

NICC Meeting Minutes

Date & Time: January 14th, 2016 @ 5:00 pm @ IFS

Conference Call Information: 1-877-353-9184 Participant ID: 6207347

Members Present: Judy Carlson (MFLNRO – PG District), Tim Giesbrecht (IFS), David Morrow (Canfor), Alex Burkinshaw (Geoterra), Andrew Potter (IFS), Brandon Collison (Canfor), Eric McCormick (Westland Resources - Terrace), Greg Jonuk (MFLNRO – Omineca Region), Fraser Hart (KDL Group)

Members Absent: Lisa Spingle (Conifex – Fort St. James), Brock Campbell (DWB Consulting Ltd.), Joe Aquino

Agenda Items:

1. Approval of Previous Meeting Minutes
 - Last meeting was November 24th, 2015.
2. Action Items from the Previous Meetings
 - See table below.

Item #	Action Items	Person(s) Responsible	Status	Comments
1	Tim will get updated numbers by the end of December.	Tim G.		
2	Tim to check on signing officers for our bank account by next meeting.	Tim G.		
3	Tim to update website by next meeting.	Tim G.		
4	Andrew to confirm venue availability by December 15 th .	Andrew P.		

3. Financial Summary
4. Website Update
5. 2016 AGM Planning
6. Training Seminar
7. Any Other Business
8. Next Meeting Date & Time
 - Thursday February 11th, 2016 @ 5pm @ IFS???

Minutes:

1. Approval of Previous Meeting Minutes

- Last meeting was November 24th, 2015.

- Tim motioned to approve the minutes. All in favour. Minutes approved.

2. Action Items from the Previous Meetings

- See table below.

Item #	Action Items	Person(s) Responsible	Status	Comments
1	Tim will get updated numbers by the end of December.	Tim G.	Done	See financial summary below.
2	Tim to check on signing officers for our bank account by next meeting.	Tim G.	Done	Tim, Andrew and Ron Alton are on as signing authorities. See notes below for new signing authorities.
3	Tim to update website by next meeting.	Tim G.	In Progress	The new board members, the AGM dates, and the "Benefit of the Doubt" document are to be added.
4	Andrew to confirm venue availability by December 15 th .	Andrew P.	In Progress	Andrew will look into it tomorrow.

3. Financial Summary

- The numbers are 99% accurate as Tim is unsure where the last \$95 came from at the moment (possibly from PayPal, interest, or fees).
- The BMO account is currently at \$22,338.00, the PayPal account is at \$150.05 and the BMO term investment account is at \$5,900.00 for a total of roughly \$28,000.00.
- We need to jack up the opportunities to train members, hand out bursaries, and drive the total revenue back down a bit.
- Bursaries are currently at a \$500 one to UNBC and we are also looking to do one with CNC.
 - There was discussion around increasing the amount of bursaries and the number of bursaries we hand out.
 - Judy made a motion to do 2 - \$500 bursaries to UNBC and CNC (\$2,000 total). All in favour. Motion passed.
- Fraser brought forth an idea around a bursary or money towards a school program down south out of Kelowna but the board noted that that was SITCA's area and if there was a more local location we would look at the idea again.
 - **ACTION ITEM:** Brandon and Judy to look into a local school program to promote working in the forest industry.
- Signing authorities – Tim, Andrew, and Ron Alton are the current signing authorities. We need to get this changed as Tim has an expense cheque he needs signed and Ron is no longer a board member with us. Greg (Ron's replacement at the MFLNRO Regional office) is to be added as a signing authority with Tim and Andrew.
 - **ACTION ITEM:** Tim to get letter identifying new signing authorities to the BMO.
 - **ACTION ITEM:** Greg to go to BMO and sign up as a signing authority.

4. Website Update

- Tim still needs to update the website with the new board members, the AGM dates, and the "Benefit of the Doubt" document.

5. 2016 AGM Planning

- We need to start looking for topics and speakers as this usually takes a while. We need to look at what is topical and what is repetitive. We had a good mix last year with mixing the new and the old.
- Some topic suggestions are:
 - Kim Iles – statistics. He makes it fun and entertaining. He was here 2 years ago.
 - Spruce beetle – high priority topic at MFLNRO DPG office.
 - Need to make sure cruisers can identify Spruce beetle and making the correct calls.
 - **ACTION ITEM:** Greg to ask at MFLNRO Regional office to see about getting someone to do a presentation or field site (Richard Reich's replacement (Jewel) or Bob Hodgkinson's replacement).
 - **ACTION ITEM:** Greg to talk to Dave Spinks (MFLNRO Southern Regional Cruising Specialist) from SITCA regarding topic ideas.
- Field site – how do we want to set it up? There was good feedback from last year. We could try to use the same site if we can't find something new. There was lots of parking at last year's site and it was close to town.
 - **ACTION ITEM:** Brandon – to look into dusty trails for the field site.
 - **ACTION ITEM:** Alex to check out site near clear lake for the field site.

6. Training Seminar

- Need to see if there is an appetite for it and think about cost. If we tie it in with the AGM we could offer members a discount to attend the seminar.
- Brandon is the training officer – we can pull on his training experience.
- Seminar ideas:
 - Skill based – have someone teach it to someone else (one of the best ways to learn something is to teach it to someone else).
 - Office and field sessions.
 - Look into areas close to town with timber nearby.
 - We could incorporate the “Benefit of the Doubt” area of cruising and professionalism into it.
 - We could have it set up with 10-15 plots and then have each plot as a learning experience with the last one set up as a full plot to go through as a cruiser.
- We could set plots up with notable mistakes and see if a crew notices them. We could hand plot cards out at the start and have them pick it up. Have it set up to swap roles from the cruiser to the check cruiser.
- **ACTION ITEM:** Brandon to brainstorm on it and work something out to bring to next meeting.

7. Any Other Business

- None

8. Next Meeting Date & Time

- Thursday February 18th, 2016 @ 5pm @ IFS.

Meeting Adjourned: 5:53 pm

NICC Meeting Minutes

Date & Time: Thursday March 31st, 2016 @ 5:00 pm @ IFS

Conference Call Information: 1-877-353-9184 Participant ID: 6207347

Members Present: Judy Carlson (MFLNRO – PG District), Tim Giesbrecht (IFS), Lisa Spingle (Conifex – Fort St. James), Alex Burkinshaw (Geoterra), Andrew Potter (IFS), Greg Jonuk (MFLNRO – Omineca Region), Fraser Hart (KDL Group), David Morrow (Canfor)

Members Absent: Brandon Collison (Canfor), Eric McCormick (Westland Resources - Terrace), Brock Campbell (DWB Consulting Ltd.), Joe Aquino

Minutes:

1. Approval of Previous Meeting Minutes
 - Last meeting was March 10th, 2016.
 - No changes. All in favour - Approved.
2. Action Items from the Previous Meetings
 - See table below.

Item #	Action Items	Person(s) Responsible	Status	Comments
4	Andrew to confirm venue availability by December 15 th .	Andrew P.	Done	<p>Andrew will look into it tomorrow.</p> <p>2016-02-18: The Sandman is booked for May 4th. Haven't figured out the finals for the meal yet. The price is about 8% higher than last year. \$5,300 for 110 people. We need to decide what want for a meal. Group decided that will stick with the roast. UNBC is booked for AGM on May 5th. Need to finalize breakfast and lunch menu. Looks to be the same price as last year and includes the same AV equipment as last year. We might want to remind people that it is pay parking and you need your license plate # to pay inside at the pay stations.</p> <p>2016-03-10: Still to give Tim final numbers.</p> <p>2016-03-31: All done. UNBC same venue price as last year. Meals all figured out. Sandman is all done as well, \$35 a plate.</p>
5b	Look into a local school program to promote working in the forest industry.	Brandon	Done	<p>2016-03-10: Still in progress.</p> <p>2016-03-31: Canfor helps out with a school lead program already and it works very well that way. There is no need for support from NICC for the event.</p>

6	Get a letter identifying the new signing authorities to the BMO.	Tim	Done	2016-01-18: Working on it. 2016-03-10: Working on it...again. 2016-03-31: Letter has been written up and signed by signatories.
7	Go to BMO and sign up as a signing authority.	Greg	In Progress	2016-01-18: Waiting on Tim. 2016-03-10: Again working on it. 2016-03-31: Still in progress. Will do once letter is at bank.
10	Look into dusty trails for the field site.	Brandon	In Progress	2016-03-10: Judy to call Brandon and see where things are at. 2016-03-31: still has not been able to contact the folks. Will keep trying.
11	Check out site near clear lake for the field site.	Alex	In Progress	2016-03-10: Andrew to touch base with Alex. 2016-03-31: Waiting until snow levels are lower in clear lake area.
12	Brainstorm for Training Seminar and work something out to bring to next meeting.	Brandon	Done	2016-03-10: The consensus is that we are running out of time and should look at planning this for next year. We should check with Brandon to see if he has something set up already and can lead this or if he is okay with leaving it until next year as well. Judy to call Brandon to discuss. We should ask everyone at the AGM this year if they are interested and if they have any topic ideas. 2016-03-31: Incorporate into field session and ask at AGM for interest.
13	Prepare budget for the AGM.	Tim	Done	2016-03-10: Waiting for numbers from Andrew. Left AGM price at \$150 again. 2016-03-31: Budget is done. Looks good and reasonable. Please see handout.
14	Ask Sara Cotter about doing a presentation about the Industry perspective on Spruce beetle and see if she knows someone who can connect it to a boots on the ground perspective.	Judy	Done	2016-03-10: Sara to check with her people for the go ahead but said should be able to swing it as the presentation would be very similar to the CIF dinner. 2016-03-31: Sara & Janine will do a joint presentation. They will need approximately 45 minutes for it.
15	Ask John Pousette about doing a presentation about Timber supply.	Greg	Done	2016-03-10: Still in progress. 2016-03-31: John is not available. He is currently on medical leave and won't have much time when back. We will look into booking him for next year.
17	Look into a presentation about West Coast Interior Cruising – A typical Day, hurdles and solutions, waste levels, what is	Eric	Done	2016-03-10: No update. 2016-03-17: I will be able to put a 15 min presentation together that shows our Northwest timber profile and some of the different pathological calls we run into.

	different, etc.			This will also showcase a project we did on the coast with trees over 60m tall and up to 200cm diameter. 2016-03-31: Done - see info above.
18	Check with Phil to see if he will remain the NICC representative on the Forest Measurements Board.	Tim/Lisa	In Progress	2016-03-31: Tim hasn't gotten to it. Lisa will ask him tomorrow at work.
19	Draft up an agenda for this years AGM.	Andrew	Done	2016-03-23: Draft agenda sent out. 2016-03-31: Draft agenda is done with some minor changes to be made.
20	Talk to Jim Wilson regarding a compilation presentation.	Andrew	Done	2016-03-31: Jim will come up and do a presentation.
21	Put together key questions for soliciting answers from people pertaining to training personnel & retention of personnel.	Dave/Fraser	In Progress	2016-03-31: Dave has started working on some questions. Fraser thought of working on a paper to distribute on perspectives of retention. The group decided on a Panel Discussion with Tim, Dave & Fraser on the panel and Greg facilitating it. Greg needs some questions to ask them. ACTION ITEM: Everyone to come up with questions and send to Greg by next meeting.
22	See if comedian who used to be a timber cruiser would like to do a short skit for us.	Fraser	In Progress	2016-03-31: He hasn't gotten a video together yet. We will wait to see what he has and go from there. He was also wondering about some kind of compensation or payment for his time. He would be getting a dinner out of it. Fraser to continue to talk with his friend.
23	Work on a quick presentation on giving and receiving feedback.	Greg	In Progress	2016-03-31: Has drafted up some topics and a brief agenda for a presentation. Thought he could incorporate a demonstration into it. Tim suggested getting Beth Eagles into it. Group thought that would be a good idea.
24	Find someone who can do field training on identifying trees attacked by spruce beetle.	Lisa	In Progress	2016-03-31: Heather will find someone from Mackenzie (Darren Hancock - OPS Manager) for a field presentation.

3. Financial Summary

- Budget handed out by Tim for review. Looks good at this point.

4. Website Update

- 19 registered for AGM already.

- The website has been acting up lately. Tim has been monitoring this and will continue to monitor it. Please let him know if you have been having any problems with it.
5. 2016 AGM Planning
- Field day - Wednesday May 4th with the dinner event at the Sandman.
 - Office session - Thursday May 5th at UNBC.
 - **ACTION ITEM:** Greg to ask ABCFP (Brian or Casey) to see if they have time to come do a presentation or talk about the ABCFP and membership.
 - We need a dinner presentation.
 - Greg said he has a 7 minute slide show from his trip to Barcelona that he could show.
 - We will need to put our thinking caps on and come up with ideas.
 - **ACTION ITEM:** Alex to look into getting a comedian friend that he knows from Canfor to do a skit.
 - IRL is in as a vendor again. They will have their two tables set up at UNBC. And they will have a few door prizes for us too.
 - This year marks our 25th year of NICC!!!
 - Andrew thinks we should do something special. The group agrees.
 - **ACTION ITEM:** Andrew to look into doing mugs with NICC and 25 years on it for everyone and then a few special door prizes.
 - **ACTION ITEM:** Everyone to look into getting some swag to give away at the AGM.
 - Field station setup – we will discuss this next meeting once we know where the field site is going to be located.
6. Training Seminar
- This will be incorporated into the field stations with the “Benefit of the Doubt” document.
 - We will ask at the AGM if there is any interest in having a training session and if so what topics of interest would people have.
7. Any Other Business
- Brock – resigned. Judy received an email from Brock resigning from the committee as he has not been able to fulfill his duties due to work commitments.
8. Next Meeting Date & Time
- Thursday April 14th, 2016 @ 5pm @ IFS.

Meeting Adjourned: 6:05 pm

NICC Meeting Minutes

Date & Time: Thursday October 27th, 2016 @ 5:00 pm @ IFS

Conference Call Information: 1-877-353-9184 Participant ID: 6207347

Members Present:

- Judy Carlson, MFLNRO – PG District
- Tim Giesbrecht, IFS
- Alex Burkinshaw, Allnorth
- Eric McCormick, Westland Resources – Terrace
- Greg Jonuk, MFLNRO – Omineca Region
- Luke Wichrowski, MFLNRO – FS James
- Brandon Albino, BCTS – Mackenzie
- Sheena Colton, CANFOR – Chetwynd

Members Absent:

- Andrew Potter, IFS
- Lisa Spingle, CONIFEX – FS James
- Tyler Suel, IFS
- Brandon Collison, CANFOR – PG
- David Morrow, CANFOR – FS John

Minutes:

1. Approval of Previous Meeting Minutes
 - Last meeting was the AGM on May 5th & 6th 2016.
 - The AGM Minutes and the April 28th Field Station Setup Meeting Minutes are currently unavailable.
2. Action Items from the Previous Meetings
 - None
3. Election of NICC Board of Director Positions
 - Chair – Alex Burkinshaw
 - Vice-Chair – Greg Jonuk
 - Secretary – Judy Carlson
 - Treasurer – Brandon Albino
 - Training Officer – Brandon Collison
 - Directors at Large – Dave Morrow, Eric McCormick, Lisa Spingle, Sheena Colton, Luke Wichrowski, Tyler Suel
 - Appointed Positions
 - Registrar – Tim Giesbrecht & Andrew Potter
 - Forest Measurements Board Member – TDB
 - **Action Item:** Tim to talk about FMB with Brian Robinson.
4. Financial Summary
 - Where are we at to start of this year?
 - To start January 2016 we had - \$22,200 at this point after the AGM we have \$27,600.
 - **Action Item:** Tim will have an end of year statement out by December 31st, 2016.
 - Signing Authorities – Never got done this year. Andrew, Tim, & Ron Alton. Two signatures for signing cheques. New ones will be Andrew, Tim, Greg, and Brandon Albino will get rolled into being the new signing authorities.
 - **Action Item:** Tim to draft up the letter to get the signing authorities changed.
5. Website Update
 - Board of Directors needs to be updated.
 - **Action Item:** Tim to get the website updated (by Hans) to reflect the new board of directors.
6. 2017 AGM Planning
 - Date for AGM

NICC Meeting Minutes

- Wednesday May 3rd & Thursday May 4th 2017.
- Topics
 - Might be good to get input from membership prior to AGM for hot topics or topics to be discussed. We could do a draw from the survey respondents for either a door prize or free AGM admission.
 - **Action Item:** Everyone to think about questions for survey to build the topic base.
- 7. Email from Eric Kishkan of West Fraser regarding being on the Board of Directors
 - **Action Item:** Alex to touch base with Eric and see if he is committed to being on the board still and if so let Judy know to add him to the distribution list for the next meeting's agenda.
- 8. Email from Alex Burkinshaw & Eric McCormick regarding Check Cruising
 - We discussed the situation that this letter was written about and whether those circumstances are still occurring or if they have been addressed and improved.
 - There were concerns that these circumstances were the "normal" practice for work in the area but that is not the case.
 - We discussed the wording in the manual around check cruising and interactions between the MFLNRO and the licensees.
 - The consensus of the group is that the wording in the manual is fairly weak and gives leeway for the check cruiser to not invite the cruisers and to not notify them that a check cruise is being done.
 - The group also thought that the check cruisers should give the client/cruisers a reasonable opportunity to attend a check cruise and that the check cruisers must notify licensee that a check cruise will be done.
 - We all felt that this would promote a good healthy working relationship between the MFLNRO and licensees which could help in cross training and knowledge sharing between the two groups.
 - **Action Item:** Eric to draft up a discussion note and distribute to all members within two weeks.
- 9. Any Other Business
 - Training Seminar
 - Potential to put on a training type course like we discussed last year. We might want to survey our membership to see if they would like a training session in conjunction with the AGM or at another time.
 - Section in the manual about sampling error waiver of waiving measure count ratio can't be exceeded unless 100x100m grid...wording is confusing.
 - **Action Item:** Brandon to send out email with manual section/wording for us to review.
 - Cruise manual is in the process of getting rewritten to address certain issues that have come forth in the last few months.
 - **Action Item:** Greg to see if Beth will send the draft manual out to the NICC for review.
- 10. Next Meeting Date & Time
 - Thursday December 8th, 2016 @ 5 pm @ IFS.

Meeting adjourned: 6:16 pm

NICC Meeting Minutes

Date & Time: Thursday December 8th, 2016 @ 5:00 pm @ IFS

Conference Call Information: 1-877-353-9184 Participant ID: 6207347

Members Present:

- Judy Carlson, MFLNRO – PG District
- David Morrow, CANFOR – FS John
- Tim Giesbrecht, IFS
- Andrew Potter, IFS
- Alex Burkinshaw, Allnorth
- Eric McCormick, Westland Resources – Terrace
- Greg Jonuk, MFLNRO – Omineca Region
- Luke Wichrowski, MFLNRO – FS James
- Brandon Albino, BCTS – Mackenzie
- Sheena Colton, CANFOR – Chetwynd
- Eric Kishkan, West Fraser - Quesnel

Members Absent:

- Tyler Suel, IFS
- Brandon Collison, CANFOR – PG
- Lisa Spingle, CONIFEX – FS James

Agenda:

1. Approval of Previous Meeting Minutes
 - Last meeting was October 27th, 2016.
2. Action Items from the Previous Meetings

Item #	Action Items	Person(s) Responsible	Status	Comments
1	2016-10-27: Tim to talk about FMB with Brian Robinson to determine need for a continued representative on the FMB board from the NICC.	Tim Giesbrecht	In Progress	2016-12-08: Tim talked to Ron McCreedy & Phil Smith but he still needs to find out more info.
2	2016-10-27: Tim will have an end of year statement out by December 31 st , 2016.	Tim Giesbrecht	In Progress	2016-12-08: It is ready to go for the end of December. Tim just wants to go to the bank and confirm where the term deposit and service fees are at first.
3	2016-10-27: Tim to draft up the letter to get the signing authorities changed.	Tim Giesbrecht	In Progress	2016-12-08: The letter has been drafted up but Tim is waiting to talk to the bank regarding reduced fees for community service organizations. Tim & Andrew discussed the banking needs and thought that if we are going to change banks we need to change for costs and convenience as most of our transactions are electronic now.
4	2016-10-27: Tim to get the website updated (by Hans) to reflect the new board of directors.	Tim Giesbrecht	In Progress	2016-12-08: Tim is aiming to have this done by the end of December.
5	2016-10-27: Everyone to think about questions for survey to	Everyone	In Progress	2016-12-08: We discussed the questions that Luke has written down and Greg

NICC Meeting Minutes

	build the topic base for the 2017 AGM.			and Luke will work on finalizing the questions for the next meeting. Perhaps making a few of them multiple choice questions instead of all open ended answers. Eric M. suggested questions related to field topics and guest speakers for the office day.
6	2016-10-27: Alex to touch base with Eric and see if he is committed to being on the board still and if so let Judy know to add him to the distribution list for the next meeting's agenda.	Alex Burkinshaw	Completed 2016-10-28	2016-10-28: Eric Kishkan replied and still wanted to be a part of the board.
7	2016-10-27: Eric to draft up a discussion note regarding the MFLNRO Check Cruisers Roles/Principles in the Cruising Manual and distribute to all members within two weeks.	Eric McCormick	Completed 2016-12-08	2016-11-15: Eric sent out a draft paragraph for review. 2016-12-08: We discussed the draft paragraph. Judy suggested that it say "Check Cruise" rather than "Cruise Plan" and all agreed. The group also suggested dropping the "10 working days notice" portion as the important part is that an opportunity is provided to the licensee. The group decided to submit this to the Ministry on NICC letterhead so it is formal and comes from the whole board not just one person. New Action Item for Alex to prepare and send out letter. New tentative wording to be adjusted by Alex is: "A field check should be performed during suitable conditions no later than 60 days following a formal check cruise request submitted to the appropriate district office. The check cruiser should provide an opportunity for the cruiser or company representative to attend the audit."
8	2016-10-27: Brandon to send out an email with the manual section/wording regarding waving the sampling error for us to review.	Brandon Albino	Completed 2016-12-08	2016-11-18: Brandon sent out a proposed manual update for review. 2016-12-08: The consensus of the group is that we hold off and wait on submitting this to the Ministry and to see what the draft manual amendments are before we do anything with this.
9	2016-10-27: Greg to see if Beth will send the draft	Greg Jonuk	Completed 2016-12-08	2016-12-08: Talked to Beth about it and will be distributing the draft manual

NICC Meeting Minutes

	Cruising Manual out to the NICC for review.			widely without any restrictions. Likely to be sent out in January or February. Greg will flip it over to the NICC when it is sent out if we have not received it.
10	<p>2016-12-08: Alex to prepare and send out letter to the Ministry on NICC letterhead regarding the MFLNRO Check Cruisers Roles/Principles in the Cruising Manual. The new tentative wording to be adjusted by Alex is:</p> <p>“A field check should be performed during suitable conditions no later than 60 days following a formal check cruise request submitted to the appropriate district office. The check cruiser should provide an opportunity for the cruiser or company representative to attend the audit.”</p>	<p>Alex Burkinshaw</p>		

3. Financial Summary
 - Will be sent out by Tim by December 31st as per Action Item #2 above.
4. Website Update
 - In progress as per Action Item #4 above.
5. 2017 AGM Planning
 - Date for AGM - Wednesday May3rd & Thursday May 4th 2017.
 - Survey to Membership for AGM Topic Suggestions
 - Greg/Luke to refine questions and email out to NICC as per Action Item #5 above.
6. Any Other Business
 - Eric Kishkan is now a member of the NICC board and will be a Directors at Large.
7. Next Meeting Date & Time
 - Thursday January 12th, 2016 @ 5 pm @ IFS.

Meeting Adjourned: 6:01 pm