

Date: January 11, 2023

Location: EGIS Office/Online Video Meeting

Trustees Present: David de Wit, Don Morgan, Michael Price, Allison Oliver, William Elliott

Trustees Absent: Greg Knox

Advisors/Contractors Present: Johanna Pfalz, Ekaterina Daviel

Topic and Discussion	Trustee Decisions
1. Assign Chair	
William Elliott to chair.	
2. Confirm Agenda	
Approved agenda as presented.	
3. Approval of Previous Meeting Minutes	
	Meeting notes were approved as presented.
Agenda Items	
4. Governance - 2022 Financial Reporting	
Johanna presented the 2022 financial summary minus December expenses which are still coming in. There were some unexpected technical maintenance expenses relating to the SSDC which needed to be addressed in September. Overall the budget came in slightly over the estimated budget.	
5. Governance - Funding Update	
Johanna provided a review of pending and confirmed funding sources for 2023.	If PSF is successful with BC SRIF proposal, include Katrina Connors in a meeting with SKT trustees to discuss project.
6. Governance - 2023 Budget Presentation	
Johanna presented the 2023 draft budget with core areas and program expenses separated. The new format allows for program expense items to be activated as funding comes in.	A few corrections in line item sums were noted.
7. Governance - Strategic Planning Retreat	
Discussed strategic planning retreat.	Incorporate the scheduled April 12 SKT meeting into the strategic planning retreat.

Topic and Discussion	Trustee Decisions
8. Governance - EGIS Contract Renewal	
	Delay decision until 2023 budget is approved.
9. Governance - Annual Knowledge Plan	
	Delay annual knowledge plan development until after SKT trustee retreat.
10. Communications - Update	
Johanna reported communications would be continuing at a low level and the communications plan would be refined following the SKT retreat. Johanna asked trustees for any updates on the BC Water Security Strategy.	
11. Data Curation - Update	
Johanna reported data curation activities will be minimal prior to the SKT retreat and development of the annual knowledge plan. There are no plans to hire a summer student this year.	
12. Technical - Update	
Johanna reported the SSDC and SMP are stable. The SSDC did suffer a security bot attack but the problem was resolved by disallowing users to set up accounts. Account setup must now be requested directly via email.	
13. Technical - Traffic Report	
Johanna presented a high-level, low-effort traffic report for the SSDC and SMP. The new SSDC and SMP came online in March and showed consistent use; it is expected some of the users are not genuine, however more effort would be required to tease out additional insights.	
14. Closure	
Next meeting is scheduled from Wed. April 12. However this meeting will be incorporated into a strategic planning retreat so the date may change based on trustee availability for a longer planning session.	