



**2007 ANNUAL GENERAL MEETING
Combined Board and Technical Committee
June 15, 2007
10:30 am – 3:30 pm**

LOCATION: Logpile Lodge
McCabe Road, SMITHERS, BC

ATTENDANCE:

Board Members

Name	Company Affiliation	Attended
Don Morgan (Executive Director)	MoFR (Branch - HRE)	Yes
Barry Watson (President)	CanFor	Yes
Tim Penninga (Vice President)	PIR	Yes
Glen Buhr (Sec/Treasurer)	MoFR (Skeena Stikine District)	Yes
Scott Emmons	UNBC	Yes
Agathe Bernard	MoFR (Nadina District)	Yes
Glenna Boughton	ILMB (Kamloops)	Yes
Jaret Van Der Giessen	West Fraser	No
Andy Muma	BCTS (Babine TSO)	Yes

Technical Committee Members

Name	Company Affiliation	Attended
Wren Gilgan	BCTS (Babine TSO)	Yes
Cindy Barden	MoFR (Nadina District)	Yes
Francois Depey	Office of Wet'suwet'en	No
Sean Mitchell	MoE (Skeena Region)	No
Tom Olafson	West Fraser	No
Bonnie Potulicki	PIR	Yes
Blair Ells	MoFR (Skeena Stikine District)	Yes
Fred Hankins	West Fraser	Yes
Karen Broadworth	Babine Forest Products	No
Paul Schwarz	PIR	No
Tom MacKinlay	West Fraser	No

AGENDA:

1. Review agenda & introductions
2. Annual Report from Board of Directors - Board
3. Annual Financial Statement – Secretary/Treasurer
4. Election of officers – Board
5. Follow-up from May 1, 2007 Natural Resource Sector Information Management Workshop, ILMB - MOFR – NWGDSN, Smithers – Glenna Boughton
6. Budget – Board
 - a) Membership Fees
 - b) UNBC hosting
 - c) Data management (“Data Ranger”) position
7. Review past years activities – Executive Director
 - a) Project updates:
 - i) IFPA monitoring project – Barry Watson
 - ii) UNBC hosting activities – Scott Emmons
 - b) Technical Committee update
 - i) Data maintenance and management – Scott Emmons
 - ii) Best Available Data – Bulkley – Blair Ells; Morice/Lakes – Agathe and Jaret
 - iii) Other
 - c) Data administrator (Geoborealis) activity update – Executive Director
8. 2007/2008 Operating Plan – Executive Director and Board
 - a) Project priorities
 - b) Linked projects – Executive Director
 - c) NWGDSN administration activities and costs
 - d) Proposed new NWGDSN Aggregated Roads Technical Subcommittee
 - Define business rules and purpose for Roads
 - Implement data aggregation and conflation process for Roads
9. Review minutes from last board meeting (action items attached) – Executive Director
10. Issues – Executive Director
 - a) Annual data submissions and aggregate coverage generation – Barry Watson
11. Set dates for board meetings for the coming year – Executive Director

Item 1. Review agenda

- AGM agenda reviewed and approved.

Action: Scott Emmons to post 2007 AGM minutes and all attachments to NWGDSN website.

Item 2. Annual report from Board of Directors (Barry Watson)

- Barry summarized “reason for being” for NWGDSN (highlights: we exist to share data, keep each other apprised of local, regional and provincial data storage/share developments, and to be relevant to participants).
- Noted that we continue to build our relationship with ILMB, and that no partners were gained or lost over the past year.

Item 3. Annual financial statements (Glen Buhr)

- Glen presented the current financial statements (balance sheet, profit and loss statement) as prepared by Kirsteen Laing. Included as an attachment to these minutes.
- Represents current “snapshot” of account – still some outstanding cost items, but account has sufficient funds to cover
- Financial statements accepted by Board

Item 4. Election of officers

President

- Barry Watson nominated for President by Scott Emmons
- seconded by Andy Muma
- confirmed by show of hands: Barry Watson as President

Secretary-Treasurer

- Board decided to split into separate Secretary and Treasurer roles.

Secretary

- Agathe Bernard nominated by Tim Penninga
- seconded by Glen Buhr
- confirmed by show of hands: Agathe as Secretary

Treasurer

- Glen nominated by Agathe
- Seconded by Glenna Boughton
- Board agreed upon further discussion that Glen and Blair Ells could share role (Glen had time commitment issues)
- Confirmed by show of hands: Glen/Blair as co-Treasurers

Action: [Blair Ells to be set up as a signatory to NWDGDSN bank account. Blair to be added to list of board members, in Society Annual Report filed with Minister of Finance]

Vice President

- Andy Muma nominated by Tim
- Seconded by Agathe
- Confirmed by show of hands: Andy as Vice President

Item 5. Follow-up from May 1, 2007 Natural Resource Sector Info Management Workshop

- Workshop minutes are included as an attachment. Glenna provided a brief summary
- Essential issue is dealing with redundancies. Glenna is following through on what coverages are already posted to LRDW, so don't need to do twice (i.e. just identify link to LRDW).

Action: Glenna to set up a request-for-proposals, ILMB-funded contract to "audit" NSWDSN uploaded data for 2007. Board to review RFP and provide comment.

- Glenna noted that ILMB provides capacity for Kootenay Data Share Society (dedicated staff versus volunteers). She advised that ILMB had no appetite for setting up something similar for Northwest.
- Data management is identified as a formal department for our area (through Prince George). Noted that no data management is happening through Smithers ILMB.

Item 6. Budget for 2007/2008

Membership fees

Action: Treasurer to report back next meeting on whether or not everyone paid membership fees last year – it is believed that membership fee revenues should be \$17.5K, versus \$15K as the balance sheet indicates.

UNBC hosting

- Discussed that this year's Contribution Agreement would be reduced to \$3500 for providing hosting services.
- UNBC (Scott Emmons) verbally applied for and was accepted as a member of the NWGDSN board. Scott duly elected to the Board of Directors.
- In lieu of paying membership fees, UNBC will provide an in-kind contribution to NWGDSN of \$2500 (i.e. Contribution Agreement is for \$3500; in-kind contribution of \$2500 towards UNBC membership for Scott's time spent on NWGDSN tasks).

Actions: Executive Director to set up \$3500 Contribution Agreement with UNBC, and provide signed contract to Secretary for filing. Secretary to ensure UNBC is identified as a full member in Society documents, and that Scott Emmons is listed as a Board Member in Society Annual Report.

Data Ranger position

- Geoborealis contract officially ended on April 30, 2007. William will be submitting two more invoices that will be paid out of existing contract. Contract amended to new end date. No new billing as of June 15.
- New project being fleshed out post-ILMB workshop. Won't roll over the Geoborealis contract as it is.

Action: Board to discuss Data Ranger position at next meeting, and determine whether or not a new contract will be issued for 2007/2008.

Item 7. Review previous year's activities

Project update: Morice/Lakes IFPA Sustainable Forest Management (SFM) monitoring (Barry Watson)

- In regards to automated indicator reporting, IFPA is unhappy with Tesera work to date (e.g. reporting no logging in logged areas, excessive reporting of logging elsewhere, faulty data issues; automation issues).
- CanFor is generating their own indicator reports through an in-house automated process. Not doing this service for other IFPA members - Tesera will continue in this role.
- aggregate data sets will drive process. Data sets won't change, tracking methodology likely will.

Action: Andy asked to assess CanFor automated indicator reporting process, to determine potential applicability to other licensees.

- It was noted that Tesera had \$50K contract, and billed for \$30K in building an automated monitoring protocol.
- Tim concerned (echoed by Agathe and Barry) that significant gaps exist in NWGDSN aggregate cutblock and road datasets due to NRFL holder activity. Difficult to generate meaningful reports because of gaps. Also, lots of salvage logging has occurred that is not captured.
- Correct depletion information is required to support biodiversity analyses (e.g. seral and patch size) and in determining true harvest availability.
- Agathe mentioned that the NRFL and salvage logging data exist, but needs to be gathered and added to the aggregate files.

Actions: Agathe/Andy committed to project to work with NRFL holders in acquiring depletions not already captured by VRI. Andy to overlay on NWFREP aggregates to eliminate duplicates and to ensure correct tenuring info. As a related project, Andy to compare aggregate dataset to RESULTS spatial files to determine status of NRFL ESF submissions.

- Barry noted that this action will bridge to next VRI depletion update, scheduled to occur January 2008.

Project update: UNBC hosting activities (Scott Emmons)

- Year-end report included as attachment to these minutes
- Scott mentioned that UNBC has not been paid for last year's activities under their Contribution Agreement.

Action: Secretary/Treasurer to provide immediate \$10K payment to UNBC

Technical Committee update: Data Maintenance and Management

- Some discussion regarding follow-through from ILMB workshop.
- Annual update issues – discussion deferred until later in meeting

Action: Barry to send Glenna contact list for Technical Committee

“Best Available Information” subcommittee updates

- Bulkley subcommittee – Blair reported that work is essentially complete. All “best available” coverages including metadata have been uploaded to NWGDSN website.
- Morice/Lakes subcommittee – nobody officially tasked with doing best available info review and upload - managed off side of desk by Andy and Wren Gilgan. Andy and Wren are currently assigning metadata to the “best available info” coverages already uploaded – they expect to complete this work in the next 6 months.
- IFPA layers were discussed. Barry is currently selecting layers to support Forest Stewardship Planning. Barry’s thought was that these layers should equate to Best Available Info for Lakes and Morice.

Actions: Barry to post IFPA coverages and metadata to the NWGDSN website. Morice/Lakes Best Available Subcommittee to review and report back to board on whether IFPA coverages do or do not meet their needs for “best available”.

- Tim noted the good work done by Blair, and expressed concern about continuity of Bulkley data maintenance once Blair’s auxiliary job concludes. Concern was also expressed regarding the side-of-desk nature of Morice/Lakes subcommittee. Tim recommended that a letter be sent from NWGDSN to Nadina and Skeena Stikine Districts asking for dedicated resources to be committed to the “best available” dataset initiative.

Action: [Executive Director] to send letter to Nadina and Skeena Stikine District Managers requesting that MoF dedicate staff time to fully support NWDGSN best available data subcommittee work.

- It was discussed that both legal (e.g. HLP-driven) and best available datasets must be posted to NWGDSN website, and clearly differentiated.
- Agreed to track in metadata. Glen/Blair have already reviewed Bulkley datasets to determine legal versus best available, and Blair has tagged with status.

Data administrator activity update (Don Morgan, Scott Emmons)

- 2006-2007 Geoborealis task spreadsheet included as attachment to these minutes. Data administrator developed a list of concerns identified by web page users. Examples of tasks completed include addition of a delete button
- The assigned UNBC data manager (Aaron) has now left, and Scott noted that any rework of web page will now have to be done outside UNBC. He suggested the following approach: NWGDSN members to view web page, and send Scott their issues. He’ll communicate what he can do and for what cost. Work would be done through partnership of Scott and Geoborealis, separate from UNBC contract.

Action: NWGDSN board and technical committee members to view web page and send any concerns to Scott Emmons. Scott to compile and provide cost estimates for resolution of concerns.

Item 8. 2007/2008 Operating Plan

Priority projects

- a) Data Distribution project (Glenna/Barry) – project is described in Glenna’s ILMB workshop meeting minutes (attached). General project outline: identify LRDW coverages with data gaps that NWDSN can fill; load data (SDE?) or identify to correct data custodians, loop through to ensure corrections are properly made, and eventually try to retrieve through data distribution service.
- b) Attaching metadata to aggregates (Scott)

Action: Scott to build aggregate coverage metadata scheme’s and add to NWGDSN website.

Linked projects (Glenna)

- noted an ongoing ILMB-sponsored project to find all LRMP, LUP, etc. data and assemble; post to LRDW. Will keep board updated on progress.

DSN Aggregate Roads Technical subcommittee (Barry)

- New subcommittee proposed, to define business rules for roads. Recommended this be added to this year’s list priority projects.
- Andy, Barry, Fred, Blair, and Scott volunteered for committee
- First meeting set for September 2007.

Item 9. Review minutes and action items from last board meeting

- Minutes and action items are included as an attachment.

Review and potential signoff of Membership Standard Operating Procedure (SOP)

- Reviewed and signed by all board members present. Jaret Van Der Giessen not present.

Action: [Executive Director] to send membership SOP to Jaret for review, comment, signature, then forward to Secretary for filing as official Society document.

Acquiring Digital Road Atlas (DRA)

- Barry attempted unsuccessfully to buy DRA from BMGS
- BMGS offered an alternative arrangement - NWGDSN is now a DRA “partner” with BMGS
- DRA dataset will not be posted, but will serve new road conflation committee

What layers are considered confidential under the Wildlife Act

- Still unclear whether or not NWGDSN is okay to post. It was noted that information will be kept internal and not distributed publicly.

Action: Glenna to look into for next meeting



Item 10. Issues

Annual data submissions, aggregate coverages (Barry, Wren, Andy)

- Noted that data submission and aggregation routines worked okay.

Community Forest tenure holders

- Discussed that they are seeking a data share arrangement, but are leaning towards a web-based share versus joining NWDGSN.

Item 11. Set dates for upcoming board meetings

- Meeting dates tentatively set for September 18, December 18, March 18, and June 17.