

Date: Oct. 12, 2022

Location: EGIS Office/Online Video Meeting

Trustees Present: David de Wit, Don Morgan, Greg Knox

Trustees Absent: Allison Oliver, William Elliot, Michael Price

Advisors/Contractors Present: Johanna Pfalz, Lizzy Hoffman

Topic and Discussion	Trustee Decisions
1. Assign Chair	
David de Wit to chair.	
2. Confirm Agenda	
Approved agenda with an additional funding item.	
3. Approval of Previous Meeting Minutes	
Quorum was not met. Approval of previous meeting minutes was deferred to email confirmation.	
Agenda Items	
4. Governance - Funding Update	
Johanna provided a review of pending and confirmed funding sources for 2022. Additional funding was received from the Sitka Foundation, MakeWay (Pacific Salmon Watersheds Fund), and the Wetzin'kwa Community Forest Corporation. Declined proposals include PSF Community Program and Port Authority. Potential future funders include Wilburforce Foundation and Dragonfly Ventures. A fundraising campaign is planned this fall through CanadaHelps.	
5. Governance - 2022 Financial Reporting	
Johanna presented the current financial reports. The majority of the revised budget has been spent with no significant project work planned for the remainder of the year. She expects to finish the year with the revised budget but without funds to bring forward.	
6. Governance - 2023 Budget Discussion	
Johanna proposed a new approach to setting the annual budget focused on a core budget with multiple scenarios depending on available funding. The core budget would include basic governance, coordination, and fundraising capacity. The next phase would include adding additional information, keeping systems functioning, and some public outreach. The final level would include system upgrades and other projects.	
7. Governance - Strategic Planning Retreat	
Johanna asked the trustees whether they would be in favour of a strategic planning retreat given the SKT has now reached the 5 year mark.	The trustees agreed a strategic planning retreat would be valuable and suggested including resources for the session and plan development in the 2023 budget and fundraising objectives.

Topic and Discussion	Trustee Decisions
8. Communications - Webinar Series	
Johanna is working on connecting with the SFU Salmon Watersheds lab to work on the development of a webinar series.	
9. Communications - SSDC Workshop Development and Delivery	
Johanna provided a summary of workshops delivered; the majority of the workshops have been delivered for the year.	David suggested working with Jesse Fraser to deliver more workshops to ESI Nations on the SSDC and SMP. Greg suggested determining their user needs and matching their needs with SKT resources.
10. Communications - Lake Ecology Workshop	
Johanna indicated the SKT is working with BCLSS to organize and deliver a lake ecology workshop in the Smithers area in June 2023.	
11. Communications - SMP How-To Video Update	
Instructional videos on using the SMP were developed and are now accessible via the SMP Help Pages.	
12. Data Curation - Updates	
Lizzy provided a summary of data curation activities completed over the summer.	
13. Technical - Updates	
Lizzy indicated both the SSDC and the SMP are functioning well and presented a summary of website traffic data.	
14. Closure - Set 2023 Meeting Dates	
Meeting dates proposed for 2023: January 11, April 12, July 12 (email update), and October 11.	