HLPO Suite - Financial Subcommittee

Meeting Minutes

March 06, 2018 1400 - 1500

Present: Ian Parfitt, Ian Wiles, Frances Swan, Kailee Woodbeck

Chair: Ian Wiles

Scribe: Kailee Woodbeck

Overview of 2018 Budget Line Items

At Feb 26th, 2018 meeting, subscribers agreed to subscription rate of $0.01/m3

- Admin:
    - o Uses:
        - ▪ Primarily used for Ian P's time associated with HLPO suite administration and subcommittee meetings including:
            - • HLPO committee meeting prep (ie. preparing budget reports and suite updates)
            - • Subscription agreement preparation
        - ▪ Recruiting new subscribers:
            - • Ian W and Ian P agree that it should be the responsibility of Ian W. to recruit new subscribers
    - o Correspondence:
        - ▪ Ian W. would like to know if it's possible to allocate some of these funds to other projects
            - • Frances inquires if the current amount is enough
            - • All in agreement that Ian P. should put time associated with projects into the projects budget line items rather than Admin
        - ▪ Ian W suggested Ian P maybe not attend the meetings as extensively
            - • Ian P. would like to attend meetings as this is the time when subscribers bring up questions/ issues with him
- Boundary UWR:
    - o Set to $0 for the time being
        - ▪ Ian P. suggests to assign some funds to this line item as there will be refinements requested in the coming months
- West Kootenay UWR:
    - o With current discussions with HLPO Committee members, it is apparent there will be some refining required to this report
- Resultants:
    - o Uses:
        - ▪ Data updated every year and new resultant created annually:
            - • Ian P. suggests a table that has all the data that goes into the resultant with metadata, source and frequency of update
                - o Action Ian D. to create this table when generating 2018's resultant
        - ▪ Funds associated with "resultant" line item have decreased:
            - • This is a result of automation and scripts developed that have made updating the resultant more efficient
- Subscriber Support:
    - o Uses:

- 30 hours set aside for inquiries/ support made to SGRC by HLPO suite subscribers
  - SGRC decides whether or not it will be a half day or more. If more than half day, SGRC contacts HLPO Committee for approval
- Website Maintenance:
  - Uses:
    - Software updates, glitches, changes to the interface that subscribers request
      - Interface is a little clumsy, takes time to make updates
    - Changes to output table formatting
    - Steering committee minutes uploaded to site and "help" page updates
    - Ian D. 2017 webinar
    - Committee members have had discussions over tables and changes to these and would go under this line item
  - Correspondence:
    - Ian W. suggests the possibility of internally developing more guidance document for new members
- Unallocated:
  - To be used for future projects
  - New Members contributions will go under this line item:
    - Dan Macmaster with Osoyoos Indian Band & West boundary community forest
      - Action Ian W. to send Ian. P contact info for the new members
- Action Ian P. to review above "Overview of 2018 Budget Line Items" to ensure info is correct
- Action Ian P. to put total budget at top of spreadsheet

New Projects for 2018

- Potential Projects:
  - Revamping tables
  - Cleaning up data issues
  - Ian P. suggested the idea of adding new functions to the tool
    - ie. New BEC
  - Should have project ideas finalized by the next month or two
    - Action Ian W. will send Ian P. the project ideas so that he can provide some cost estimates
- Process for allocating funds for new projects:
  - Projects to be determined and approved by HLPO Committee
  - Cost estimates will be determined by Ian P.
  - Allocating on new projects should occur in the fall

HLPO Financial Subcommittee Details

- Purpose of forming this committee was originally due to deficit and how to deal with it
- Timeframe of meetings:
  - Meet in early January of every year to prepare draft budget
  - Action Ian P to determine if current timelines under the Financial Subcommittee TOR work for the SGRC
- TOR
  - Operating budget:
    - Action Ian W. to update TOR for financial subcommittee to confirm actual meeting time and subject of meeting
    - Action Ian W. update TOR for HLPO Committee

- Subscription agreement discrepancies noted by Frances when reviewing NACFOR agreement:
  - Terms around proprietary use of data was different from other subscriber's agreements
    - Action Ian P. will review NACFOR subscription agreement
    - Action Ian P. will send the subscription agreement to Ian. W
- Ian P. considers the resultant script itself as the only piece of the HLPO suite that SGRC considered IP
  - Net down logic is NOT owned by SGRC