



Summary of Meeting:

**9 December 2003
9:30 AM to 4:30 PM
Room 2300 (Pacific Salmon Foundation Boardroom)
1066 West Hastings, Vancouver**

Present : Doug McCorquodale, Norman Dale, Rich Chapple, Sandie McLaurin, Lewis Bubl , Jonathan Hepples, George Cronkite, Ron Tanasichuk, Rick Routledge, Michael Rough, Nigel Haggan, Bruce Burrows, Colleen Hemphill, Sharon Chow, David Stevenson

Review and confirmation of Agenda

The agenda was introduced by the Chair, Doug McCorquodale and accepted.

Agenda items and Discussion

1. Summary of last meeting.

The meeting began with introductions. David Stevenson was introduced as the new Coordinator for the RSSEPS. Lewis announced that there was new DFO Advisory Process. Doug gave a summary on the progress on restructuring the RSSEPS.

2. Organization of the RSSEPS

The proposed structure of the Society was presented by Doug using a schematic diagram. A general discussion followed.

It was pointed out that the Management team would be the same as Board of Directors. If necessary by laws can be passed to change society structure but there needs to be 60 days notice for such a meeting.

It was decided that the size of the manage team would be 3 for the sake of efficiency. There was some discussion on how the Coordinator and Technical would team relate. A job description of the role of each part of diagram would be useful.

Action: DS to develop these with Doug/Norma

It was agreed to adopt this structure and adapt it as necessary

It was agreed to post this on the web page.

Action DS to post on web page

There was a discussion on how membership was to be defined.

The Executive Committee members and Management Team would be the same people. They would they also comprise the Board of Directors of the Society.

It was suggested that Gary Taccogna should be on the management team or someone similar from DFO. Doug recommended the composition of the management team be 1 from Oweekeno, 1 from GNN 1 from DFO 1 from a NGO. The tasks and responsibilities of the Management Team were discussed.

It was noted that the Board also has a legal responsibility. It was explained by Norman that Bruce and Sharon are on the Board at present, 3 others have to resign



to make way for new members. They were initially selected for the convenience of establishing the Society. All matters will be presented to the full membership so the Management Committee will not have the final say.

New forms may be needed to install new Board of Directors

Action DS will check to see what is required under the Societies Act.

Membership requirements need to be defined so Board of Directors can be appointed. Doug asks if Colleen will sit on the Board of Directors. Colleen agreed. **There are three board members: Bruce, Sharon & Colleen**

Gary will be on the management team not on Board of Directors, perhaps as an ex officio officer to the board. There may need to be a by-law to define the ex-officio relationship with the Board. There needs to be written terms of reference for the Board.

Action DS will develop terms of reference for the Board of Directors.

There was some discussion on the composition of the technical working group. It is understood that it will relate via email mostly. The Technical team will be flexible in membership, it will change with need. The Tech team will require a bigger time commitment than the management group. There is a need for terms of reference for the Technical team?

Action DS will work with Sandi and Rich Chapple to develop terms of reference for the Technical team

Break

2. The discussion of the organization of the RSSEPS continued

Norm: led a discussion on the present banking arrangements and the need for new ones.. There is an account at CIBC in Prince George. He recommended an account in Port Hardy or Comox with DS as signing authority signature and one other and that approval limits be set. There was agreement that two signing authorities would be needed. Doug suggested an account in Port Hardy and that GNN would manage the books. The coordinator would track costs and issue cheques and liaise with the financial office. The coordinator would track the financial activities each month and report to project leads. GNN financial management would be an in kind contribution.

There was some discussion on where the mail box should be It was suggested that GNN be the legal address. David's address will be mailing address. George: asked a question on late payments for acoustic work. How can payments be made more efficient? The new structure of the society should address these issues.



There was some discussion on the need for procedural rules for keeping minutes and chairing meetings. There is a need for someone other than the chair to do the minutes. It was suggested that Society would benefit from having more members. There is a need to recruit new ones and to get back the old ones. Sandie reported that the forest companies are interested in the Society's activities but that they are busy with the CCLRMP. They are very supportive. RSSEPS can collaborate with forest companies (eg. the Machmell side channel.). Land & Water BC want the water license transferred to the Oweekeno FN. There is a need to coordinate our projects with watershed rehab projects done by the forestry companies. There was some discussion on making decisions using email. How are decisions to be made (for e.g. the effort to increase salmon egg take in the Wannock)? The new structure should deal with this.

Action DS will update the email addresses list.

2. Financial Contractual Business

Sharon presented a spread sheet summary of RSSEPS projects. Each contract was discussed. There is a need for contracts for RS5 2003 & RS6 2003. RS6 still needs a proposal for the Annex A of the contribution agreement. The Wannock work was done using a short form of the collaborative agreement. PSEF needs a project description not the full collaborative agreement. Sandi agreed to assist Jonathan with submitting the proposal. Long Lake report is still necessary but there was nothing to report.

Action JH will submit proposal and final report on activities done.

In future all reports will go to the RSPG first and then to PSEF and to members. If there is going to be a direct GNN contract it should go by the RSPG board. The RS 1 2003 Contribution Agreement for Coordination of the RSPG was approved for \$52,000 to be disbursed 50% 40% 10%. There is a need for the management team to confirm the new coordinator's contract.

Action DS will develop a suitable contract with the Management team.

The proposed budget for this year is \$200,000 which is to be confirmed by Rich Chapple of the PSEF. There is a deficit of approx \$3,000 which will be covered by PSEF. There is no tech report from George on RS3 2003. Rick Routledge has already submitted his report for RS 4 2003

We need uniform reporting format so that we can easily submit an Annual General Report. It may be necessary to produce two different reports, one for the RSSESP contract and one for DFO publications.

Action: Jonathan's report on Long Lake Juvenile Assessment, RS 6 2003 is due end of the week. He commits to having it done by January 15/2004. He will talk to Kim Hyatt re his portion of the report.

Lunch break



3. Recovery Plan:

Doug: reported on the status of the Recovery Plan. It is not finished yet. A discussion followed on the ways in which the Recovery Plan can proceed. It was decided to hold a planning meeting early in New Year to finalize it.

Doug will continue with the editing of the plan. PSEF requested a copy of the finished plan by end of year. Some of the issues discussed were:

- text and project listings
- Identifying knowledge gaps

The economic aspects of the recovery plan need to be edited and rationalized to meet the DFO policies. Bruce stated that social and economic factors can be used for leveraging other resources. Lewis: stated that we should not lose the economic values stated in the original draft. It was agreed that the economic details were still valuable and that they should be accessible in another format.

Bruce stated that the first recovery plan emphasized re-constructing the commercial fishery but the OFN have expectations of an increased share of the fishery and this must be recognized in all that we do. Norman emphasized that there needs to be a direct link between the recovery plan and the field projects. There will be a spread sheet that summarizes all the projects according PSEF specifications. The latest draft of the recovery plan will be sent for review to all members of the group. Everyone will try to review and send comments.

George: presented a power point presentation on Wannock River Acoustic Study 2003. He estimated a 2002 stock size return of 242,000 fish, and an estimated 2003 stock size return of 340,000 fish mixed species.

George reported that the DFO suggests that future partnership agreements (SPA) must cover the cost of the technician's salary. That is these costs would not come from the DFO's budget. We will wait for a formal confirmation from the DFO on this matter. The estimated cost for acoustic study for next year is \$45,000. The purchasing of an acoustic system would cost approx \$100,000 per system. Acoustics have good potential to provide index of stock size.

Please note: Rich Chapple reported back to the group that there may be a 20% reduction in the amount of funding available for next year. We will know later the exact amounts of next year's budget. The best case scenario is that it will be the same as last year, the worst case is that it will be reduced to \$150,000. We may need to top up this up as we go through the year with funding proposals to other agencies.



4. Next year's Projects

We will need a meeting in January to determine the projects for the coming year. Norman explained the process for arriving at last year's projects. Last year, we used the recovery plan to prioritize the projects. Criteria used were 1. projects were consistent with the recovery plan and 2. the projects were not already funded by DFO. Agreement on the projects was reached in April.

Bruce asked if there was a fixed portion of projects split between Rivers and Smiths Inlet. There is no fixed split, projects are to be chosen on basis of need and feasibility.

Last year a matrix rating system was used to enable feed back from planning group members. It seemed to work well. DFO have their own planning process and priorities. There is a need to coordinate RSPG planning with the DFO planning. We should determine needs first, then sort out where the funding will come from and who will do it. We need to identify reliable enumeration methods. The next meeting will need some input from the technical team.

Perhaps they could meet on the same day as the planning group.

Bruce proposed that a feasibility study on a hatchery in Oweekeno to include its biological, ecological and financial possibilities be included in the list of projects considered. Sandie reported that the DFO has a habitat study which she will share with RSPG. There is a need for a meeting of the tech team to include the DFO tech team. Further discussion of LRPs is needed.

The recovery plan will be reviewed and then prioritized in the New Year. Projects should go to the tech team first for filtering. A matrix will be used to help sort out the projects, then a planning meeting will be held to discuss and finalize them. It was reported that the Rainforest Society have received some money for obtaining a core sample from Owikeno lake. Perhaps they should be invited to be at this planning table.

Action DS to invite the Rainforest Society to the next planning group meeting.

There is a need for a logo for the RSSEPS. It was suggested that a competition be held. Literature reviews on log debris from Chris Picard are available. There were no objections to releasing his report. The invoice for web page maintenance will be submitted to Debbie of OKNTC.

The next meeting will be in Port Hardy on January 20 at the Airport Inn starting at 10:00 am.