

## HLPO Suite Steering Committee

### Conference Call notes

January 19, 2017

Present: Ian Parfitt, Beth MacLeod, Kathy Howard, Ron Palmer, Frances Swan, Tom Bradley, Kailee Woodbeck, Peter Lewis

Missing: Tyler Hodgkinson, Loreen Hodgkinson, Ian Wiles, Ian Dennis, Karl Sommerfeld

Chair: Julie Castonguay

Scribe: Ron Ozanne

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#### 1) Adopt December 1, 2016 meeting minutes

**Action:** Rate at the bottom of page 1 to be changed to **\$0.0125/m3** for 2017

Decision: minutes approved (Moved Julie, seconded- Kathy)

#### 2) Current year financial report review

- No more time spent in December, so the financial position is still \$14,429.33 in debt
- Budgeted revenue of \$28,254.55 was reduced by: Arrow IFPA Uplift ended and MFLNRO contribution reduction
- The cost of work done in 2016 essentially matched the budget; thus the debt is a run over from the 2 previous years
- UWR and update resultants were the largest line items that went over budget

**Action:** Ian P. to revise figures to show the actual revenue received for 2016 and these figures will be re-tabled at the next meeting

Also the actual line items expenditures for 2015 and 2016 are to be shown.

#### 3) Review 2017 proposed budget estimates

- Ian P has shown a low (\$28,979.33) and high (\$39,950.00) estimate of the 2017 budget
- Ian also showed 2017 expected revenue at a rate of: (1) \$0.0125/m3 for large licensees and a flat rate of \$625/yr for small licensees; and (2) \$0.015/ m3 for large licensees and a flat \$750/ yr for small licensees
- Suggestion made that each subscriber have an allotted amount of time for support

#### 4) Discussion on debt repayment – Options to discuss: Selkirk carrying debt longer, increase subscription for 2017, 2 tier payment, or increase subscription only for large licensees.

- Common concern about spending time arguing over the budget, when we all know the information is needed and the job needs to get done. We need to repay the debt and get on with it.
- Ian P. stated that if the debt is carried over the Selkirk administration is looking at an interest charge on the debt. So far there is no charge and there would not be a charge if the debt is dealt with this year.
- Julie put forth that the 2017 rate of \$0.015/m3 for large licenses and \$750 for small licensees to each licensees and there was unanimous agreement on going forward .  
**Action;** All licensees present at the meeting (reached quorum) have voted in favor of increasing the **rate for 2017 to: \$0.015/ m3 for large licensees and \$750 for small licensees.**  
**The rate for 2018 will be \$0.01/ m3 for large licensees and \$500 for small licensees.**

**Action:** The financial subcommittee is to put more rigor into the cost of each line item.

5) Increased subscription from FLNRO –status and letter

- Julie stated she may be able to get more money for this 2016-2017 fiscal year and will know by the end of January whether the \$5000 is approved for the 2017-2018 fiscal year.

**Action:** Julie to ask Mike Knapik for money

**Action:** Ian to change the draft letter to the MFLNRO to state "on behalf of the subscribers" and licensees to send any further comments with changes to Ian by Jan 27<sup>th</sup>; after which Ian will send into the MFLNRO immediately.

6) Review draft Financial sub-committee guidelines for adoption next meeting

- Will be tabled at the next meeting.

7) Status of UWR boundary and next steps – confirming the original UWR data layer

**Action:** Julie will coordinate the formation of the UWR subcommittee which will consist of Ian Dennis, Peter Lewis, Mike Knapik and Randy Waterous and will be tasked to ensure the UWR Boundary is integrated into the suite using the original data layer and spending is within budget.

8) Posting "tracking change" on web site

- Ian P has confirmed this can be done and will be started with immediately

**Action:** Ian P will get a cost estimate for the next meeting for the tracked changes.

9) Posting all minutes on website

**Action;** Julie will give Ian P all her post minutes (Dec, 2014- now) to Ian P. and Ian P will add to his earlier minutes (May, 2014 to Dec 2014) and post them on the website

10) Any other reporting suite issue to discuss

**Action:** Julie will discuss at the next meeting ownership codes used in TSR as they may effect numbers in the reporting suite.

**11) Next meeting – February 22nd**