chaudhry and seconded by Gerald Chik that the Advisory Council Meeting be adjourned at 3.00 p.m. 26-Oct-2012. Accepted Unanimously.

Chair, Alice Pang _____

Secretary, Scott Daniels _____