

**Minutes: Northwest Data Sharing Network  
Inaugural Board Meeting  
March 24, 2003, 10:00-4:00  
Logpile, Smithers, BC**

**Present:** Tim Thomas – Innovation Resource Centre, Ruth Edwards and Don Morgan – MSRM Skeena Region, Jim McCormack - Houston Canfor, Gary Quantsrum – Bulkley TSA, Russell Collier – Office of the Wet’suwet’en, Jane Lloyd-Smith – Skeena-Stikine Forest District, Cheryl Delwisch – Nadina Timber Sales Program

**Absent:** Agathe Bernard, Johanna Pfalz – MSRM Skeena Region.

**Topics:**

- Project Background, Issues and Objectives:
  - Background of DSN given. Background research in 2001/2002 on the technical and governance components.
  - General discussion of issues and concerns
  - DSN structure – Don to provide diagrams of board and current implementation plan of technical infrastructure.
  - What is the board’s role – making hockey rink so the game could be played.
  - What is the executive director’s role – carrying out boards direction, project co-ordination..
  - Why do you need it? – efficiency, forest health, wildlife, accommodation, planning.
  - MSRM’s role – corporate data, don’t look after local data or “project data” (eg result data for TSA or SFM), ideally MSRM will move to faster updates of local for corporate inventories such as forest cover and roads.
  - It is important to work closely with MSRM, Ruth Edwards is local contact, project has worked closely with MSRM BSID on the project so far.
  - MSRM’s future structure – what local services will be available will be clearer in June 2003, likely client services will be provided by MSRM for MSRM corporate data policy and standards.
- Report from Contractor:
  - What is governance? – see flip chart.
  - Review of 2001/2002 research – see 2001/2002 research presentation.
  - Review of 2002/2003 research – see 2002/2003 research presentation.
  - What is policy governance? – see Policy Governance Model presentation.
    - Benefits.
    - Structure of the Policy Governance Model.
- Lunch
  - Policy Governance Model – continued – hand out of proposed policy, presentation, review and discussion of proposed board policy.
    - Any decision made by the board is policy that is carried out by executive director.
  - Vision Discussion:

- What is the purpose of DSN?
  - Learning to share.
  - Reducing costs for “members” – economy of scale.
  - More efficient data management – faster access, recommendations and decisions
  - Central storage and exchange of best available information.
  - Source for expertise.
  - Output of indicator and monitoring across land base.
  - Owners define their list of data sets.
  - Board members have the authority to decide **most** things (80/20 rule).
  - Clarity – data is accurate and is what it should be.
  - Consistency – data is in an available and predictable format.
  - Continuity – data provides a history of change – versioning, why it has changed, why it is different, what are its applications. May maintain older versions of data, such as TSR2 data sets or keep Fip/FC1 and Veg.
  - Timely delivery of consistently appropriate data sets in a cost efficient manner.
- Business Case for the DSN
  - Itemized costs, some costs provided in presentation.
    - Combined Insurance – approx. \$1350/year
      - Caveat on data used – not responsible for data accuracy to limit liability.
    - Audit – approx. \$800/year.
    - Board training and facilitation ?
    - Travel/per diems - ?
  - Staff Costs – at what cost.
    - In kind contributions – value, commitment?
      - MSRM has an in kind contribution of data hosting services.
    - Real dollars for overheads and projects?
      - FIA overhead allowance is roughly 6%.
      - FIA allows a proponent to bill staff time.
  - Value for money?
    - Cost avoidance.
    - TSP needs access to information in differing operating areas.
    - Private sector – do they value information as much as government?
    - Value to a mill – better 2x4. Public relations and cost avoidance
    - “Proof of sustainability” – or someone will do it for you.
    - Consultation with First Nations across the land base.
    - Business case estimate
      - Export data
      - Import data
      - Data collection costs to be avoided doing twice.
      - One stop shop value – send them to DSN for it (DSN would have policy on what data can be given away and what data required permission).

- MSRM ~\$100,000/year on data distribution.
- Fund Raising:
  - Where do society's get their revenues?
    - FIA – roughly 6% FIA admin.
    - Need to check eligibility and benefit to TSA/IFPA.
  - Board/society costs – audit, insurance, board meetings – rooms, lunch, facilitation, training, and travel ~ \$3,500 - 5,000/year.
  - Executive director ¼ to ½ time – RFP it out for quotes ~ \$25,000 - 60,000/year (includes overhead).
  - \$31,500 to \$65,000 total.
  - Current members:
    - MSRM
    - MoF field services:
      - Skeena-Stikine
      - Nadina
    - TSP:
      - Nadina
    - WALP
    - Bulkley
    - Morice-Lakes
      - Morice TSA
      - Lakes TSA
  - Approximately \$8,000/each.
  - FIA change in eligibility rules to allow for governance?
  - GIS operator in-kind contribution.
  - Fund raising – membership, selling a product/service.
- Constitution and Bylaws:
  - Modifications were suggested and are listed in the follow up.
  - Alternates – Tim to check the allowance for alternates for board meetings.
- How do the board members represent their constituents? For example BC TSP is part of TSA, and is represented separately.
- Need for new board members – effective limit 12 max? If more then require electoral process.
- Board members communicate with the people that they represent.
- List of potential members. Non-voting members with directors representing them.
- Change board diagram – remove names.
- Worry List:
  - Data standards and formats – e.g. projection, meta data format
  - How does FIA funding work.?
  - What changes in MSRM and other organizations will affect data sharing capabilities?
  - What is shared and what is not? Outside rules, what will flow freely?

- Follow Up:
  - Create a glossary – examples from the day:
    - accountability vs responsibility.
    - Ends vs means.
  - What is governance provide – consistency, clarity, continuity.
  - Amend “General Executive Constraint” to include “...of values, vision and mission.”
  - Change “End Policies” “A shared *access* network”.
  - Modify vision to “Timely delivery and dissemination of consistently appropriate data sets in a cost efficient manner.”
  - Don to forward Barry Watson’s business case to Tim.
  - Don and Tim to distribute:
    - Meeting minutes, powerpoint presentations, participant list,
    - Proposed structure,
    - Policy governance,
    - Constitution and bylaws, and
    - Budget estimates.
  - Edits to Constitution:
    - 2. The purpose....
    - Clarify that the society will not interfere with the participants operating of their own activities.
    - Transfer of assets is through an audit.
  - Edit to Bylaws:
    - Membership – flexibility of adding members to a maximum number.
    - Need to be physically proximal for board meetings, can you vote through the telephone?
  - Compile list of potential executive directors:
    - Russell Collier.
    - ?
- Decisions to make:
  - Dollar minimum and maximum from Policy Financial conditions and activities.
  - Next meeting April 24<sup>th</sup>, location to be announced 9-3.
  - Participants to review material and provide timely comments.