

# NICC Meeting Minutes

**Date & Time:** Thursday December 8<sup>th</sup>, 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 27<sup>th</sup>, 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 <sup>st</sup> , 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>	Alex Burkinshaw		

3. Financial Summary
  - Will be sent out by Tim by December 31<sup>st</sup> 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 May3<sup>rd</sup> & Thursday May 4<sup>th</sup> 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 12<sup>th</sup>, 2016 @ 5 pm @ IFS.

Meeting Adjourned: 6:01 pm