



Board of Directors Meeting

Date: September 15th 2020, 5:00 PM – 7:00 PM

Location: Zoom (Virtual Meeting)

Subject: Meeting Minutes

Members Present:

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| Adam Lancaster | Canfor Pulp Ltd. |
| Barb Oke | City of Prince George |
| Cindi Pohl (co-chair) | Prince George Chamber of Commerce |
| Daniela Fisher | Public Member |
| Daryl Davidson | Pacific BioEnergy |
| 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 |
| Zainab Nelson | Tidewater Midstream Ltd |
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| Kim Menounos (co-chair) | PGAIR |
| Lindsay Sackett (note-taker) | PGAIR |

Regrets:

- | | |
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| Andrea Byrne | City of Prince George |
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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. ● Mike Simpson briefly introduced himself ● Gail Roth gave an update regarding wildfire smoke in the area

2.	Agenda: Review	<ul style="list-style-type: none"> ● Agenda approved
3.	June Minutes	<ul style="list-style-type: none"> ● Directors and Secretariat reviewed all previous action items ● Draft minutes from the June 2020 Board Meeting approved as presented, assuming the correction below will be made. <p>ACTION: Secretariat to change the recorded chair from Kenna Jonkman to Cindi Pohl.</p> <p>ACTION: Jo Graber to share articles written by himself and Ken James with the Board</p>
4.	Secretariat Update	<p>Roundtable Directors</p> <ul style="list-style-type: none"> ● Hossein Kazemian, former PGAIR Director from UNBC has resigned. ● David Claus of UNBC is a potential replacement ● A link to academic research is valuable for PGAIR <p>ACTION: Secretariat to further explore potential connections to research for PGAIR</p> <p>Budget</p> <ul style="list-style-type: none"> ● Secretariat staff presented a budget update ● Substantial savings realized in operational costs and staff time due to having all meetings virtually. ● Carryforward from last year will be helpful in covering additional Strategic Planning costs <p>ACTION: Board to discuss a shift to more online meetings in the future, in the interest of cost savings. Secretariat to include in a future agenda when time allows.</p> <p>Woodstove Exchange Program</p> <ul style="list-style-type: none"> ● PGAIR will continue to offer the Wood Stove Exchange Program into 2021 ● Greater focus will be given to outreach and education, including the launch of an online Wood Smoke Education portal. <p>ACTION: Secretariat to explore past focus group data to determine barriers to WSEP participation, to inform next steps with the program</p>

		<p>ACTION: Secretariat to investigate funding opportunities from BC Lung Association to support the exploration of mechanisms for wood smoke prevention.</p>
<p>5.</p>	<p>Strategic Planning</p>	<p>Facilitation Proposal, Introductions</p> <ul style="list-style-type: none"> ● Mike Simpson introduced himself and explained his Strategic Planning Proposal and preferred facilitation technique. <p>ACTION: Secretariat to explore options for the timing of Strategic Planning sessions.</p> <p>Establish Strategic Planning Committee</p> <ul style="list-style-type: none"> ● Strategic Planning Committee comprised of the following members was established: <ul style="list-style-type: none"> ○ Adam Lancaster ○ Barb Oke ○ Cindi Pohl ○ Jo Graber ○ Paula Tait <p>Draft TOR and Meeting Scheduling</p> <ul style="list-style-type: none"> ● The role of the Strategic Planning Committee is to do the “heavy lifting” delegated by the Board, between sessions, in order to keep the Board Meetings to an appropriate length. ● The Strategic Planning Committee will be a committee of the Board, reporting to the Board, and communicating with the Operations Committee for day to day updates and inquiries. ● The Strategic Planning Committee will have no authority on decision making or expenditures without Board approval. ● The Draft Terms of Reference was approved, assuming adjustments are made to reflect the above recommendations. ● Mike Simpson to attend all SPC meetings <p>ACTION: Secretariat to make the recommended changes to the Strategic Planning Committee Terms of Reference</p> <p>ACTION: Secretariat to forward Mike Simpson the email addresses of all members of the Strategic Planning Committee</p> <p>ACTION: Mike Simpson to send a Doodle poll to all SPC members</p>

		in order to schedule the first SPC meeting.
6.	<i>FBC Contract</i>	<p><i>Amendment</i></p> <ul style="list-style-type: none"> ● Kim provided an overview of the amendment made to the PGAIR-FBC contract made to accommodate Strategic Planning facilitation <p><i>Renewal</i></p> <ul style="list-style-type: none"> ● Contract renewal until December 2021 with amendment as proposed approved
7.	<i>Outreach and Education Opportunities</i>	<p><i>Air Emissions Report Release</i></p> <ul style="list-style-type: none"> ● Secretariat in discussion with the City of Prince George regarding the public release of the final report and its presentation to City Council this fall. <p><i>Air Pollution Education</i></p> <ul style="list-style-type: none"> ● Staff will develop and roll out a fall campaign to promote education on wood smoke as well as anti-idling messaging
5.	<i>Upcoming PGAIR Meetings</i>	<ul style="list-style-type: none"> ● Next Operations Committee Meeting: October 15th 2020, 12:00 pm – 1:30 pm (Location: Zoom) ● First Strategic Planning Committee Meeting: October 20th 2020, 8:30 am - 10:30 am (Location: Zoom) ● Next Board Meeting: Tuesday, November 17th 2020, 5:00 pm – 7:00 pm (Location: TBD)
6.	<i>Adjournment</i>	<ul style="list-style-type: none"> ● Meeting adjourned at 7:10 PM