

## Minutes of the meeting of the HLPORS financial sub-committee

**Date:** Thursday, January 23, 2020

**Time:** 1:30pm – 3:30pm

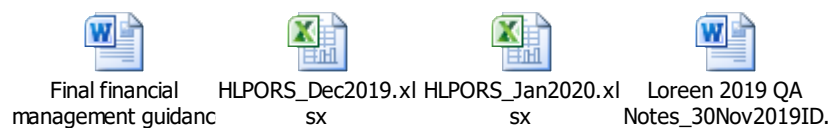
**Purpose:** To discuss the draft HLPORS Financial Report 31 Dec 2019 and Budget 2020.

**In attendance:** Ian Wiles, Ian Dennis, Loreen Hodgkinson

**Absent:** Frances Swan

**Scribe:** Loreen Hodgkinson

For discussion:



### HLPORS\_Dec2019.xls

- This year, the 'Debt Payment' line is not a debt as it is showing a red, negative amount which is actually a carryover of unspent dollars from 2018 budget equal to \$10,275
- The way this info is presented is confusing
- Ian D. to move 'Debt Payment' line item above so it does not show as an expense and the 'Annual Allocation' line for Total expenses, row 14 show the actual amount of Expenses, not expenses minus the carryover amount.
- There is **\$8,393.10** Budget remaining at end of 2019
- Ian Parfitt's hourly rate is \$100/hour as a Researcher
- Ian Dennis's hourly rate is \$80/hour as Research Assistant
- **Ian Dennis is to replace Ian Parfitt on this committee and as such will be paid by the College at a rate of \$100 for all work that was previously charged to the suite at \$80/hour – this is 25% increase in cost for Ian Dennis's time**
- **Action - Ian Dennis** to write the hourly rate for each line item into the notes column
- The 'Notes' column could be more clear because when reviewing the previous notes we were not always sure what the note meant.
- Dec 2019 notes need to be separated from the year end notes.
- Dec 2019 page Notes should reflect just the Dec 2019 period
- Year-end notes will be summarized in a separate document

## Description of each Expenses line item

Often, Ian D's time can be allocated to more than one line item

**Action – Ian Wiles & Ian Dennis** to look through previous meeting minutes/notes to find a description of what goes into each of the line items in the budget spreadsheet.

## Admin (Ian P and Ian D)

- Costs have been dropping as steering committee has been having fewer meetings, less participation from more expensive Ian P. and possibly Selkirk more efficient at admin?
- 2019 money was spent on Ian D. and Ian P attending meeting, reporting, agreements, invoices

## Boundary UWR (Ian D)

- No money allocated to this line item
- Rank attribute was added to the draft 2019 spatial output file but this work was allocated to 'Update resultants'

## WK UWR (Ian D)

- No new work completed this year

## Update resultants, depletion (Ian D.)

- Under budget because no resultant was published
- Much of the time spent on resultant was allocated to QA
- SC focussed/spent time working revised biodiversity tables
- Road layer was changed this year – Loreen to elaborate at in-person meeting on why this happened, collaborate with group on what road layer to use for 2019 data.
- Ian D says if we had stayed with the old road layer we would have had data released in aug 2019

## Outstanding work on 2019 resultant

Need to rerun resultant with what? road layer – using 2020 budget – discuss at in-person meeting

Recreate the biodiversity report – new line item needs to be created in 2020 budget

## Website maintenance

- Most of the money was spent in May
- May comments, "New biodiversity table structure and calculations, resolved issues slivers, null values, new 2009 OGMA numbers" Ian created a first draft of a revised biodiversity table and sent it to Loreen for QA. The biodiversity subcommittee decided to reject this version and change the format

## Subscriber support

- Less money spent than budgeted.
- For example, Tara Reimer's question could have been allocated here but was put to QA rather than subscriber support.

- Most of the money spent in relation to the block update tool not working for Loreen
- Do we want to continue with this tool? **Action- Ian** to ask the group who uses this tool and do we want to continue with this?

**Action – Ian Wiles** to send a note to group on who is allowed to contact the college for support and forward this list to Ian Dennis. If not on this list, Ian D/Selkirk College should direct the person to talk to Ian Wiles or Loreen Hodgkinson first.

## Quality Assurance

- QA only added this line item in the 2019 budget. Need to improve the budge amount. Original \$2000 allocation was estimate but should be increased in 2020.
- 2018 data not released until 2019 so 2018 QA carried forward into 2019
- Hoping QA is going to increase confidence in the product? **Action –Loreen** to ask the group what they think
- Spent time looking at the effect of changing the road layer on CFLB.
- **Action - Loreen** to summarize QA doc sent to Ian D. and report to group (see document attached to these minutes)

## Unallocated

- Discussed option to spend unallocated funds on the Boundary Moose UWR.
- Never spent unallocated funds because focussed/spent time working revised biodiversity tables
- In the draft 2020 budget, all funds are allocated so there is no money left to spend on Moose, etc. **Action – Ian W.** to ask Randy if this work needs to be done in 2020

## HLPORS\_Jan2020.xlsx

Group worked to revise formatting of draft 2020 budget

**Action – Ian D.** to send updated spreadsheet to financial subcommittee prior to the in person meeting on January 30, 2020

**Action – Ian W.** to ask group if they want to budget for an annual subscriber lunch.

**Action – Ian D.** to provide monthly financial updates even if no meeting is happening.

**Action – Ian W.** to ask Kurt if there is money in the budget for the government's \$2500 contribution for 2020 (assuming the rate stays the same as last year).

## Recommendation

The financial sub-committee recommends staying at \$0.05 /m3. This leaves no money leftover for any additional projects.

Note: this rate may need to increase if the government is unable to make a financial contribution this year.