

# NICC Meeting Minutes

**Date & Time:** Thursday January 12<sup>th</sup>, 2017 @ 5:00 pm @ IFS

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

**Members Present:**

- Judy Carlson, MFLNRO – PG District
- Tim Giesbrecht, IFS
- Andrew Potter, IFS
- Alex Burkinshaw, Allnorth
- Eric McCormick, Westland Resources – Terrace
- Luke Wichrowski, MFLNRO – FS James
- Brandon Albino, BCTS – Mackenzie
- Sheena Colton, CANFOR – Chetwynd
- Eric Kishkan, West Fraser - Quesnel
- Tyler Suel, IFS
- Brandon Collison, CANFOR – PG
- Calvin Strom, CONIFEX – Mackenzie

**Members Absent:**

- David Morrow, CANFOR – FS John
- Greg Jonuk, MFLNRO – Omineca Region
- Lisa Spingle, CONIFEX – FS James

**Agenda:**

1. Approval of Previous Meeting Minutes
  - Last meeting was December 8<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	Completed 2017-01-12	2016-12-08: Tim talked to Ron McCreedy & Phil Smith but he still needs to find out more info. 2017-01-12: Since the FMB meetings are confidential, we should just have a liaison. Tim suggested that the Chair take on that role. Alex agreed to do so.
2	2016-10-27: Tim will have an end of year statement out by December 31 <sup>st</sup> , 2016.	Tim Giesbrecht	Completed 2017-01-12	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. 2017-01-12: Tim has prepared a draft year end statement. We had a net gain of \$4,586.87 in 2016. Our Scholarships are about 10% of our budget. <b>ACTION ITEM:</b> Tim to email the year end statement out to the group ASAP.
3	2016-10-27: Tim to draft up the letter to get the signing authorities changed.	Tim Giesbrecht	Completed 2017-01-12	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

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				<p>convenience as most of our transactions are electronic now.</p> <p>2017-01-12: A letter has been drafted up with Tim G., Andrew P., Alex B., Brandon A. and everyone agreed with this.</p>
4	<p>2016-10-27: Tim to get the website updated (by Hans) to reflect the new board of directors.</p>	Tyler Suel	In Progress	<p>2016-12-08: Tim is aiming to have this done by the end of December.</p> <p>2017-01-12: Tyler has agreed to take this on for Tim as he is swamped with work right now.</p>
5	<p>2016-10-27: Everyone to think about questions for survey to build the topic base for the 2017 AGM.</p>	Everyone	In Progress	<p>2016-12-08: We discussed the questions that Luke has written down and Greg 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.</p> <p>2017-01-12: Alex would prefer to have less open ended questions as it can be difficult to compile them. Sheena said people are more likely to complete a survey if it is more multiple choice questions.</p> <p><b>ACTION:</b> Everyone to review the questions and propose changes by January 27<sup>th</sup>.</p> <p><b>ACTION:</b> Greg to review and revise questions by the next meeting.</p>
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:                      "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</p>	Alex Burkinshaw	Completed 2017-01-10	<p>2017-01-10: Alex sent out the letter with suggested language changes to the manual as reviewed and agreed upon by the board.</p>

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	audit.”			
11	2017-01-12: Tim to email the year end statement out to the group ASAP.	Tim Giesbrecht		
12	2017-01-12: Everyone to bring a topic or idea for the AGM to next meeting.	Everyone		
13	2017-01-12: Brandon & Alex to locate a suitable field site for the AGM.	Brandon Collison & Alex Burkinshaw		
14	2017-01-12: Everyone to provide comments on the Draft Cruising Manual Amendment to Alex by January 23 <sup>rd</sup> .	Everyone		
15	2017-01-12: Alex to compile comments and draft up a response to the proposed amendments to Beth by January 27 <sup>th</sup> .	Alex Burkinshaw		
16	2017-01-12: Tim to email out the draft NICC Policies & Principles document to everyone.	Tim Giesbrecht		
17	2017-01-12: Everyone to review the draft NICC Policies & Principles document for the next meeting.	Everyone		

### 3. Financial Summary

- We had a net gain of \$4,586.87 in 2016 for year-end balance of \$32,972.02. We contributed \$2,500 to CNC & UNBC for scholarships this year which is roughly 10% of our income.
- We had 159 paying registrants at the AGM last year (174 in total) which is the most we have had at any AGM.

### 4. Website Update

- Tyler to get website updated as per Action Item #4 above.

### 5. 2017 AGM Planning

- Date for AGM - Wednesday May 3<sup>rd</sup> & Thursday May 4<sup>th</sup> 2017.
- Survey to Membership for AGM Topic Suggestions
  - See Action Item #5 above for comments.
- Andrew has booked UNBC for May 4<sup>th</sup>, the Canfor Theatre again. They are offering the dining room to us where there is a bit more room but it is further away so we will keep it as it is for now.

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- Andrew has made a tentative booking for the dinner at the Sandman as it is already booked for May 3<sup>rd</sup>. The lady is supposed to get back to Andrew soon to confirm this.
  - We need guest speakers for during the day and for the evening dinner.
    - Brandon suggested a Canfor Biologist for a migratory birds talk.
    - Tim suggested bioenergy fibre supply might be a good topic.
    - Andrew would like to look into getting John Pousette to talk about timber supply as he was unable to make it last year.
    - **ACTION ITEM:** Everyone to bring a topic or idea for the AGM to next meeting.
  - We need to decide on a field site for this year. We could use the same one as last year or have a look to see if there is another suitable site.
    - **ACTION ITEM:** Brandon Collison & Alex to locate a suitable field site for the AGM.
6. Any Other Business
- Lisa Spingle's Resignation email.
    - Lisa has resigned from the NICC as she is no longer with Conifex and has moved to Vancouver Island.
    - Judy spoke with Ron Alton and Calvin Strom would like to join the NICC in Lisa's place.
  - Draft Cruising Manual Amendment
    - Comments must be submitted to Beth Eagles before January 31<sup>st</sup>, 2017.
    - **ACTION ITEM:** Everyone to provide comments on the Draft Cruising Manual Amendment to Alex by January 23<sup>rd</sup>.
    - **ACTION ITEM:** Alex to compile comments and draft up a response to the proposed amendments to Beth by January 27<sup>th</sup>.
  - NICC Policies & Procedures
    - Tim G found an old version of this that was never adopted and took a quick stab at revising it. He handed out paper copies to those present at the meeting.
    - **ACTION ITEM:** Tim to email out the draft NICC Policies & Principles document to everyone.
    - **ACTION ITEM:** Everyone to review the draft NICC Policies & Principles document for the next meeting.
7. Next Meeting Date & Time
- Thursday February 9<sup>th</sup>, 2016 @ 5 pm @ IFS.

Meeting Adjourned: 6:02 pm