

HLPO Steering Committee
Conference Call Meeting Minutes
December 1st, 2015, 9:30am

Present: Ian Parfitt, Kathy Howard, Peter Lewis, Karl Sommerfeld, Julie Castonguay & Richard Marchand
Chair/scribe Julie Castonguay / Richard Marchand

I. Review September 27th meeting minutes and associated action items

Many action items will be further discussed as part of this meeting's agenda.

II. Suite users issues

Ian attended the Selkirk Forestry Association meeting. There was some added interest from non participating licencees.

Action item 1: Ian to promote the suite to new licencees (given that the Boundary UWR model is almost operational).

There was some discussion around the various versions of the CFLB.

Action item 2: Ian to edit the script for the 2015t for creating the tables for the 2016 update.

III. Comments by suite user issues (CFLB 2015t version)

Nobody looked at the tables sent by Ian.

Action item 3: Everyone to review and be critical on the CFLB 2015t table.

IV. Boundary UWR

The project is almost completed. The target completion is December 31st 2015. Ron Frettwell was given the HLPO script to incorporate the Boundary UWR.

Action item #4: Ian to incorporate Ron's code in the suite (?)

V. Website and Suite tools

Ian Dennis was hired as a full time position. This will provide continuity for the project but will increase the costs given that Ian's charge out rate will be higher.

Some general discussion on the VRI update (which will be delayed until Feb-March) and on next year's workplan.

Action item #5: Ian to draft a workplan and forward to the group. To be discussed at our next meeting.

VI. Annual subscription & budget update

The SGRC debt will be carried forward into 2016 (+/- \$17,000). Ian believes that with next year's subscription, the past debt will be erased. SGRC will send invoices to licencees early in 2016.

The Subscription Agreement will be reviewed by SGRC lawyers and some wording changes will be included in the 2016 agreement version.

VII. Review Terms of Reference

Julie sent the TOR documents

Action item #6: Everyone to review (ver2 included with these draft minutes)

Action item #7: Everyone to review the Subscription Agreements

VIII. Previous meeting minutes available on website

Action item #8: Richard to look for old meeting minutes

Action item #9: Julie to update the website with all past minutes.

IX. Next meeting

January 14 2016 at 1:30 pm.