

# Assayers Foundation of British Columbia



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

**Date:** November 14, 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
John Gravel	Treasurer & Director, Advisory Council	Bureau Veritas 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
John Andrew	Industry Representative	New Gold	Williams Lake, BC
Ray Lett	Scholarship, Chair	Retired	Victoria, BC
Keith Rogers	Board of Examiners	Retired	N. Vancouver, BC
Dave Tye	Industry Representative	Met-Solve	Langley, BC

\*Participation by internet conference call (Skype), starting only at 11.51 h

# Assayers Foundation of British Columbia

## ANNUAL GENERAL MEETING

### 1. Approval of Meeting Agenda

The meeting was called to order by Lawrence Ng at 11:51 AM. The meeting agenda was adopted as submitted.

### 2. Approval of 25-Apr-2014 AGM and Advisory Council Meeting Minutes

Motion by John Gravel; seconded by Gerald Chik. All approved.

**Correction: "next" meeting in minutes was 7-Nov but the date had been changed due to engagement of some of the members.**

### 3. Follow up on Action Items from Previous Meeting

#### a) Assayers Pin. Scott Daniels to provide status of the Assayer Pin

Scott explained that the cost of this project could still be managed within the original estimated amount of \$1,000 (50 personalized pins, plus 200 generic pins). A problem was with the question of pins for ongoing, new assayers. For small orders, the cost would be \$90/pin.

*Discussion: \$90/pin was a little expensive and we have to consider sustainability. The option of engraving a pin which could reduce the cost had been brought up. Another option of distributing stamps instead of pins was also discussed due to the lower cost involved but it was agreed that the pin is more for recognition of achievement. The estimated costs for 200 pins without name are \$500 vs. the cost of stamps for \$20-30 each.*

**Action Item: Scott to get a quote for 200 blank pins and cost of engraving the pin.**

#### b) Booth Display. Gerald Chik to provide status of event booth display

Gerald had the booth display already and the next step would require photos of assayers in action & assayers in management; consent will also be needed to display our sponsor's logo the assayer's photos on the display. It will be ready for the CMA conference & Roundup once completed and the first event will be the Roundup.

*Discussion: A coordinator is required to find out which company is interested in putting the display in their booth and the approval from AMEBC is required as this involves a third party using the participant's booth.*

**Action Items: 1) Lawrence to contact sponsors to find out who would be interested to participate & also get approval from AMEBC. 2) Gerald to contact interested sponsors and provide them with details of the arrangement.**

#### c) Job Description for Scholarship Coordinator Position. Elaine woo, Ray Lett & Mac Chaudhry to provide status of revising the job description for the scholarship coordinator position

Ray explained that there is an existing job description. The main duties include making sure there is sufficient fund for the scholarship and administration of the fund. The job usually required 8-10 hours of work which is mainly clerical and involves communication/ corresponding back & forth with the scholarship candidates & the members of the scholarship committee.

*Discussion: Ray is willing to continue with the role but in case a replacement is needed in the future the candidate must not have ties to laboratories that could potentially cause any conflict of interest. A candidate from the government will be ideal. Evaluation criteria of the candidate for this role should be defined. It was also brought up that we should consider remuneration for this position and a stipend between \$500-700 range should be considered.*

**Action Item: Lawrence to send a copy of the existing job description for the position and include the evaluation criteria in the next meeting for discussion.**

# Assayers Foundation of British Columbia

## 4. Officers and Directors

Officers and directors are as noted in the minutes of the 7-June-2013 AGM. All are now in the middle of their 2<sup>nd</sup> year of 2-year terms.

**Lunch Break at 12:35 pm; meeting resumed 1:06 pm.**

## BC CERTIFIED ASSAYERS FOUNDATION ADVISORY COUNCIL MEETING

### 5. Chair's Report (Lawrence Ng)

Lawrence mentioned that currently there is a trend in decline for exploration spending. Mining industries and commercial labs are all affected and a quick recovery was not expected in short term. Companies are looking into different technologies for cost reduction. For example, mining industries are looking into using portable XRF equipment for scanning of rare earth, Lithium and graphite in samples. The foundation needs to adapt to these new needs. While the portable XRF equipment is beneficial in providing preliminary data for the mining industry, the responsibility for assayers is to ensure correct interpretation of these data produced by this equipment. The specific information produced by this equipment is helpful for geologist but we have to be careful when interpreting these data as there is no regulation at this time for the use.

***Discussion:** Operation of portable (handheld) XRF equipment requires certification but the certification is more for the safety handling of the equipment. In Arizona even people accepting samples require certification but there is no such regulation in BC. We need to prepare that at some point if the stock exchange starts to accept these data & bypassing assayers before releasing those data, we need to step up and defend ourselves to ensure that the quality of the data is not compromised. Such data should be used as a guidance or an indicator only.*

***Action Item:** Lawrence to contact TSX to see what is their position of the data from the portable XRF equipment.*

### 6. Secretary / Corporate Membership Report (Scott Daniels)

\$46,900 in invoices sent out on 15-Mar-2014.

**Klen.** It appears that an incorrect contact was used for sending an invoice to Klen; this was pointed out to Scott Daniels by Lawrence Ng on 24-Sept. Starting 2015, Klen will be invoiced for \$1000.

**Rocklabs.** There was also concern expressed to Lawrence regarding Rock Labs. Scott confirmed that he had an e-mail reply from Adrian (Rocklabs), after sending him an invoice, indicating that the invoice was being processed for payment. \$1000 should have been received.

***Action item:** John G. will double check if \$1000 had been received from Rocklabs.*

A summary of 2014 donors, provided to Scott by the Treasurer, is shown in the Treasurer's report below.

There's a need for earlier communication between the person sending invoices (Scott) and the Treasurer (John) so that Scott can follow-up "early" in the year (June-July) to encourage payment of member dues where those dues have not yet been received.

***Action item:** John G. & Scott will communicate around June/ July 2015 to identify the outstanding invoices.*

**Previous proposal for a 25% reduction in membership dues for 2015**

## *Assayers Foundation of British Columbia*

After the discussion, a decision was made to keep the original invoice amount for the membership dues.

# Assayers Foundation of British Columbia

## 7. Treasurer's report (John Gravel)

### Budget 2014



Assayers Foundation of British Columbia

BUDGET for FY 2014	FY2014
	Budget
<b>ANTICIPATED REVENUE</b>	
Member Contributions	\$46,900.00
Interest and other income	\$142.62
<b>NET REVENUE</b>	<b>\$47,042.62</b>
<b>ANTICIPATED EXPENSES</b>	
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
<b>NET EXPENDITURES</b>	<b>-\$49,830.00</b>
<b>NET POSITION</b>	<b>\$2,787.38</b>

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 at 14-Nov-2014



Assayers Foundation of British Columbia

<b>BALANCE SHEET</b> <b>As of November 14, 2014</b>		<b>FY2014</b>
		<b>Current</b>
<b>ASSETS</b>		
	Cash	\$47,167.13
	Investments (RBC GIC)	\$5,212.34
	Receivables	\$16,400.00
<b>NET ASSETS</b>		<b>\$68,779.47</b>
<b>LIABILITIES</b>		
	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	\$0.00
	BoE Chair Travel Expenses	-\$643.74
	Advisory Council Member Stipends	-\$3,500.00
	Advisory Council Meeting Expenses	-\$1,000.00
	Miscellaneous	\$0.00
<b>NET LIABILITIES</b>		<b>-\$17,743.74</b>
<b>RETAINED EARNINGS</b>		<b>\$51,035.73</b>

Notes:

- 1) 65% of Member contributions have been received to date
- 2) Payments outstanding include:
  - 2nd half 2014 BoE Office Expenses
  - 2014 BoE Chair Exam Fees
  - Remainder of 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: November 14, 2014

# Assayers Foundation of British Columbia

P&L Cash at 14-Nov-2014



Assayers Foundation of British Columbia

Cash Position - P&L Statement Year to date November 14, 2014		FY2014		
		Current Period	Year to Date Actual	Budget FY 2014
<b>OPENING BALANCE</b> (as of April 18, 2014)		<b>\$58,678.75</b>		
<b>REVENUE</b>				
	Member	\$25,000.00	\$30,500.00	\$46,900.00
	Blundell Memorial			
	Interest and other	\$83.86	\$161.41	\$85.93
<b>NET REVENUE</b>		<b>\$25,083.86</b>	<b>\$30,661.41</b>	<b>\$46,985.93</b>
<b>EXPENDITURES</b>				
	Scholarships & Awards	-\$4,000.00	-\$4,000.00	-\$3,500.00
	BC Assayers Exam Materials	-\$7,373.98	-\$7,373.98	-\$7,000.00
	BoE Office	-\$7,200.00	-\$7,200.00	-\$10,800.00
	BoE Chair Exam Fees	\$0.00	\$0.00	-\$9,000.00
	BoE Chair and Examiner Stipends	-\$11,000.00	-\$11,000.00	-\$11,000.00
	BoE Travel Expenses	\$0.00	-\$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	-\$7,000.00	-\$7,078.20	-\$1,000.00
	Bank Charges	-\$21.50	-\$24.50	-\$30.00
	less Pre-Paid Expenses BCIT Scholarship			\$0.00
	less Pre-Paid Expenses BoE Office			\$0.00
<b>NET EXPENDITURES</b>		<b>-\$36,595.48</b>	<b>-\$39,032.94</b>	<b>-\$49,830.00</b>
<b>CLOSING BALANCE</b> (As of Nov 14, 2014)		<b>\$47,167.13</b>		

Notes:

- 1) Contributions: ALS Minerals (\$10000), SGS (10000), Teck (\$5000)
- 2) Miscellaneous Expense to purchase equipment for BCIT Assayers Program (\$7000.00)

Respectfully submitted by

John Gravel, Treasurer

Date: Nov 14, 2014

# Assayers Foundation of British Columbia

## Donors List Contributions for 2014 Updated at 14-Nov-2014

Company	Address	Contact Person	Email	Phone	Number of Lab Techs	Invoice Amount	Invoice Date	Sent By	Received
<b>Commercial Assay Labs</b>									
Acme Analytical Laboratories	1020 Cordova St. E.	John Gravel	john.gravel@bcassayer.com	604.253.3158	230	\$ 10,000.00	15-Mar-14	Daniels	
ALS Laboratory Group	2103 Dollarton Hwy	Colin Ramshaw	Colin.Ramshaw@alsglobal.c	604.984.0221	300	\$ 10,000.00	15-Mar-14	Daniels	\$ 10,000.00
Activation Laboratories Ltd.	1336 Sandhill Drive	Rob Hoffman	robhoffman@actlabs.com	250.320.1186	>50	\$ 2,000.00	15-Mar-14	Daniels	
SGS Minerals Services	185 Concession Street, BOX 4300	Russ Calow	russ.calow@sgs.com	705.652.2018	???	\$ 10,000.00	15-Mar-14	Daniels	\$ 10,000.00
AGAT Laboratories	5835 Coopers Avenue	Ron Cardinall	cardinall@agatlabs.com	905.501.9998	<50	\$ 2,500.00	15-Mar-14	Daniels	\$ 2,500.00
<b>Mine Labs</b>									
Barkerville Gold Mines	115 Keis Avenue	Glen Ventor	lindav@telus.net		2	\$ 100.00	15-Mar-14	Daniels	
Copper Mountain Mine	223 Burton	Richard Joyes	richard.joyes@cumtnop.com		8	\$ 400.00	15-Mar-14	Daniels	
North American Tungsten Corp.	306 Adela Trail	Jason McKenzie	info@natungsten.com		7	\$ 350.00	15-Mar-14	Daniels	
Thompson Creek Mining Ltd.	Endako Mines Division	Bill Mracek	psolly@tcrk.com		7	\$ 350.00	15-Mar-14	Daniels	
Teck Resources Limited	Suite 3300, Bentall 5	Steve Cook	stephen.cook@teck.com	604.699.4329	75	\$ 5,000.00	15-Mar-14	Daniels	\$ 5,000.00
Yukon Zinc Corporation	Wolverine Project	Lynda Ritchie	info@yukonzinc.com		4	\$ 200.00	15-Mar-14	Daniels	
<b>Service Companies</b>									
Anachemia Science	3571 Viking Way, #10	Sean Murry	smurry@anachemia.com	1.800.361.0209		\$ 2,000.00	15-Mar-14	Daniels	
RockLabs Limited	P.O. Box 18-142, Glen Innes 1743	Ian Devereux, B	ian.devereux@rocklabs.com	brad.hunting@rocklabs.com		\$ 1,000.00	15-Mar-14	Daniels	
<b>Affiliated Groups</b>									
Canadian Mineral Analysts		Bill Clifford				\$ 3,000.00	15-Mar-14	Daniels	\$ 3,000.00
<b>Private Contributions</b>									
					Total	\$ 46,900.00	Total Received	\$ 30,500.00	
							Outstanding	\$ 16,400.00	

**Action items: 1) John G. to send a reminder of budget items to directors prior to the spring meeting around March 2) Scott to send Lawrence the invoices for Act lab & Acme for follow up.**

### 8. Board of Examiners report (Mac Chaudhry)

The upcoming examination is scheduled in March with 4 potential participants. We have a new examiner trainee – Dave Tye and the expectation is to have Dave trained within 2 years.

### 9. BCIT training program report (Elaine Woo)

Number of intake is down by about 30% compared to last year. There are 3 new intakes. Elaine is looking into ways to promote the training program by providing facts about job opportunity and comparing salary for assayers with different levels of training & certification.

### 10. Membership-Individual report (Gerald Chik)

The BC Assayers group on LinkedIn has about 118 members across the globe. Gerald is inviting all attendances in the meeting to sign in and actively participate in the group discussion.

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

16 candidates applied. After evaluating all applications the following were selected as winners for this year:

For the three \$1000 prizes (CMA):

- Ms. Aleksandra Michalska (Mount Polley)
- Ms. Donglan Donna Liu (Bureau Veritas)
- Ms. Singer Li

For the two \$500 prizes:

- Mr. Jeffrey Kim (ALS)
- John Chiang (SGS)

For succession plan, Ray agreed to continue with the scholarship chair's role for at least another year.



# Assayers Foundation of British Columbia

**Action Items: Ray will send Scott files of the scholarship winners; Scott to post the names on the BC Assayers Website by July 2015.**

## 12. New Business

- Ray brought up that some of the information on the website needs to be revised. Ray will communicate with Scott for the update.
- Scott needs the names of certified assayers from 2013 & beyond from Mac for the update.
- Sean mentioned that we should have a strategy for getting instrument manufacturer as our sponsor. Sean, Lawrence & Scott will decide which companies to contact & the invoice amount.
- Lawrence reminded everyone that his term for the chair of the foundation is up; in the next meeting he will chair the first half of the AGM meeting and the new chair will take over after the election of new board members.
- We will be adding New Gold to the 2015 invoice list; John A. to provide contact information.
- We will need to get more involvement from different sponsors. For example, adding Agilent to the potential sponsor's list. Sean can get the contact name but we should have proper communication with the potential sponsor first before sending out invoice.

## 13. Next Meeting

Next meeting is scheduled for Friday April 17, 2015.

## 14. Summary of Action Items

- **Scott to get a quote for 200 blank pins and cost of engraving the pin.**
- **For booth display, Lawrence to contact sponsors to find out who would be interested to participate & also get approval from AMEBC. Gerald to contact interested sponsors and provide them with details of the arrangement.**
- **Lawrence to send a copy of the existing job description for the scholarship chair and include the evaluation criteria in the next meeting for discussion.**
- **Lawrence to contact TSX to see what is their position of the data from the portable XRF equipment.**
- **John G. will double check if \$1000 had been received from Rocklabs.**
- **John G. to send a reminder of budget items to directors prior to the spring meeting around March.**
- **Scott to send Lawrence the invoices for Act lab & Acme for follow up.**
- **John G. & Scott will communicate around June/ July 2015 to identify the outstanding invoices.**
- **Ray will send files of the scholarship winners to Scott; Scott to post the names on the BC Assayers Website by July 2015.**

## *Assayers Foundation of British Columbia*

- *Ray to communicate with Scott regarding website information update.*
- *Mac to provide Scott with the names of certified assayers from 2013 & beyond.*
- *John A. to provide New Gold contact information so that we can add it to the 2015 invoice list.*