HLPO Suite Steering Committee

Conference Call Minutes

March 23, 2017

Present: Ron Palmer, Kathy Howard, Ron Ozanne, Ian Parfitt, Randy Waterous

Absent: Julie Castonguay, Kailee Woodbeck, Tom Bradley, Beth McLeod, Ian Wiles

Chair: Peter Lewis

Scribe: Frances Swan

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1. Minutes from February 22, 2017 meeting adopted with following change:
    1.1. Item 4 – remove 'possibly' from first bullet and change to 'committed'
          Moved by Frances, seconded by Peter

2. Review budget approval via email
    2.1. Email approval from FLNRO, BCTS, Interfor, ATCO, NACFOR; Kalesnikoff and SiFCO have not confirmed approval; majority of subscribers approved
          Motion to approve the 2017 budget moved by Peter, seconded by Randy
          Action: Ian P to contact Kalesnikoff and SiFCO to let them know the budget has been approved; they will have one week to appeal

3. Any new subscribers (West Boundary Community Forest?), status of Wynnwood's subscription
    3.1. Ian has not contacted West Boundary Community Forest or Wynnwood (Canfor)
          Action: Ian to call Wynnwood/Canfor to confirm their participation; make a pitch for subscribing to HLPO reporting suite
    3.2. Could be talking to East Kootenay licensees and FLNRO to gauge interest in the HLPO reporting suite and understand how they are managing higher level plan obligations; would involve building a new UWR model
          Action: Julie to report out on how higher level plan obligations are being managed in the East Kootenay and whether there is an opportunity for expanding the HLPO reporting suite

4. Review draft Financial sub-committee guidelines for adoption (attached)
    4.1. Tabled to next meeting

5. Status - UWR boundary sub-committee and next steps
    5.1. Ian reviewed *HLPO Status Update 23 March 2017 report and work plan* sent today
          • Signed subscriptions received from NACFOR, Atco, and Kalesnikoff which will be signed by Selkirk shortly; should receive Interfor subscription agreement within the week; Kathy hasn't seen the subscription agreement **Action:** Ian to send to Kathy
          • Invoiced FLNRO for first $3,000 contribution
    5.2. UWR Boundary – Ian Dennis sent out a report to Peter Lewis and Randy Waterous which met with approval; may be under budget for completing this budget item
    5.3. New VRI – now that budget is approved Ian D will move full time into updating depletions; TFL 23 data included in VRI which should speed up resultant process; outstanding question around ownership codes
    5.4. Selkirk's NSERC grant application was not approved; no feedback to date; can revise and re-submit proposal in fall 2017; Selkirk wants to consult with those involved in the proposal to determine what could be moved forward this spring and summer

5.5. Review budget spreadsheet: carried over status from previous month and updated for February

- Column I (% complete) used to determine budget at completion; Randy W requested Column J be changed from Budget at Completion to Forecast at Completion (approved)
- Spending more on admin but it is forward weighted to prepare budget and subscriptions
- No requests for subscriber support yet; small cost on website maintenance
- Work hasn't started on resultant which is the big item; hoping ownership code isn't a big issue but some wiggle room with TFL 23 VRI
- Ian Dennis can start on depletion now and work through March and April to have a draft by May; **Action:** Ian will provide an estimated date of when depletion will be completed
  Action: Ian will try to send status update reports out the day before the Steering Committee meeting

6. Status - posting meeting minutes on website
   6.1. Tabled to next meeting **Action:** Julie to follow up

7. Confirm work priority and timelines
   7.1. Priority #1 – Boundary UWR
   - Ian Dennis has about one day to complete the UWR and get resultant loaded onto the site and models ready to run
   - wait until resultant is finished before finalizing UWR model
   7.2. QA of Resultant:
   - Ian would like to see licensees QA the resultant within a month of completion
   - Errors are found when used operationally; QA is for script not for numbers
   - Need to develop a QA process or test – for example, check depletion against current satellite imagery
   - Issues will come up over time as reporting suite is used; address major issues as required and forward plan others
   - Peter would like to see SRGC do an internal QA test or comparison against baseline data before resultant reports are made available
   - Problems with source data are outside of scope; SRGC has control over algorithm, tables or reporting but not source data; no budget for QA on source data
   - Errors should be identified as soon as possible following completion of resultant so they can be addressed more efficiently, however they can be found at any time
   - Resolving errors should also depend on how bad the error is and at what point it is recognized
   - More difficult and costly to address errors later in the year due to complexity of work (process is documented to facilitate this)
     Action: By next meeting Ian will have a date for when the resultant tables will be up on the website – probably looking at May

8. Any other reporting suite issue(s) to discuss?
   8.1. Get the reporting suite up and running before starting any new projects – ie, patch size analysis, ECAs
   - Plan for new projects through summer; good to know what the projects might be in advance for potential collaboration with other projects

9. Next meeting – **Thursday, May 4, 2017 at 1:30 pm**
   Scribe?