

**Skeena Knowledge Trust Meeting Minutes**  
**March 13, 2019**



**Date:** March 13, 2019 5:15 pm - 7:00 pm

**Location:** Eclipse Geomatics Office at #102-3423 Fulton Avenue, Smithers, BC

**Trustees Present:** Don Morgan, William Elliott, David de Wit, and Greg Knox (quorum)

**Trustees Absent:** Katrina Connors

**Advisors/Contractors Present:** Johanna Pfalz and Ekaterina Daviel

**Advisors/Contractors Absent:** Richard Overstall and Lizzy Hoffman

| Topic and Discussion                                                                                                         | Trustee Decisions                                 |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1. Assign Chair</b>                                                                                                       |                                                   |
| Chair assigned                                                                                                               |                                                   |
| <b>2. Confirm Agenda</b>                                                                                                     |                                                   |
|                                                                                                                              | Trustees confirmed the agenda as presented        |
| <b>3. Approval of Minutes</b>                                                                                                |                                                   |
| Ekaterina provided copies of the January 16, 2019 meeting minutes for review. No additions or corrections were requested.    | Minutes approved as presented.                    |
| <b>Agenda Items</b>                                                                                                          |                                                   |
| <b>4. Governance - Administration</b>                                                                                        |                                                   |
| Johanna provided an update on the bank account setup progress - waiting for final paperwork.                                 |                                                   |
| Eclipse-SKT contract renewal discussed. Contract to be updated with new address, approved budget, and updated Eclipse rates. | Consensus reached on contract signing with edits. |
| BVRC-SKT memorandum of understanding (MoU) renewal discussed. MoU not tied to Moore funding.                                 | Keep MoU in place.                                |

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| 2019 Annual Knowledge Plan (AKP) update discussion. Current threats identified include climate change, increased rail transport of oil/dangerous goods (Vopak proposal), Telkwa coal, PNG looping project with export terminal/power facility in Kitimat, Coastal Gas Link pipeline, wildfire impacts (sediment, ecological restoration, salvage harvesting, access roads, hydrophobic soils, fire guards, fire retardants - Threat 11). | Trustees to review updated AKP.                                                                           |
| <b>5. Governance – Financial Reporting</b>                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                           |
| Discussion of revisions to the 2019 budget and handling of changes to incoming funds.                                                                                                                                                                                                                                                                                                                                                    | Budget approved with revisions. Will review the budget on an on-going basis if significant changes occur. |
| Johanna presented financial reports to-date.                                                                                                                                                                                                                                                                                                                                                                                             | Would like to see financial reporting with comparisons to budget broken down by quarter.                  |
| <b>6. Governance – Funding</b>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                           |
| Discussion of inclusion of data curation funding as a line item on grant proposals for partner organizations.                                                                                                                                                                                                                                                                                                                            |                                                                                                           |
| Update on on-going funding applications.                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                           |
| <b>7. Activities Update</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                           |
| Johanna provided updates on the following activities:<br>- REFBC-funded workshops underway, first workshop in Smithers was attended by 10 people from DFO, LBN and Tatla FN. The workshop covered the SSDC and maps portal, received good feedback.                                                                                                                                                                                      |                                                                                                           |

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| Topic and Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Trustee Decisions                         |
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| <ul style="list-style-type: none"> <li>- Completed Kispiox training on forestry mapping, covered 2 days of data management training and 1 day on QGIS.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |
| <ul style="list-style-type: none"> <li>- Planning ESI data management training for following week, will have opportunity to plug the SSDC and maps portal.</li> <li>- Gemma (researcher on governance models for BC Water Funders) connected through email, may be reaching out to Trustees for interviews.</li> <li>- Close to switching over to new server, currently have 530 public dataset on the SSDC.</li> <li>- Working with Nexus LLP on developing terms of use and distribution agreements for the material on the SSDC.</li> <li>- Feedback from users has been positive so far, engagement has been slow but steady. So far most users are professionals linked to decision making with some government users.</li> <li>- Looking forward, data visualization with Tableau could be a way of engaging more with less technical audience.</li> </ul> |                                           |
| <b>8. Others Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                           |
| Discussion on availability of salmon population data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Bring forward discussion to next meeting. |
| <b>9. Adjourn Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           |
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Next meeting set for June 19th