

HLPO Steering Committee
Conference Call Meeting Minutes
January 15, 2016, 1:30 pm

Present: Ian Parfitt, Kaylee Woodbeck, Beth McLeod, Frances Swan, Matt Maddess & Julie Castonguay
Chair Julie Castonguay
scribe Matt Maddess

I. Review previous meeting's minutes

- Richard looking into depletion layer for the TFL

Action item 1: Julie to send Ian an updated licensee list

Action Item 2: All subscriber's to make note of any issues with the site and report to Ian so they can be addressed.

Action Item 3: Julie to collect minutes of all meetings, compile into a spreadsheet, dist. to group.

II. Boundary UWR

- Code problem from Ron's data needs to be resolved.
- Ian may have to spend up to one day resolving issues with pdf report.
- Ian is looking for a commitment from subscribers prior to diving into the Boundary UWR.
- Plan to have Boundary UWR completed by the end of February.

III. Finances

- Subscription rate to stay the same as 2015 this year.
- In 2015 we got what we planned to get done but it cost a little more than projected.
- budgets will be worked out in January each year.

IV. Work Plan/2016 budget

Action Item 4: All members to confirm via email to Ian their intention to re-subscribe for 2016.

- Account access will be disabled if Ian does not hear from you.
- Plan on monthly meetings until suite is fully functional (April 2016?). Quarterly meeting from that point on.
- 2016 workplan/budget are approved.
- Selkirk College had the new subscription agreement vetted by a lawyer, note changes in new document. Background information was removed.
- It was agreed that all subscribers will have access to the data in all LU's for the time being.

V. Terms of References and Roles/Responsibilities

- Correct “Purpose 1” TOR document to reference “Ungulate Winter Range”
- Remove the role of “secretary” from R&R document. No-one is hired, will rotate role through membership each meeting.
- All major decisions (budgets/workplans, etc) must be made by a quorum of 50% plus 1.
- If quorum is not present at a meeting major decisions will either be delayed to the next meeting or an email poll will take place to allow the members to vote. One vote per subscribing party.

Action item 5: Matt to send draft TOR to all members with meeting minutes.

Action item 6: TOR document and R&R to be reviewed and approved during next meeting.

Next meeting: February 18th @1:30 pm

Scribe: Kathy Howard (BCTS)