

NWDGSN Board Action Items

Latest Board Meeting: December 12, 2006

Meeting Date	NWDSN Board Action Items from meetings	Who	By When	Comments	Status
Sept 2004	Look at helping Wet'suwet'en at accessing funding.	Don	Ongoing	E-mail sent to Andy George to explore some options. No reply Ruth to follow up. Dec 2005 Wet'suwet'un in a bit of political upheave. Chose to leave until February 2006 Feb 2006 No change in status Sep 2006 Don is working with CFS to apply for funding. Scott is pursuing other funding, to find other ways for Wet'suwet'en to participate.	ongoing
Dec 2005	Scott to fix map viewer for Bulkley	Scott	Jan 2006	Change action to "fix map viewer for NWDSN".	complete
Dec 2005	Develop QA process for next year's submission, using last year's submission to test. Ensure that there is appropriate metadata (add disclaimer).	Technical Committee			complete

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Dec 2005	Ruth to complete contact with MoE	Ruth	Jan 2006 March 2007	Ruth contacted Shawn Mitchell. Hubert to complete. Dec 2006 Glenna to complete	ongoing
Dec 2005	Members to determine if their organizations are prepared to post ‘declared areas’ to NWDSN and report back in February. We need to decide what “posting declared areas” looks like? This information becomes more important through time as we move away from the FDP towards the FSP world. It may not be worth doing if all members are not prepared to do this.	Licensee Board Members	April 2006 Mar 2007	This includes the schema. Wait for FSPs to be approved. Dec 2006 A new government FDU ESF submission process available Jan 2007 might address need. Re-table discussion for March 2007, after licenses have tried new system.	ongoing
Dec 2005	Technical Committee to try and meet late January with contractor.	Don	Jan 2006	Feb 2006 Job posting not yet circulated	complete
Feb 2006	Revise job description as discussed and post to web site and list of contractors.	Don	Mar 2006		complete

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Feb 2006	Membership standard operating procedures: <ul style="list-style-type: none"> • Agathe to revise 2(b) • Tim to revise item 2(d) to clarify use by contractors/consultants • Ruth and Agathe: will work on wording for item 3 re: DEA • Hubert will check for consistency with By-laws 	As listed	May 2006	Sept 2006 DEA issue is still outstanding. Dec 2006 New SOP completed. Reviewed and approved by Board	complete
Feb 2006	Check with Evert Kenk to see if ILMB can get rid of the problem of each NWDSN member needing a DEA.	Ruth / Hubert	May 2006	Sept 2006 maintain current procedures	complete
Feb 2006	Put disclaimer on NWDSN web site re: NRFL blocks	Don	May 2006 Mar 2007	Dec 2006 Still needs to be done	ongoing
Feb 2006	Look into acquiring NRFL block and road data as part of partial membership	Administrator (when hired)	May 2006	Sept 2006 develop new action item Dec 2006 Discussed, but dropped from membership SOP.	drop
Feb 2006	Distribute minutes of SFM monitoring workshop to the Board	Jim Don	May 2006 Mar 2007	Sept 2006 Don to distribute Dec 2006 Don to do	ongoing
Feb 2006	Find replacement for ILMB member of technical committee	Hubert	Mar 2006	Shawn Reed	complete

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Feb 2006	<p>Merge, document and post the best available information for the 3 TSAs</p> <p>Each best available info subcommittee (BAIS) to submit a spreadsheet for NWDGSN web site that lists and shows where key coverages are (LRDW or FTP site). Each BAIS to ensure the basic layers that aid FSP prep are posted to the FTP site. William Elliott to work with BAIS's on getting improved metadata for posted local data layers.</p>	Administrator, BAIS	Mar 2007	<p>Sept 2006 Administrator now in place</p> <p>Dec 2006 BAIS' to send their spreadsheets to UNBC (Scott) to add to web site. BAIS' to post basic FSP prep layers to FTP site.</p>	ongoing
Feb 2006	Arrange new signing authorities with BV Credit Union.				complete
Feb 2006	Confirm cost of new viewer (FIST). Circulate viewer and metadata template to Technical Committee for review	Don	<p>Mar 2006</p> <p>Mar 2007</p>	<p>Sep 2006 still need to review the metadata template</p> <p>Dec 2006 Still an outstanding action item</p>	ongoing
Feb 2006	Circulate a list of projects to be prioritized by the Board at the AGM	Don	May 2006		complete

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June 2006	Communicate decision to Evert Kenk that NWDSN will provide appropriate data to LRDW to meet LRDW standards if ILMB provides funding	Don and Barry	Mar 2007	Sept 2006 Elaine Dawson has initiated a discussion with Barry Dec 2006 Still an outstanding action item	ongoing
June 2006	review policies and prepare to discuss in the fall (particularly Non-member access and fees)	All	Sept 2006	Sept 2006 Glen and Tim to finalize. Need to address DEA issue. Dec 2006 Non-member access and fees SOP completed. Reviewed and approved by Board	complete
June 2006	Send out membership invoices ASAP.	Hubert, Glen	ASAP	Dec 2006 Done	complete
June 2006	Review minutes of Feb 2006 Board meeting	All		Carried forward to Sept 2006	complete
June 2006	Propose meeting dates for coming year	Don		Dec 12, Mar 13, May 29 for AGM	complete
Sept 2006	Don to discuss with Francois how to better participate in NWDSN.	Don	Dec 2006 Mar 2007	Dec 2006 Still an outstanding action item	ongoing

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Sept 2006	Bring forward as agenda item for next board meeting—data sharing and “consultation” activities with First Nations.		Dec 2006	Dec 2006 Discussed. 1st Nations involved in a Treaty process have access to most government data through Ab Affairs. NWDGSN does not need to engage.	complete
Sept 2006	Don to distribute Data Administrator activities.	Don	Dec 2006	Dec 2006 Don distributed a Dec 22 email listing William’s administrator activities.	complete
Sept 2006	Scott to look into batch loading of data files.	Scott	Dec 2006 Mar 2007	Dec 2006 Still an outstanding action item	ongoing
Dec 2006	New item - Glenna to prepare and distribute an agenda for a proposed ILMB/NWDGSN/other agency workshop by early February, working with Don/Glen to arrange a suitable venue	Glenna	Feb 2007		new
Dec 2006	New item - Tim to bring formal copy of Membership SOP to next meeting to be signed by all Board members.	Tim	Mar 2007		new
Dec 2006	New item – follow up with Kalum licensees to determine their interest in NWDGSN membership	Don	Mar 2007	Dec 2006 Don to send a letter (to BCTS?)	new

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Dec 2006	<p>New item – to address road conflation issues:</p> <ul style="list-style-type: none"> - Board to make a decision re: purchase of DRA for \$500 at next meeting - Barry to send business rules for NWDGSN aggregate road submissions to Board prior to next meeting - (ILMB? MOF?) to look into options for getting non-status roads into aggregate file 	<p>Board</p> <p>Barry</p> <p>Don</p>	Mar 2007		new
Dec 2006	<p>New item – to address concerns with VRI update process:</p> <ul style="list-style-type: none"> - check into periodicity of updates to VRI, and implications of Ann Morrison’s satellite imagery-based depletion update work to VRI update. - check to see what gaps still exist between VRI and RESULTS 	Glenna	Mar 2007		new
Dec 2006	<p>New item – to clarify William’s role as Data Administrator, William to submit a spreadsheet that lists contract duties and estimated time for each duty, tracks hours by duty, and tracks residual hours by duty</p>	William	Feb 2007		new