

Date & Time:

- Tuesday May 27th, 2025 @ 5 pm via Teams.

Members:

Member	Company	Location	2025-26 NICC Board Positions	Attendance
Greg Jonuk	Ministry of Forests	PG		Present
Judy Carlson	-----	PG		Present
Neil Brooks	Canfor	PG		Present
Jeff Ernst	North Area, Ministry of Forests	PG		Present
Taylor-Jean Rankin	DSS Resource District, Ministry of Forests	Smithers		Present
Matthew Colley	Strategic Natural Resource Consultants Inc.	PG		Present
Andrew Ambery	West Fraser	Quesnel		Present
Nathan Beckley	Spectrum Resource Group Inc.	PG		Present
Julie Lamoureux	Ministry of Forests	Dawson Creek		Absent
Max Hamelin	Ministry of Forests	Houston		Present
Guillaume Dessureault Hamelin	Bigfoot Reforestation	Telkwa		Present
Trevor Horne	Meraki Resources	PG		Present

Additional Attendees: Andrew Potter (**Past President**)

Agenda:

1. Approval of Previous Meeting Minutes. (Greg)
 - AGM main points – financial report as presented by Matt, registrants report as presented by Neil, voted in new board members and thanked outgoing board members.
 - Accepted as read. Approved by all.

2. Action Items from Previous Meeting Minutes. (Judy)

Item #	Action Items	Assigned To	Status	Comments
1	Schedule a Executive Meeting for May 27 on MS TEAMS	Greg Jonuk	Done	MS Teams was thought to have better functionality than Zoom and no time limit.
2	Create and distribute an Annual Training Session / AGM Debrief document	Greg Jonuk	Done	Used Google docs to allow wiki functionality across multiple work platforms.

3. Elect Board Positions. (Greg)
 - President – Andrew Ambery
 - Vice-President – Greg Jonuk
 - Secretary – Judy Carlson (with support from Taylor-Jean Rankin – aka Judy's secretary)
 - Treasurer – Matthew Colley
 - Registrar – Neil Brooks
 - Directors At Large – All other board members.
 - We will look into breaking down roles into smaller pieces to balance the workload, provide opportunities for all members, and help with continuity when members step down.
 - All members are in favor of the above noted positions.
4. Additional Roles/Functions Needing Directors to Champion (Greg)
 - Website – **ACTION ITEM: Andrew Ambery to speak with Andrew Potter regarding duties of the President to sort out what will be done moving forward.**
 - BC Societies Act Submissions – Andrew Potter indicates that this doesn't need to be done until the fall.
 - Signing Authorities – New signatories need to be done within the next two months at BMO where our accounts are at. All 5 elected board positions will be signing authorities moving forward. **ACTION ITEM: Andrew Potter to prepare letter for BMO to update signatories.**
5. Items to Address Before Next Meeting in the Fall (Greg)

- Critical AGM Items: Venue Booking
 - Nothing made yet by Andrew Potter. Reach out to them in the fall to book something.
- 2025 AGM Debrief
 - **ACTION ITEM: All board members to add items to the debrief document or send items to Greg and he will add them to the document.** A brief review and discussion of the document was done.
- Work Breakdown Structure
 - Greg suggested a work breakdown structure for positions and tasks so new members have an idea of what things are done to make the committee run. All board members are in favour of having this document.

WBS purpose:

 - To identify all tasks to facilitate knowledge transfer from outgoing executive members, esp Andrew and Tim that have been doing a disproportionate share of the ongoing admin functions.
 - To facilitate a more equitable distribution of workload by communicating all the things that have to be done.

Added additional tabs to facilitate efficiency in planning:

 - AGM Debrief
 - Executive Membership
 - Meeting & Event Schedule
 - Meeting Minutes

ACTION ITEM: Greg to start Work Breakdown Structure document.

6. Any Other Business (Judy)
 - **ACTION ITEM: Judy to send out NICC Bylaws to all board members.**
7. Next Meeting(s) Date & Time (Third Tuesday of Every Month)
 - September 16, 2025
 - October 21, 2025
 - November 18, 2025
 - December 16, 2025
 - January 20, 2026
8. Meeting Adjourned: 6:00 pm