

<b>NWDSN and Board Meeting</b>	<b>February 14, 2006, 9:30-12noon Board Room, Nadina Forest District Office, Burns Lake</b>
--------------------------------	---

**Attendees**

Don Morgan	<a href="mailto:Don.Morgan@gov.bc.ca">Don.Morgan@gov.bc.ca</a>	(Chair)	Yes
Francois Depey	<a href="mailto:francois@wetsuweten.com">francois@wetsuweten.com</a>		Yes
Jim McCormack	<a href="mailto:JMcCormack@mail.canfor.ca">JMcCormack@mail.canfor.ca</a>		Yes
Ruth Edwards	<a href="mailto:Ruth.Edwards@gov.bc.ca">Ruth.Edwards@gov.bc.ca</a>		Yes
Hubert Burger	<a href="mailto:Hubert.Burger@gov.bc.ca">Hubert.Burger@gov.bc.ca</a>	(minutes)	Yes
Scott Emmons	<a href="mailto:emmons@unbc.ca">emmons@unbc.ca</a>		No
Jaret van der Giessen	<a href="mailto:jaret.van.der.giessen@westfraser.com">jaret.van.der.giessen@westfraser.com</a>		Yes
Glen Buhr	<a href="mailto:Glen.Buhr@gov.bc.ca">Glen.Buhr@gov.bc.ca</a>		No
Tim Penninga	<a href="mailto:Tim.Penninga@westfraser.com">Tim.Penninga@westfraser.com</a>		Yes
Tom Olafson	<a href="mailto:Tom.Olafson@westfraser.com">Tom.Olafson@westfraser.com</a>		No
Agathe Bernard	<a href="mailto:Agathe.Bernard@gov.bc.ca">Agathe.Bernard@gov.bc.ca</a>		Yes
Andy Muma	<a href="mailto:Andy.muma@gov.bc.ca">Andy.muma@gov.bc.ca</a>		Yes

**AGENDA**

1. Review and confirm agenda
2. Introduction of new board members
3. Review minutes of December 13, 2005
4. Review action items
5. FIA Funding
6. NWDSN job posting
7. Standard operating procedures for board members
8. Data exchange agreements for NRFLs

9. Aggregate blocks and roads
10. SFM monitoring update
11. Best available information
12. Change Treasurer
13. Web viewer
14. Northern GIS conference
15. Next meeting and AGM

**1. Review and confirm agenda**

Agenda confirmed and accepted.

**2. Introduction of new Board member**

- Andy Muma – representing BCTS on the Board
- Hubert Burger – replacing Ruth Edwards representing ILMB on the Board

**3. Review minutes of December 13, 2005**

- a) item 4 re: “concern from Tim” - should say “not showing up on NWDSN viewer”. Action should be “fix map viewer”
- b) item 9 - Add Action item: technical committee to develop QA process for next year’s submission, use last year’s submission to test. Ensure that there is appropriate metadata (disclaimer)

Minutes accepted as amended.

**4. Review Action Items**

See attached action items.

- Sept 2004 – Wet’suwet’en in transition for staff – Status: trying to get funding for interactive mapping system accessible to Wets people. Wet’suwet’en still endorse Francois’s participation in NWDSN. New chief negotiator.

**5. FIA Funding**

Proposal submitted for \$180,000 including NWDSN and others. No decisions made yet. ILMB made contribution agreement to BCCF, \$7000 remains – approved to spend on NWDSN staff position

## 6. NWDSN job posting

Discussion:

- Changed to data administrator instead of project coordinator
- Provide background on current technical situation
- Qualifications: remove degree requirement, but retain “familiar with natural resource management”, require CV for the person to be assigned this job, summary of hardware and software,
- Compensation: Change to expected hourly rate, minimum of 300 hours over 6 months. Contract may be extended if funds become available.
- Selection committee will be Don, and 2 members of Technical Committee
- Contact candidates directly.

**Action:** Don to revise job description as discussed and post to web site and list of contractors.

## 7. Membership Standard Operating Procedures

Tim introduced the draft document. Detail can be reviewed and revised offline.

**Actions:**

- 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

## 8. Data exchange agreement for NRFLs

Covered as part of item 7.

**Action:** Hubert and Ruth to check with Evert Kenk to see if ILMB get rid of the problem of individual NWDSN member needing a DEA.

## 9. Aggregate blocks and roads

Also covered during discussion of review of minutes. Next update between March 31 and May 31 Need to get info on NRFL blocks – who will do processing? Should be available in VRI, can be queried by Licence # from LRDW. Could acquire as condition of partial membership?

**Action:** Don to put disclaimer on server re: NRFL blocks.

**Action:** Administrator (when hired) to look into acquiring NRFL block and road data as part of partial membership.

## 10. SFM monitoring update

Workshop was held Feb 1. Tesera and Latitude got contract. Need to bring LRMP monitoring into to this – Shawn Reed and Greg Tamblyn

**Action:** Jim will distribute minutes to Board

**Action:** Hubert to find a replacement for ILMB member on Technical Committee -> Shawn Reed (link to LRMP monitoring)

## 11. Best available information

**Action:** Administrator (when hired) to merge, document and post the information for the 3 TSAs

## 12. Change treasurer

Hubert will replace Ruth as Treasurer with signing authority, add Jim as alternate, require 2 signatures on a cheque.

**Action:** Ruth and Don to arrange new signing authorities with BVCU.

## 13. Viewer

- UNBC is developing a viewer – FIST. NWDSN should use just one viewer.
- Andy has circulated a template for metadata to Technical Committee.

**Action:** Don to confirm cost of viewer.

**Action:** Don to circulate free viewer (FIST) and metadata template to Technical Committee for review.

#### **14. Northern GIS**

Conference is scheduled for June 1 in Prince George. Don is looking into a session on data sharing with Per Wallenius

#### **15. Next Meeting and AGM**

- May 9 at Logpile Lodge, 9:30 am – **Don to organize**
- Need to have a Technical Committee meeting before AGM – **Don to organize**

**Action:** Don will circulate a list of projects to be prioritized at AGM by the Board