

Skeena Knowledge Trust Meeting Notes
February 5, 2020



Date: February 5, 2020 5:20 pm - 7:20 pm

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

Trustees Present: Don Morgan, William Elliott, David de Wit, Greg Knox (on phone) (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	
David volunteered to chair	
2. Confirm Agenda	
Amendments to agenda requested.	Consensus reached to approve agenda as amended.
3. Approval of Previous Meeting Minutes	
Ekaterina provided revised copies of the October 15, 2019 meeting minutes for review.	Minutes approved.
Agenda Items	
4. Governance - Vision Update	
	Deferred to next meeting.

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5. Governance – Financial Reporting	
Johanna presented 2019 budget. GBM funding ran out in June, remainder of budget was fundraised from other sources.	Approved of financial position at end of 2019.
Formal financial statements from the accountant are expected by the end of February. The accountant will also file CRA and GST reports.	
Johanna presented 2020 proposed budget.	Conditionally approved 2020 budget with quarterly reviews and adjustments made as needed.
Johanna provided a funding overview and forecast for 2020. Additional funding sources were discussed.	
Ekaterina provided cost estimates and descriptions of different levels of financial audits.	Audit only worth cost if required by multiple funders.
6. Governance – Services Contract Renewal	
SKT-EGIS services contract renewal discussed.	Renew contract with updated Schedule 'A' from proposed budget.
7. Governance – Annual Knowledge Plan Development	
Lizzy presented analytics describing the current state of the Skeena Salmon Data Centre. Majority of visitors from Smithers, but others from all over the world.	Build on 2019 AKP with consideration for what funders may be looking for.
Discussion on 2020 AKP content.	

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8. Governance – Trustee Terms	
At 5 year point from SKT establishment group initiation; discussion on whether any trustees want to step down.	Trustees present will continue in positions.
9. Communications	
Ekaterina provided background on SKT workshop content, asked for input.	
Don provided background on POLIS Watersheds 2020 conference to be held Oct. 14-16 in Smithers or Victoria.	SKT should present/hold a workshop.
10. Technical	
Skeena Maps Portal currently housing 142 layers and 38 maps with NW infrastructure map completed. Proposal for technical upgrades submitted.	Look at adding fire and pest infestation disturbances.
Skeena Salmon Data Centre up to 895 public and private datasets with improvements made to Help Pages.	
11. 2020 Meeting Dates	
Want to shift dates for better alignment with accountant reporting. Following dates proposed: Wed. May 6th 5-7pm July - email update in lieu of meeting Wed. Oct. 28 5-7pm	
12. Adjourn Meeting	
	Consensus reached