

**Minutes: Northwest Data Sharing Network
Board Meeting
April 24, 2003, 9:00-2:00
Cedar Room, MSRM Skeena Region, Smithers, BC**

Present: Ruth Edwards, Agathe Bernard and Don Morgan – MSRM Skeena Region, William Elliot – BCCF, Jim McCormack - IFAP, Gary Quantsrom – Bulkley TSA, Francois Depey – Office of the Wet’suwet’en, Jane Lloyd-Smith – Skeena-Stikine Forest District, Ingrid Russell – Babine Timber Sales Office

Absent: Johanna Pfalz – MSRM Skeena Region.

Topics:

Review Minutes from last meeting

- minutes reviewed

Outstanding Issues:

What is the agreed on geographic extent?

- Current area of Northwest Data Sharing Network is the Lakes, Morice, Bulkley TSA, and Wet’suwet’en Territory (has slivers in Kispiox and Kalum)
- Need map to show administrative units of area.
- Potential future areas – board policy will outline criteria for membership
 - Kispiox
 - Kalum
 - Vanderhoof
- It is questionable whether the NWDSN could have a larger extent than those listed.

Action: William to provide map.

Status of Kispiox?

- Doesn’t need to start from scratch can take advantage of work done.
- Preparing to join, the board can include them at a future date once they are in a position to do so.

Action: Don to provide Jane and Agathe with a copy of RFP, and meta data report from IFPA and PIR for Kispiox.

Who is on the board?

- Timber Sales – Lakes, Morice, Bulkley
 - Babine TSP – Cheryl Delwisch – alternate – Ingrid Russell
- Field Services
 - Skeena-Stikine (Bulkley TSA only) – Jane Lloyd-Smith
 - Nadina (Lakes-Morice) – Gunter Hoehne or Jim Richards
- SRM – Skeena Region
 - Ruth Edwards alternate Johanna Pfalz
- WALP – Skeena Region
 - ?

- Bulkley Steering Committee
 - Gary Quantsrum – alternate?
- IFPA Morice-Lakes
 - Jim McCormack – alternate ?
 - 2nd IFPA member?
- Wet'suwet'en
 - Andy George Jr – alternate - Francois Depey

Action: Don to circulate list for confirmation. - **Complete**

Action: Ruth to contact WALP about their participation.

Action: Jane to contact Nadina to explore their participation

Action: Jim to confirm with IFPA who will be their representatives.

Action: Don to meet with Andy George and Francois to confirm their participants.

Kispiox Update – Agathe Bernard & Jane Lloyd-Smith:

- Data management an issue – high priority
- no one looking into it
- lost inventories – memory loss
- want to id what's out there
- gather info
- work with Gitsan
- follow standards
- end result – SFMP, etc.

LIBC – Ruth Edwards

- Pooled information management staff into one agencies including local MoF and WALP GIS staff.
- Registries - crown land tenures – roads, blocks, rec properties, etc.
- Moving information management staff into a more autonomous LIBC, separate from planning (Ken Baker ADM), but report to same deputy minister, through ADM, Allison Bond.
- Involved with over arching partnership agreement of MoF, MSRM and 5 forest Companies (Canfor, Slocan, Weyco, Weldwood, Lignum). Want to do 2 pilots one in the south and one in the north to develop standards, etc.
- Services agencies, public and industry.

Action: Jim to circulate notes on data sharing pilots for 5 licensee/government partnership – **Complete**

Action: Ruth to get in writing commitment of MSRM to provide hosting services to NWDSN for a period of time, rough space estimate – 30gig (10gigs a TSA).

Governance Review

Society Act

- Can government be a member?
- Can an another organization be a member – IFPA?
- ICI has government and other organizations as members.

Action: Don to contact Tim about the constitution – does “corporation” include government agency and/or organization or First Nation WTO.

Constitution and Bylaws:

- Agathe will organize registration process.
- Constitution and bylaws refers to president, policy says chairperson – change to chairperson, president is confusing. Don to change.
- Number governance ends, executive limitations, etc.

Decision: Constitution and Bylaws accepted in principle, if anyone has any questions then please respond by May 15.

Action: Agathe to organize registration, review paper work supplied by Tim – president, treasurer, etc.

Policy Document:

- Ends – revised.
- Executive Limitations – financial conditions to be set by board at a future date.
- Board-Staff linkage policies – change wording of “Executive Director” to “Chief Executive Director”
- Governance Process Policies – reviewed

Policy General:

- Spell out reimbursement expenses in policy
- How to join will be defined in policy.

Decision: Policy document accepted in principle, if anyone has any questions then please respond by May 15.

Action: Don to revise policy documents for consistencies and edits.

Last Year Project Review

- Discussed meta data projects briefly.

This Years Project Review

- IFPA viewing and exchange project is approved by PWC and an RFP has been let and awarded subject to available funding.
- IFPA is reviewing projects and prioritizing, funding hasn't been approved
- PIR – would need to have tools to submit their data to the data sharing network (IGDS to DSN standard). West Fraser's data is likely in the same format as PIR's.

Action: Jim to check with John Brockley on how much the existing contract can be amended, if PIR wants to cover their needs through the existing contract.

Action: All need to explore alternative project funding sources.

Financial Status

DFAM:

- forest health strategy
- forest health reporting data base for MPB only
- TSR

Funding arrangement:

- 8K each identified in March board meeting – need to explore further.
- need policy for in-kind contributions – how to account for?
- MSRM, licensee or First Nation in-house executive director option?
- NWDSN needs to be at “arms length” from government, it will simplify its business.
- Is there a way to distribute executive director work amongst organizations was discussed.
- Still require a key contact person to liaise with participants, participant resources (staff, FIA coordinators, etc) and board of directors.

Executive Director

- Needs experience - RFP contract.
- Administrative capability
- Technical ability
- Need to draft a list of duties, experience and skills.
- Local if small contract, if bigger position then broader geographic extent.
- 60-120 work days/year – depending on funding.
- Doing budget, minutes, organizing meetings, finding alternative funding, stickhandling through government.

Note from Don: Administration is identified as part of existing contract with IFPA for the viewing and exchange – what does that involve, could that help with some of the executive director duties?

Presentations

MSRM Integrated Steering Committee – May 8

- Wrap up of NWDSN MSRM pilot.
- Present membership.
- Present acceptance of constitution and bylaws and policy.
- Pilot project write up.

Action: Don to forward NWDSN MSRM data sharing pilot briefing note to group. – **Complete.**

Action: Jim invited to participate in presentation in Victoria – confirmation required.
IFPA Tweedsmuir Board – May 2nd?

- Jim will do a NWDSN status presentation to the board.

Action: Jim to confirm time and Don to determine his availability to participate.

Uncertainties

- DFAM program
- FIA funding
- First nations – changing role in resource management
- LIBC

Next meeting:

May 22, 2003 – 1:30 - 4:30 – Don will book a room.