

Assayers Foundation of British Columbia



Minutes Certified Assayers Foundation of British Columbia AGM and Advisory Council Meetings

Date: April 25, 2014

Location: Room SW9-118, British Columbia Institute of Technology, 3700 Willingdon Ave., Burnaby, BC

Attendees:

Member	Role	Affiliation	Address
Lawrence Ng	Chair, Advisory Council	SGS	Vancouver, BC
Alice Pang	Director & Past Chair, Advisory Council	ALS	N. Vancouver, BC.
Paul Morrison	Member, Advisory Council	BCIT	Burnaby, BC.
Scott Daniels	Secretary, Director, Website Admin. & Corporate Memberships	Teck Metals	Trail, BC.
Alexei Rukhlov*	Gov't Representative		Victoria, BC
Mac Chaudhry	Chair, Board of Examiners & Director	Retired	Victoria, BC
Gerald Chik	Membership -Individual	SGS	Vancouver, BC
Bill Macfarlane	Member, Advisory Council	Acme Labs	Vancouver, BC
Elaine Woo	Board of Examiners & Director & Scholarships	BCIT	Burnaby, BC.
Ron Cardinal	Vice-Chair, Advisory Council	AGAT	Mississauga, ON
Sean Murry	CMA Representative	Anachemia/VWR	Vancouver, BC
Norman Ho	Industry Representative	Mt. Polly	Williams Lake, BC
Leo Arciaga	Industry Representative	Acme Labs	Vancouver, BC

*Participation by internet conference call (Skype), starting only at 1.03 pm.

Regrets

Member	Role	Affiliation	Address
John Gravel	Director, Advisory Council & Treasurer	Acme Labs	Vancouver, BC
Ray Lett	Scholarships, Chair	Government of BC, Retired	Victoria, BC

Assayers Foundation of British Columbia

ANNUAL GENERAL MEETING

1. Approval of Meeting Agenda

The meeting was called to order by Lawrence Ng at 11:35 AM. The meeting agenda was adopted as submitted.

2. Approval of 25-Oct-2013 Advisory Council Meeting Minutes

Motion by Mac Chaudhry; seconded by Elaine Woo. All approved.

3. Follow up on Action Items from Previous Meeting

See section 11 of these meeting minutes.

4. Officers and Directors

Officers and directors are as noted in the minutes of the 7-June-2013 AGM. All are now in starting the 2nd year of their 2-year terms.

Lunch Break at 12:30 pm; meeting resumed 1:00 pm.

BC CERTIFIED ASSAYERS FOUNDATION ADVISORY COUNCIL MEETING

5. Chair's Report (Lawrence Ng)

Exploration & mining. Significant drop in the industry: 33% down internationally; 41% down in Canada. Outlook does not have confidence in market. Forecasting downturn for remainder of year with hope of light at end of the tunnel. Will see less exploration-related assays for remainder of year. Cu, Ag & Ni dominant elements in Canada. A need to become more cost-effectively driven with further advances in automation. Assayer knowledge will need to be a part of this laboratory automation: right knowledge and skill by Government of BC Certified Assayers. Our value as assayers to this industry, during the downturn, is critical. The use of ICP and ICPMS is growing in our industry compared to using AAS.

Bill McFarlane noted a growing trend in hand-held and related XRF type screening for mining exploration assays in the field and that this is anticipated to reduce traditional lab testing activities: assay samples tested on drilling rigs by 2017. Whether the technology is valid or not, miners are likely to move ahead with this technology.

Mac Chaudhry questioned the validity of this in-field testing technology. Leo Arciaga noted that this technology is primarily being used to test for "path-finding" elements: Hg, Tl,...

6. Secretary / Corporate Membership Report (Scott Daniels)

\$46,900 in invoices sent out on 15-Mar-2014. AGAT and CMA paid up. A summary of 2014 donors, provided by Scott to the Treasurer, is shown in the Treasurer's report below.

It was felt that a 25% reduction in member dues would not make a difference in whether members are able to pay this year or not.

Gerald Chik recommended a follow-up letters to be sent by the end of June. Keep the letters encouraging for late payment and/or for following year.

Scott encouraged that a future meeting might be held at a corporate office for one of our laboratories, if this would help with the visibility of the Program and Industry's continued willingness to financially support the Foundation.

Leo asked about a news bulletin and further opportunities to increase revenues from individuals. It was noted that there are a few individuals who make annual contributions.

Assayers Foundation of British Columbia

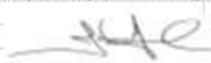
7. Treasurer's report (John Gravel)

Presented by Bill McFarlane.

Board of examiners costs for 2014 elevated due to a missed payment in 2013.

Lawrence questioned location in the 2014 budget for \$1,500 and \$3,000 for Assayer Pins (Scott) and Poster (Gerald).

Budget 2014

 Assayers Foundation of British Columbia	
BUDGET for FY 2014	
FY2014	
Budget	
ANTICIPATED REVENUE	
Member Contributions	\$46,900.00
Interest and other income	\$142.62
NET REVENUE	\$47,042.62
ANTICIPATED EXPENSES	
Scholarships & Awards	-\$3,500.00
BC Assayers Exam Materials	-\$7,000.00
2014 BoE Office	-\$10,800.00
2014 BoE Chair Exam Fees	-\$9,000.00
2014/15 BoE Chair and Examiner Stipends	-\$11,000.00
2014 BoE Travel Expenses	-\$3,000.00
2014/15 Advisory Council Member Stipends	-\$3,500.00
2014 Advisory Council Meeting Expenses	-\$1,000.00
2014 Miscellaneous	-\$1,000.00
2014 Bank Charges	-\$30.00
Less Pre-Paid Expenses	\$0.00
NET EXPENDITURES	-\$49,830.00
NET POSITION	\$2,787.38
Notes:	
1) Anticipated Contributions include (\$34,500) from Commercial Labs, (\$6,400) from Mine / Smelter Labs and (\$6,000) from the CMA and suppliers.	
Respectfully submitted by	
	
John Gravel, Treasurer	Date: April 18, 2014

Assayers Foundation of British Columbia

Balance Sheet 18-Apr-2014



Assayers Foundation of British Columbia

BALANCE SHEET As of April 18, 2014		FY2014
		Current
ASSETS		
Cash	\$58,678.85	
Investments (RBC GIC)	\$5,212.34	
Receivables	\$41,400.00	
NET ASSETS	\$105,291.19	
LIABILITIES		
Scholarships and Awards	-\$3,500.00	
BC Assayers Exam Materials	-\$7,000.00	
BoE Office	-\$10,800.00	
BoE Chair Exam Fees	-\$9,000.00	
BoE Chair and Examiners Stipends	-\$11,000.00	
BoE Chair Travel Expenses	-\$643.74	
Advisory Council Member Stipends	-\$3,500.00	
Advisory Council Meeting Expenses	-\$1,000.00	
Miscellaneous	-\$921.80	
NET LIABILITIES	-\$43,865.54	
RETAINED EARNINGS	\$61,425.65	

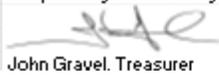
Notes:

1) Only 12% of Member contributions have been received to date

2) Payments outstanding include:

- 2014 Scholarships and Awards
- 2014 BC Assayers Exam Fees
- 2014 BoE Office Expenses
- 2014 BoE Chair Exam Fees
- 2014/15 BoE Chair and Examiner Stipends
- 2014 BoE Chair Travel Expenses
- 2014/15 Advisory Council Member Stipends
- 2014 Advisory Council Meeting Expenses and Miscellaneous

Respectfully submitted by


John Gravel, Treasurer

Date: April 18, 2014

Assayers Foundation of British Columbia

P&L Cash 18-April-2014



Assayers Foundation of British Columbia

Cash Position - P&L Statement Year to date April 18, 2014		FY2014		
		Current Period	Year to Date	Budget FY 2014
OPENING BALANCE (as of October 25, 2013)		#####		
REVENUE				
	Member	\$5,500.00	\$5,500.00	\$52,900.00
	Blundell			
	Interest and	\$77.55	\$77.55	\$85.93
NET REVENUE		\$5,577.55	\$5,577.55	\$52,985.93
EXPENDITURES				
	Scholarships & Awards	\$0.00	\$0.00	-\$3,500.00
	BC Assayers Exam Materials	\$0.00	\$0.00	-\$7,000.00
	BoE Office	\$0.00	\$0.00	-\$10,800.00
	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	-\$2,356.26	-\$2,356.26	-\$3,000.00
	Advisory Council Member Stipends	\$0.00	\$0.00	-\$3,500.00
	Advisory Council Meeting Expenses	\$0.00	\$0.00	-\$1,000.00
	Miscellaneous	-\$78.20	-\$78.20	-\$1,000.00
	Bank Charges	-\$3.00	-\$3.00	-\$30.00
	less Pre-Paid Expenses BCIT			\$0.00
	less Pre-Paid Expenses BoE Office			\$0.00
NET EXPENDITURES		-\$2,437.46	-\$2,437.46	-\$49,830.00
CLOSING BALANCE (As of Apl 18, 2014)		#####		

Notes:

- 1) Contributions: AGAT Labs (\$2500), CMA (\$3000)
- 2) Travel Expense Claim for CMA conference (\$2356.26)
- 3) Miscellaneous postal charges (\$78.20)

Respectfully submitted by

John Gravel, Treasurer

Date: April 18, 2014

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Elaine indicated that about 20% of students are from outside Canada.

Mac notes a younger group of students in the program compared to earlier years.

Lawrence Ng noted a bimodal age demographic for assayers: peak at approximately 50-55 and 30-35 years of age; Scott Daniels noted the same.

BCIT Module 5 Changes. The new, additional material is this module: Part I Contamination controls for methodologies like ICPMS, & Part II Practicum.

10. Membership-Individual report (Gerald Chik)

Three new BC Certified Assayers for 2013; they have been provided with email aliases.

Gerald elaborated on the "Certified Assayers Foundation of British Columbia" poster that is intended to be used to promote the Foundation at conferences and functions.

Lawrence recommended trying to have this ready for the next CMA conference, in September, in Saskatoon.

It was noted that the website logos need to be updated.

Suggestion to have this banner available for "our" different laboratories to be at the entrance to where our workforces arrive.

11. Scholarship chair's report (Ray Lett)-presented by Mac

CMA has contributed \$3,000 to the scholarship program for 2014.

Council needs to decide if they wish to increase the Foundation scholarship of \$500 to \$1,000; this was not awarded in 2013 because of insufficient applications. A reason for increasing the amount of the scholarship was to try and make the scholarship more attractive to attract a larger number of applicants. A vote was taken to increase the amount: 2 against, 9 for. PASSED.

Application deadline to close on 30-July.

For 2013, there were approximately 10 applicants for the three, \$1,000 scholarships, down from 15-18 the previous year.

Lawrence encouraged participation by the Government in the work of scholarships. He proposed listing examples of what participation would look like and how much time it would take. Mac agreed to have Ray update Alexie on what is required. For the time being, Ray will continue to be the Chair of the scholarship committee.

12. Action Items from previous meeting

11.1 Scott, Gerald & Elaine to submit a firm quotation for their projects.

...will work on detail and pricing

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11.2 Scott to get estimation for the cost of additional 50 blank pins.

2013	Total (exc. Taxes & shipping)	Price per pin
50 pins with names	\$402.95	\$8.06
200 pins without names	\$524.00	\$2.50
Total	\$926.95	
2014		
50 pins with names	\$143	\$2.86
200 pins without names	\$572	\$2.86
Total	\$715	
2015		
50 pins with names	\$166.50	\$3.33
200 pins without names	\$666	\$3.33
Total	\$832.50	

11.3 Gerald to work on the design of the event booth display.

11.4 Elaine to get back to the suppliers for better price quote for the items requested.

Cheque not yet provided. A better price was obtained. Bill will follow up with John. This is noted in the 2014 budget under the line item noted as "BC Assayers Exam Materials, \$7,000."

11.5 Elaine, Ray & Mac to revise the job description for the scholarship coordinator position and update as required.

Mac noted that this has not yet been done. This will be done in the near future, est. next 3 months.

The next, 2014 Assayer Trainee scholarship application poster has been prepared. This is for anyone in the BCIT Assayer Training Program. Gerald will assist with distribution. The application deadline is 30-July-2014. Last year's response was poor.

11.6 John to follow up with companies with outstanding invoices.

11.7 Elaine to send Lawrence a revised description of the program for revision & finalization in the next meeting.

Done. Sent to Lawrence.

11.8 Scott to send Gerald the latest assayers' information (i.e, email, address & phone number).

Done.

12.0 New Business

12.1 Fundraising -Foundation & CMA. The Foundation actively pursues mineral testing labs only and a few vendors. The CMA -through its annual conference hosting organization -actively and annually solicits funding support from most of the vendors who attend CMA conferences. Should the Foundation and the CMA work together to avoid double-taxation of vendors' generosity?

Ron Cardinal encouraged the Foundation not pursuing Instrument and Supplies vendors.

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Sean noted that the CMA has about 4-5 corporate sponsors. The CMA's objective is to always give their conference profit money away. It was agreed that the Foundation would leave Vendors to fundraising by the hosts of the CMA conferences.

12.2 Fundraising 2014. Invoices for Foundation membership: \$46,900 in invoices sent out for 2014 memberships on 15-Mar-2014.

12.3 Environmental Recycling of Cupels. How large of an issue is this for the mineral-testing industry?

Scott presented this issue as a business opportunity for someone or a company to collect these wastes for warehousing & shipping to Trail. Sean noted that in the US, hazardous waste versus dangerous goods issues prohibits shipping for recycling of fire-assay wastes.

13.0 Round Table

Lawrence. Ron Cardinal is the vice-chair.

Paul. 50th anniversary of BCIT. Look for opportunity to have alumni attend anniversary function: 5-October-2014.

Next meeting is scheduled on November 7, 2014 (changed to 14-Nov). Consideration will be given to hosting the meeting at a different venue where one of the group's corporate offices are located.

Meeting adjourned at 2:30 PM.

14.0 Summary of Action Items

1. Scott needs to look in previous meeting minutes to see if a decision was made by the Foundation to reduce invoices by 25%. [Post meeting note: indeed, this was the case, it was communicated to Lawrence, and an oversight that may be addressed in the following year.]
2. All would investigate the possibility of our fall meeting being hosted at one of our member organizations' corporate offices to help increase the visibility of the Foundation.