

Assayers Foundation of British Columbia



Minutes Certified Assayers Foundation of British Columbia Advisory Council Meeting

Date: October 23, 2015

Location: Room SW2-158, British Columbia Institute of Technology, 3700 Willingdon Ave., Burnaby, BC

Attendees

Member	Role	Affiliation	Address
Lawrence Ng	Past Chair, Advisory Council	SGS	Vancouver, BC
Alice Pang	Director, Advisory Council	ALS	N. Vancouver, BC.
Paul Morrison	Member, Advisory Council	BCIT	Burnaby, BC.
Scott Daniels*	Secretary, 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	Independent	Vancouver, BC
Elaine Woo	Board of Examiners & Director & Scholarships	BCIT	Burnaby, BC.
Ron Cardinall	Chair, Advisory Council	LECO	Vancouver, BC
Sean Murry†	CMA Representative	Anachemia/VWR	Vancouver, BC
John Andrew†	Industry Representative	New Gold	Kamloops, BC
Ray Lett*	Scholarship, Chair	Retired	Victoria, BC
Keith Rogers†	Board of Examiners	Retired	N. Vancouver, BC
Dave Tye	Industry Representative	Board of Examiners	Langley, BC
Dan Hicks	Guest	Sumas Env. Svcs.	

*Participation by call-in conference call

† Regrets

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1. **Approval of Meeting Agenda**

The meeting was called to order by Ron Cardinall at 11:30 AM. The meeting agenda was adopted as submitted.

2. **Approval of 17-Apr-2015 AGM and Advisory Council Meeting Minutes**

Motion by Ron Cardinall; seconded by Lawrence Ng. All approved.

3. **Chair's Report (Ron Cardinall)**

Ron noted the sad news of the recent passing of Bill Clifford and Bill's contribution to both the CMA and the BC Assayers Foundation. In Bill's honor, one of the three annual CMA scholarships will be awarded in the name of Bill Clifford Memorial Scholarship. Ron also noted the sad news of the recent passing of Eric Hoffman from Activation Laboratories.

4. **Fire-Assay Waste Recycling Presentation- Dan Hicks (Sumas Environmental)**

This environmental topic has previously been discussed at our meetings, and a road-block has existed to the province-wide (or further reaching) collection & recycle of these materials: a central collection company was necessary and had not been identified. Dan is now in contact with the Teck Trail Operations' Raw Materials group and believes he has a plan for collection, storage and delivery to Trail for the recycle of these waste materials that in many instances currently go to landfill. Dan presented his business plan proposal in the meeting trying to establish further contacts. Currently the challenge is the various lead content in slags, cupels & crucibles especially the fluctuation in lead content in the slags which can be sample dependent. The overall lead content of the load will need to be in the 30-40% range in order to be cost effective. While it may not be an issue for the cupels, the slag & the crucibles will be containing less lead. Laboratories interested in additional information from Sumas Environmental can contact Dan.

Lunch Break at 11:55 pm; meeting resumed 12:30 pm.

BC CERTIFIED ASSAYERS FOUNDATION ADVISORY COUNCIL MEETING

5. **Follow up on Action Items from Previous Meeting**

- i.* A copy of the existing job description for the scholarship chair and include the evaluation criteria in the next meeting for discussion – Lawrence.
Lawrence has revised the content of the current job description and concluded that the content is appropriate. However, the current description is saved as PDF file. A Microsoft Word file is needed so that he can update the format to match the two other job description on our Website for consistency. Require further follow up with Ray L.
- ii.* Contact TSX to find out their position of the data from portable XRF equipment. – Lawrence.
Not completed; Lawrence to draft the letter.

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- iii. Draft a letter to the BC Provincial government to ensure support for Assayer Certification and proposed changes to “The ACT”. – John and Lawrence.
Not completed ; to be follow up by John & Ron.
- iv. To set up a BC Certified Assayers Facebook site. – Gerald.
Gerald has drafted guidelines for the Facebook site for members to review. Action can proceed once we agree on the guidelines. Lawrence suggested adding a clause that although we will try our best to manage the content of the site, we will not be responsible for any damage resulting from the participation. Gerald to update the guideline & send to members for comment prior to next meeting.
- v. Met-Solve Analytical to receive an invoice for membership – Scott.
Completed.

6. Secretary / Corporate Membership Report (Scott Daniels)

- i. On 24-July, Scott sent a summary of invoice details for 2015 to John requesting an update to assess which invoices had been paid and which were not, for the purpose of sending out invoice reminders. Scott followed up again with John on 23-September.

Notes

Rocklabs (\$1,000): Adrian Garcia will investigate.

VWR/Anachemia Science (\$2,000): Sean Murry will investigate.

- ii. The website has been updated with the scholarship recipients from 2014. Awaiting notification from scholarship committee regarding 2015 recipients and their photos and biographies.

Certified Assayers Foundation of British Columbia		
BC Certified Assayers since 1895		
Scholarships		
Scholarships Scholarship Recipients Apply for Assayer Trainee Scholarship		
Scholarship Recipients		
Year	BCIT Graduate Achievement Scholarship sponsored by the Certified Assayers Foundation of BC	Assayer Trainee Scholarship, sponsored by the Canadian Mineral Analysts & Certified Assayers Foundation of BC
2014	Jeffrey Kim, John Chiang	Aleksandra Michalska, Donglan Donna Lui, Singer Li
2013		Yufei Chen, Korah Fletcher, Jing Lin

- iii. At the Sept-2015 CMA conference, the recent passing of Bill Clifford and Eric Hoffman was noted and memorialized. The CMA approved directing the BC Certified Assayers Foundation to dedicate one of the three, annual CMA scholarships to be awarded in the name of Bill Clifford.
- iv. On receipt from the treasurer of details regarding Foundation invoices that were not paid, Scott provided follow-up with thanks to those who paid, and follow-up with those who did not.
- v. While reviewing the Treasurer’s report with John, prior to inclusion in these draft meeting minutes, John recommended that, moving ahead, there be communication and agreement with our government representative (Alexei), that

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Government laboratories be directed to use only laboratories in BC that are “in good standing” with paid dues. We could be more diligent in removing logos at our website, www.bcassayer.com, for those laboratories that are not “in good standing” with the Foundation.

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7. Treasurer's report (John Gravel)



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TREASURER REPORT

October 6, 2015

The attached financial statements detail the financial health and transactions of the Assayers Foundation since the last meeting on April 17, 2015. In the previous meeting, the 2015 budget was tabled that projected Member contributions and other revenue of \$33,842.62 balanced against anticipated total disbursements of \$44,230. This would yield a net position of -\$10,887.38 for the year. Contribution requests from the major labs (ALS, BV, SGS) were reduced from \$10K to \$5K owing to the protracted downturn in mineral industry. To date we have achieved a 55% total response rate. Commercial labs have been disappointing with only two laboratories (ALS and SGS) contributing for 50% response rate. Contributions are outstanding for Bureau Veritas, ActLabs and AGAT Labs. Conversely, response from mine and smelter labs has been good with contributions from Teck, New Gold and Copper Mountain giving an 88% response rate. No contributions have been received from the service groups. However, both VWR/Anachemia and Rocklabs made contributions very late in 2014 and may yet make a late contribution in 2015. The CMA was again very generous to donate \$3000 for the Scholarship awards. Thank you also goes to Gerald Chik and Alice Pang for their contributions in late 2014. The 2014 and 2015 Donor lists are appended hereto. Invoices for member contributions were sent out on March 31, 2015 by Scott Daniels.

The consolidated Cash Position / Profit and Loss statement for October 6, 2015 shows that we begin the period with an opening balance of \$45,504.12 (closing balance on April 17, 2015). Revenue over the past five months amounted to \$10,515.33 comprising \$10,500.00 in member contributions (Teck and SGS at \$5000 each and New Gold at \$500) and \$15.33 in interest. Year to date revenue amounts to \$22,545.96.

Disbursements for the period amounted to only \$3,500.00 for the scholarship awards. CMA scholarship awards of \$1,000 each were given to Sally Li, Elton Tse and Jessica Xu while Lisa Afrazehdoghahh received the \$500 Assayers Foundation Scholarship award. The only additional expense is \$3.00 for bank fees thus leaving a closing cash balance on October 6, 2015 of \$52,516.45.

The Balance Sheet for October 6, 2015 shows net assets of \$73,070.49 comprising the closing balance as stated above, the RBC GIC with market value of \$5,254.04 and receivables of \$15,300 representing the balance of uncollected member contributions. Un-expended liabilities of \$40,700.00 include: BC Exam Materials (\$5000), BoE Office (\$7200), BoE Chair Exam Fees (\$9000), BoE Chair and Examiners Stipends (\$11,000), BoE Chair Travel Expenses (\$3000), Advisory Council Member Stipends (\$3500), Advisory Council Meeting Expenses (\$1000) and Miscellaneous (\$1000). Should we fully realize the Net Assets and the Net Liabilities, this would result in Retained Earnings for the period of \$32,370.46.

Outstanding actions include completing and filing the 2015 Annual Corporate Report with the BC Government.

Respectfully submitted by:

John Gravel, Treasurer

C/O 4595 6th Avenue W., Vancouver, BC, V6R 1V4

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BUDGET for FY 2015		FY2015
		Budget
ANTICIPATED REVENUE		
Member Contributions		\$33,700.00
Interest and other income		\$142.62
NET REVENUE		\$33,842.62
ANTICIPATED EXPENSES		
Scholarships & Awards		-\$3,500.00
BC Assayers Exam Materials		-\$5,000.00
2015 BoE Office		-\$7,200.00
2015 BoE Chair Exam Fees		-\$9,000.00
2015/16 BoE Chair and Examiner Stipends		-\$11,000.00
2015 BoE Travel Expenses		-\$3,000.00
2015/16 Advisory Council Member Stipends		-\$3,500.00
2015 Advisory Council Meeting Expenses		-\$1,000.00
2015 Miscellaneous		-\$1,000.00
2015 Bank Charges		-\$30.00
Less Pre-Paid Expenses		\$0.00
NET EXPENDITURES		-\$44,230.00
NET POSITION		-\$10,387.38

Notes:

1) Anticipated Contributions include (\$20,000) from Commercial Labs, (\$6,700) from Mine / Smelter Labs and (\$7,000) from the CMA and suppliers.

Respectfully submitted by

John Gravel, Treasurer

Date: April 17, 2015

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2015

Company	Address	Contact Person	Email	Phone	Number of Lab Techs	Invoice Amount	Invoice Date	Sent By	Received	
Commercial Assay Labs										
Bureau Veritas Commodities Canada	5090 Shaughnessy St, Vancouver, BC,	Jon Landau	jon.landau@bureauveritas.com	604.253.3158	130	\$ 5,000.00	31-Mar-15	Daniels		
ALS Laboratory Group	2103 Dollarton Hwy	Colin Ramshaw	Colin.Ramshaw@alsglobal.com	604.984.0221	300	\$ 5,000.00	31-Mar-15	Daniels	\$ 5,000.00	
Activation Laboratories Ltd.	9989 Dallas Drive	Rob Hoffman	robhoffman@actlabs.com	250.320.1186	> 50	\$ 2,500.00	31-Mar-15	Daniels		
SGS Minerals Services	185 Concession Street, BOX 4300	Russ Calow	russ.calow@sgs.com	705.652.2018	???	\$ 5,000.00	31-Mar-15	Daniels	\$ 5,000.00	
AGAT Laboratories	5835 Coopers Avenue	Ron Cardinall	cardinall@agatlabs.com	905.501.9998	<50	\$ 2,500.00	31-Mar-15	Daniels		
Mine Labs										
New Gold	New Afton Mine	John Andrew	John.Andrew@newgold.com		2	\$ 500.00	31-Mar-15	Daniels	\$ 500.00	
Barkerville Gold Mines	115 Keis Avenue	Glen Vantor	lindav@telus.net		2	\$ 100.00	31-Mar-15	Daniels		
Copper Mountain Mine	223 Burton	Richard Joyes	richard.joyes@cumtnop.com		8	\$ 400.00	31-Mar-15	Daniels	\$ 400.00	
North American Tungsten Corp.	306 Adela Trail	Jason McKenzie	info@natungsten.com		7	\$ 350.00	31-Mar-15	Daniels		
Thompson Creek Mining Ltd.	Endako Mines Division	Bill Mracek	psolly@tcrk.com		7	\$ 350.00	31-Mar-15	Daniels		
Teck Resources Limited	Suite 3300, Bentall 5	Steve Cook	stephen.cook@teck.com	604.699.4329	75	\$ 5,000.00	31-Mar-15	Daniels	\$ 5,000.00	
Service Companies										
VWR/Anachemia	3571 Viking Way, #10	Sean Murry	smurry@anachemia.com	1.800.361.0209		\$ 2,000.00	31-Mar-15	Daniels		
Rocklabs Automation Canada Ltd.	1475 Riverside Dr.	Adrian Garcia	a.garcia@rocklabs.com			\$ 1,000.00	31-Mar-15	Daniels		
Klein International	36 Hemisphere St., Neerabup, Western	Angus McGuire	amcguire@klein.com.au			\$ 1,000.00	31-Mar-15	Daniels		
Affiliated Groups										
Canadian Mineral Analysts	3571 Viking Way, #10	Sean Murry				\$ 3,000.00	31-Mar-15	Daniels	\$ 3,000.00	
Private Contributions										
Total						\$ 33,700.00	Total Received	\$ 18,400.00	Outstanding	\$ 15,300.00

2014

Company	Address	Contact Person	Email	Phone	Number of Lab Techs	Invoice Amount	Invoice Date	Sent By	Received	
Commercial Assay Labs										
Bureau Veritas Commodities Canada	5090 Shaughnessy St, Vancouver, BC,	John Gravel	john.gravel@bureauveritas.com	604.253.3158	130	\$ 10,000.00	15-Mar-14	Daniels		
ALS Laboratory Group	2103 Dollarton Hwy	Colin Ramshaw	Colin.Ramshaw@alsglobal.com	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	\$ 2,500.00	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	
Mine Labs										
Barkerville Gold Mines	115 Keis Avenue	Glen Vantor	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		
Service Companies										
Anachemia Science	3571 Viking Way, #10	Sean Murry	smurry@anachemia.com	1.800.361.0209		\$ 2,000.00	15-Mar-14	Daniels	\$ 2,000.00	
RockLabs Limited	P.O. Box 18 -142, Glen Innes 1743	Ian Devereux, Brad	ian.devereux@rocklabs.com brad.hunting@rocklabs.com			\$ 1,000.00	15-Mar-14	Daniels	\$ 1,000.00	
Klein						\$ 1,000.00	15-Mar-14	Daniels		
Affiliated Groups										
Canadian Mineral Analysts		Bill Clifford				\$ 3,000.00	15-Mar-14	Daniels	\$ 3,000.00	
Private Contributions										
Gerald Chik - ALS		Gerald Chik							\$ 300.00	
Alice Pang - ALS		Alice Pang							\$ 100.00	
Total						\$ 48,400.00	Total Received	\$ 33,900.00	Outstanding	\$ 14,500.00

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Cash Position - P&L Statement Year to date October 8, 2015		FY2015		
		Current Period	Year to Date Actual	Budget FY 2015
OPENING BALANCE (as of Apr 17, 2015)		\$45,504.12		
REVENUE				
	Member	\$10,550.00	\$22,450.00	\$33,700.00
	Interest and other	\$15.33	\$45.96	\$142.62
NET REVENUE		\$10,565.33	\$22,495.96	\$33,842.62
EXPENDITURES				
	Scholarships & Awards	-\$3,500.00	-\$3,500.00	-\$3,500.00
	BC Assayers Exam Materials	\$0.00		-\$5,000.00
	BoE Office	\$0.00	-\$3,600.00	-\$7,200.00
	BoE Chair Exam Fees	\$0.00	-\$9,000.00	-\$9,000.00
	BoE Chair and Examiner Stipends	\$0.00		-\$11,000.00
	BoE Travel Expenses	\$0.00		-\$3,000.00
	Advisory Council Member Stipends	\$0.00		-\$3,500.00
	Advisory Council Meeting Expenses	\$0.00	-\$181.24	-\$1,000.00
	Miscellaneous	\$0.00	-\$806.40	-\$1,000.00
	Bank Charges	-\$3.00	-\$9.00	-\$30.00
	less Pre-Paid Expenses BCIT Scholarship			\$0.00
	less Pre-Paid Expenses BoE Office			\$0.00
NET EXPENDITURES		-\$3,503.00	-\$17,096.64	-\$44,230.00
CLOSING BALANCE (As of Oct 8, 2015)		\$52,566.45		

Notes:

1) Contributions:


- for 2015: SGS (\$5000), Teck (\$5000), New Gold (\$500) and David Tye (\$50)

2) CMA and BC Certified Assayers scholarships totalling \$3500 given to Sally Li (\$1000), Elton Tse (\$1000), Jessica Xu (\$1000) and Lisa Afrazehdoghaheh (\$500)

3) Pending distribution are: - BoE office expense for H1 2015 (\$3600)

- BoE Chair and Examiner Stipends for 2015 (\$11,000)

Respectfully submitted by


John Gravel, Treasurer

Date: Oct 8, 2015

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Cash Position - P&L Statement Year to date April 17, 2015		FY2015		
		Current Period	Year to Date Actual	Budget FY 2015
OPENING BALANCE (as of Nov 14, 2014)		\$47,167.13		
REVENUE				
	Member	\$11,900.00	\$11,900.00	\$33,700.00
	Interest and other	\$30.63	\$30.63	\$142.62
NET REVENUE		\$11,930.63	\$11,930.63	\$33,842.62
EXPENDITURES				
	Scholarships & Awards	\$0.00		-\$3,500.00
	BC Assayers Exam Materials	\$0.00		-\$5,000.00
	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	\$0.00		-\$11,000.00
	BoE Travel Expenses	\$0.00		-\$3,000.00
	Advisory Council Member Stipends	\$0.00		-\$3,500.00
	Advisory Council Meeting Expenses	-\$181.24	-\$181.24	-\$1,000.00
	Miscellaneous	-\$806.40	-\$806.40	-\$1,000.00
	Bank Charges	-\$6.00	-\$6.00	-\$30.00
	less Pre-Paid Expenses BCIT Scholarship			\$0.00
	less Pre-Paid Expenses BoE Office			\$0.00
NET EXPENDITURES		-\$13,593.64	-\$13,593.64	-\$44,230.00
CLOSING BALANCE (As of April 17, 2015)		\$45,504.12		

Notes:

1) Contributions:

- for 2015 ALS Minerals (\$5000), CMA (\$3000) and Copper Mountain (\$400)
- for 2014 VWR/Anachemia (\$2000), Rocklabs (\$1000), Gerald Chik (\$300), Alice Pang (\$100)
- Reimbursement of exam fee (\$100)

2) BoE office expense 2014 H2 (\$3,600), 2014 Examiners fee (\$9000)

3) Miscellaneous Expense to purchase pop-up display (\$806.40) and Advisor Council Meeting Expense fo Ray Lett (\$181.24)

Respectfully submitted by

John Gravel, Treasurer

Date: Apl 17, 2015



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BALANCE SHEET As of October 6, 2015		FY2015
		Current
ASSETS		
Cash		\$52,516.45
Investments (RBC GIC)		\$5,254.04
Receivables		\$15,300.00
NET ASSETS		\$73,070.49
LIABILITIES		
Scholarships and Awards		\$0.00
BC Assayers Exam Materials		-\$5,000.00
BoE Office		-\$7,200.00
BoE Chair Exam Fees		-\$9,000.00
BoE Chair and Examiners Stipends		-\$11,000.00
BoE Chair Travel Expenses		-\$3,000.00
Advisory Council Member Stipends		-\$3,500.00
Advisory Council Meeting Expenses		-\$1,000.00
Miscellaneous		-\$1,000.00
NET LIABILITIES		-\$40,700.00
RETAINED EARNINGS		\$32,370.49

Notes:

- 1) 55% of Member contributions have been received to date
- 2) Payments outstanding include:
 - All 2015 Expenses except for Scholarships and awards

Respectfully submitted by

John Gravel, Treasurer

Date: Oct 6, 2015

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Motion by Ron Cardinall; seconded by Lawrence Ng to approve budget.

8. Board of Examiners report (Mac Chaudhry)

13 students wrote the written examination & 5 pass. The practical examination was scheduled for June 22-26, 2015; out of the 5 participants 2 pass.

Next examination date: Jan 23, 2016.

9. BCIT training program report (Elaine Woo)

There are 42 new intakes of students for the first module of the training course & more than 100 students participating at various stages of the program. It was estimated that 25% of the students are international students including from South America & Europe.

Gerald suggested that we can post material related to the course (e.g., presentation) on the ResearchGate website to promote the course. **Elaine to provide Gerald with the presentation material.**

10. Membership-Individual report (Gerald Chik)

Gerald has already sent a welcome letter to the two new certified assayers and places them on our individual members' list.

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

There were 4 applicants for the scholarships this year; a reduction from 15 from the previous year. Three CMA & one Assayers Foundation scholarship recipients have all received the cheques. We will need biography information from them. One applicant was late and was encouraged to re-submit again next year.

Elaine suggested posting the scholarship application notice earlier next year. It was agreed that March will be ideal to allow enough time for all potential candidates to apply.

In Bill Clifford's honor, one of the three annual CMA scholarships will be awarded in the name of Bill Clifford Memorial Scholarship; motion by Ron Cardinall; seconded by Lawrence Ng & all approved. This is targeted to happen for this year's scholarships award; **Sean Murry to draft & provide Scott with a brief biography of Bill Clifford that will be linked to the scholarship recipients section of our website.**

12. New Business

Officers and directors are as noted in the minutes of the 17-Apr-2015 AGM. All are now in the middle of their 1st year of 2-year terms.

- i. Re-appointment of Mac Chaudhry as Chair of the Board of Examiners for 2 years.
- ii. Re-appointment of Elaine Woo as member of the Board of Examiners for 3 years.
- iii. Appointment of Dave Tye as member of the Board of Examiners for 1 years.
- iv. **Ray Lett's appointment to the Scholarship Committee was for only 1 year. It is due April 2016. Discuss Ray's reappointment in the next meeting.**

13. Next Meeting

Next meeting is scheduled for April 15, 2016.

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14. Summary of Action Items

- i. Ray to provide job description in Microsoft Words version; Lawrence to update the format of the job description to match existing format for consistency.*
- ii. Lawrence to draft a letter to TSX regarding portable XRF equipment.*
- iii. John & Ron to draft a letter to the BC Provincial government ensuring support for Assayer Certification and proposed changes to "The ACT".*
- iv. Gerald to update the Facebook site user guideline & send to Ron for circulation prior to next meeting.*
- v. Elaine to provide Gerald with presentation material for program promotion*
- vi. Sean Murry to draft & provide Scott with a brief biography of Bill Clifford that will be linked to the scholarship recipients section of our website.*
- vii. Discuss Ray's reappointment in the next meeting.*