

Skeena Knowledge Trust Meeting Notes

January 16, 2019



Date: Jan. 16, 2019 5:15 pm - 6:45 pm

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

Trustees Present: Don Morgan, William Elliott, Katrina Connors (via telephone) (not quorum)

Trustees Absent: David de Wit, Greg Knox

Advisors/Contractors Present: Johanna Pfalz, Ekaterina Daviel, Lizzy Hoffman

Advisors/Contractors Absent: Richard Overstall

Topic and Discussion	Trustee Decisions
1. Assign Chair	
Don Morgan volunteered to chair meeting	
2. Confirm Agenda	
	Trustees confirmed the agenda as presented
3. Approval of Minutes	
Ekaterina provided copies of the October 10, 2018 meeting minutes for review. No additions or corrections were requested.	Trustees deferred approval of the previous meeting minutes as quorum was not met.
Agenda Items	
4. Governance - Administration	
Ekaterina presented the calendar of important dates and administrative deadlines prepared and uploaded on Salmon Data Centre.	Trustees to review meeting dates and identify conflicts.
Ekaterina presented Richard's recommendations for meeting minute formatting.	Trustees decided to adopt the recommendations with action items tracked separately.
Johanna provided an update on the bank account setup progress.	Trustees to provide signatures for account setup.
Ekaterina asked for guidance on the 2019 Annual Knowledge Plan preparation.	Trustees to provide input for pressure indicator update.

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5. Governance – Funding	
Tides Canada Completed Upper Bulkley digitization project	
Real Estate Foundation Received funds to supplement design and delivery of 8 workshops throughout the Skeena and associated data curation.	
Tides Canada Received funds from Dragonfly program to cover operational costs.	
6. Governance – Financial Reporting	
Johanna requested confirmation of thresholds for disbursement changes from approved budget.	Trustees agreed threshold of 20% of category allocation or \$5,000 (whichever is greater) considered appropriate.
Johanna presented the proposed 2019 budget. Existing funding is currently completely allocated but does not include in-progress funding proposals.	
Johanna provided an update on the transition away from the BVRC.	
7. Activities Update	
<p>Johanna provided updates on the following activities:</p> <ul style="list-style-type: none"> - REFBC-funded workshop development underway, workshops scheduled for spring - Progress being made on mapping projects for Morice and Upper Bulkley and the NW Infrastructure Map - Major upgrade on Maps Portal almost completed 	

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8. Additional Items	
William provided an update on the NWBC GIS users group - conference to be held Prince George May 22-23, possibly Canadian Cartographic Association meeting and training as well.	
9. Adjourn meeting	
	Consensus reached