

HLPO Suite Steering Committee

Conference Call meeting Notes

February 25, 2016 1pm

Present: Ian Parfitt, Kailee Woodbeck, Francis Swan, Matt Maddess, Peter Lewis,
Julie Castonguay & Ron Ozanne

Chair; Julie Castonguay

Scribe: Ron Ozanne

1. Review of minutes from January 14th meeting

Action item 1: Julie to get accurate numbers of the licensee AAC apportionment.
These numbers will reflect the post IFPA apportioned AAC levels.

2. Boundary UWR – Ron Fretwell still working on model; problem with species identification. Hopefully completed by March 31, 2016.

3. Subscription Update

- Most members have updated their renewal
- Budget – there may be a small deficit this year again
- Moving subscription agreements forward
- VRI is released at end of march- Lidar, wildfire updates (new data then recreate new resultants). Therefore late April info available
- FTA info through RESULTS with latest data should be ready in April
- Ian to wait until VRI/ RESULTS data is updated
- Usually licensees complete RESULTS updates by the end of March

Action item 2: Investigate subscriptions with other licensees ie Huscroft, Vaagen, and Galloway

4. Suite User Issue(s) discussion

- The extensive help system appears to be very effective. If individuals have further problems then Ian/ Selkirk can be contacted directly.
- Preparing a data set does require some GIS knowledge – fields, shapefiles
Action item 3: Ian will detail steps in ArcGIS – screen shots, fields to table; will add a couple of screen grabs of fields.
Action item 4: In summer Ian to backup script encoding and off site snap shot storage.

5. Finish Reviewing Terms of Reference and Roles and Responsibilities docs

- Make the changes as shown in red and blue

Action item 4: Ian will take a stab at updating the Roles and Responsibilities for the chair and scribe. Also a list of rotating scribes will be established. Ian will send out the modified “Roles and Responsibilities”

6. Review of spreadsheet of all meeting minutes – Julie is half way through this task

Next meeting: Thursday, April 14, 2016 1pm

Scribe: Kathy Howard, BCTS

Alternate Scribe: Kailee Woodbeck, Kalesnikoff