

Skeena Knowledge Trust Meeting Notes
June 19, 2019



Date: June 19, 2019 5:10 pm - 7:10 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, Ekaterina Daviel and Lizzy Hoffman

Advisors/Contractors Absent: Richard Overstall

Topic and Discussion	Trustee Decisions
1. Assign Chair	
William volunteered to chair	
2. Confirm Agenda	
	Trustees confirmed the agenda as presented
3. Approval of Minutes	
Ekaterina provided copies of the March 13, 2019 meeting minutes for review. No additions or corrections were requested.	Minutes approved as presented.
Agenda Items	
4. Governance - Administration	
Bank account is operational. SKT books are set up with an accountant providing quarterly updates. The accountant will complete CRA filing for 2018.	
BVRC-SKT memorandum of understanding (MoU) renewal discussed.	Request for revision of contract to acknowledge SKT status as a charity.

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Final invoice for Moore funding was submitted and the remainder of funds transferred from the BVRC to the SKT. Final report for Moore funding is still outstanding.	
5. Governance – Funding	
Johanna provided an update on the status of current funding proposals.	
Funding was approved from the Lush charity pot program; permission to include the SKT logo on the lids of the charity pot program was requested.	Consensus was reached on approval of the Lush charity pot use of the SKT logo.
Johanna requested guidance from the trustees on direction for larger grant proposals which require applications packaged as fixed-terms projects. Discussion on approach for various funders/grant proposals.	Plan for a longer meeting in the fall to develop long-term objectives and vision for the SKT moving forward.

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6. Governance – Financial Reporting	
<p>Johanna presented financial reports to-date with budget broken down by quarter. Currently have 47% of budget expensed.</p>	<p>Consensus reached on offsetting operational funding with funds from Lush.</p>
	<p>Line up meetings to match quarters for financial reporting.</p>
	<p>Would like to have a copy of the budget for review when signing cheques for invoices.</p>
<p>Discussion on fees for service. Ekaterina summarized conversation with Richard Overstall.</p>	<p>Support development of guidelines/policy on SKT activities.</p>
7. Governance - Annual Knowledge Plan	
<p>The 2019 Annual Knowledge Plan was distributed to the trustees for review via email. Proposed changes to the AKP development for next year include inclusion of UN sustainable development goals, look at generating indicators for the Skeena watershed, identification of information gaps, and include more details on specific projects/guidance for funding proposals.</p>	<p>Include 2020 AKP development at longer meeting in October.</p>
8. Governance - Crown Copyright	
<p>Lizzy requested a decision from the trustees on how to handle crown copyright requests.</p>	<p>Consensus was reached on sending letters to regional MLA and MP requesting assistance with crown copyright licensing.</p>

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9. Governance - Scope of Skeena Maps Portal	
Ekaterina provided a summary of discussion regarding the geographical scope of the Skeena Maps Portal with Richard Overstall.	Trustees to discuss the possibilities of decoupling the SMP during the fall working session.
10. Other Items	
Johanna updated the trustees on conversations with Living Lakes Canada regarding data portal set up using the SSDC as a model. The work would be completed through Eclipse.	Would like to see acknowledgement of SKT, otherwise no concerns noted.
Upgrade to SMP now complete.	
11. Adjourn Meeting	
	Consensus reached