



Board of Directors Meeting

Date: November 17th 2020, 5:00 PM – 7:00 PM
Location: Zoom (Virtual Meeting)
Subject: Meeting Minutes

Members Present:

Adam Lancaster	Canfor Pulp Ltd.
Andrea Byrne	City of Prince George
Cindi Pohl (Chair)	Prince George Chamber of Commerce
Daniela Fisher	Public Member
David Claus	University of Northern British Columbia
Gail Roth	Ministry of Environment & Climate Change Strategy
Jo Graber	PACHA
Kenna Jonkman	Regional District of Fraser-Fort George
Mike Simpson	Fraser Basin Council
Paula Tait	Northern Health Authority
Randi Zurowski	Carrier Lumber
Sherry MacIntyre	Public Member

Kim Menounos	PGAIR
Lindsay Sackett (note-taker)	PGAIR

Regrets:

Daryl Davidson	Pacific BioEnergy
Darcy Blocka	Tidewater Midstream Ltd

MINUTES

AGENDA ITEM		DISCUSSION NOTES
1.	Roundtable Welcome	<ul style="list-style-type: none"> Meeting is called to order at 5:03 PM (chaired by Cindi Pohl). Quorum reached. Members welcomed.
2.	Agenda: Review	<ul style="list-style-type: none"> Agenda approved.

3.	September Minutes	<ul style="list-style-type: none"> • Action items from September meeting were reviewed and an update was given on their progress. • September minutes approved.
4.	Secretariat Update	<p>Roundtable Directors</p> <ul style="list-style-type: none"> • Members provided updates <ul style="list-style-type: none"> ○ Significant financial shortfall at the City of Prince George has resulted in the elimination of the Environmental Services division. ○ Half of the Canfor Northwood facility is down, and will be until late January, resulting in a reduction in emissions. ○ David Claus, Director of Facilities Planning and Capital Management at UNBC was welcomed and introduced himself. He is considering filling UNBC's representative seat with PGAIR going forward. <p>Budget Update</p> <ul style="list-style-type: none"> • Secretariat staff presented a budget update. • All revenue has been received as projected. • The end of the year will be met underspent on staff time, which will result in carryforward into 2021. • Education and outreach activities were majorly curtailed due to COVID-19 and the delay of the Air Emissions Inventory release. <p>Preliminary 2021 Budget</p> <ul style="list-style-type: none"> • Secretariat staff presented the preliminary budget for 2021. • A drop in city funding is anticipated. • \$7000.⁰⁰ was applied for through the Provincial Wood Stove Exchange Program. • Preliminary 2021 Budget approved.
5.	Strategic Planning	<ul style="list-style-type: none"> • Mike Simpson provided a report on the Strategic Planning Committee (SPC) • The SPC met in October and reviewed: <ul style="list-style-type: none"> ○ SPC TOR ○ Environmental Scan ○ Board Survey • The Board Survey will be sent out to all members after this meeting and will remain open until January 4th 2021.

		<ul style="list-style-type: none"> • The next SPC meeting is tentatively scheduled for January 19th 2021. • Andrea Byrne will be replacing Barb Oke on the SPC. <p>ACTION: Mike to look into the capabilities of Google Forms related to printing, and get back to Jo.</p> <p>ACTION: Mike & Secretariat to send regular reminders to Board Members regarding survey completion.</p>
6.	<i>Air Quality Update</i>	<ul style="list-style-type: none"> • Gail Roth delivered a Prince George Ambient Air Quality 10-Year Snapshot presentation. • Key presentation messages: <ul style="list-style-type: none"> ○ Elevated particulate matter remains a challenge ○ Odorous days (TRS) are a regular occurrence ○ Other pollutants are stable or improving • Full presentation slide deck sent out with Board Meeting Packages.
7.	<i>Outreach and Education Update</i>	<p><i>Annual Member Briefing Notes</i></p> <ul style="list-style-type: none"> • Request for annual member briefing notes was given. <p>ACTION: All Members to submit briefing notes using the template provided in the Business Agenda Package.</p> <p><i>Air Emissions Inventory</i></p> <ul style="list-style-type: none"> • Final report has been received. • Public release is on hold until direction is provided by the City of Prince George. <p><i>Fall Outreach & Education Campaign</i></p> <ul style="list-style-type: none"> • The campaign is focused on clean burning, and will dovetail with the work being done to create wood smoke education tools for use at PGAIR and other air quality organizations.
5.	<i>Upcoming PGAIR Meetings</i>	<ul style="list-style-type: none"> • Next Operations Committee Meeting: December 8th 2020, 12:00 pm – 1:30 pm (Location: Zoom) • Strategic Planning Committee Meeting: January 19th 2021, 8:30 am - 10:30 am (TBC) (Location: Zoom)

		<ul style="list-style-type: none">• Next Board Meeting: Tuesday, February 23rd 2021, 5:00 pm – 7:00 pm (Location: TBD)
6.	Adjournment	<ul style="list-style-type: none">• Meeting adjourned at 6:50 PM