

**SUMMARY OF ACTION ITEMS
EXECUTIVE TELE-CONFERENCE MEETING – November 17th, 2003**

**MINUTES
DEGIFS EXECUTIVE TELECONFERENCE
November 17, 2003 at 7:55 – 10:00 a.m.**

Attendees:

Brian Chow	Deepa Filatow	Tim Dunne
Eric McQuarrie (chair)	Calvin VanBuskirk	Peter Mitchell
Doug Nicol (minutes)	Heather Blyth	

Executive Member(s) Absent:

None

1. ADOPTION OF AGENDA

Motion to adopt Agenda made by Brian Chow. Seconded by Calvin VanBuskirk. Agenda adopted.

2 WELCOME NEW EXECUTIVE MEMBERS

Eric welcomed new Executive members. Emphasised that all Executive members must get involved as much as possible in order to make DEGIFS as effective and useful as possible to its members..

3. REVIEW DEGIFS TERMS OF REFERENCE

The DEGIFS Terms of Reference were reviewed - specifically **Section 3. Purpose** as follows:

- a) guide the development and monitoring of standards of practice for Professional Engineers and Professional Geoscientists working in the land-base forest sector, as distinct from the manufacturing forest sector;
- b) promote education, professional development and high standards of practice of Engineering and Geoscience related to forest activities;
- c) promote awareness of specialised knowledge and training required by Professional Engineers and Professional Geoscientists working in the forest sector;
- d) promote public awareness of the role of Professional Engineers and Professional Geoscientists in the forest sector;
- e) provide a mechanism to exchange information among Division members, and between Division members and the staffs of forest companies and government agencies;
- f) advance all aspects of Engineering and Geoscience in the forest sector;

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- g) act on, and respond to issues pertinent to the public interest and Professional Engineers and Professional Geoscientists working in the forest sector; and
- h) present considered opinions and recommendations to Council.

ACTION – Peter Mitchell – send out executive binders to new Executive members.

4. PREVIOUS MINUTES (Doug Nicol)

Motion to accept draft minutes for October 22, 03 meeting made by Calvin VanBuskirk. Seconded by Brian Chow. Minutes accepted.

5. APPOINTMENT OF NEW OFFICERS

Eric McQuarrie briefly explained roles and responsibilities for each position.

- **Chair** – Calvin VanBuskirk nominated by Doug Nicol. Seconded by Heather Blyth. No one opposed. Nominee accepted.
- **Vice Chair** – Brian Chow nominated by Doug Nicol. Seconded by Calvin VanBuskirk. No one opposed. Nominee accepted.
- **Treasurer** – Bill Grainger and Deepa Filatow nominated by Brian Chow as Co-Treasurers. Seconded by Heather Blyth. No one opposed. Nominees accepted.
- **Guidelines Subcommittee** – Doug Nicol nominated by Brian Chow. Seconded by Bill Grainger. No one opposed. Nominee accepted.
- **Workshops / AGM** – Heather Blyth nominated by Doug Nicol. Seconded by Deepa Filatow. No one opposed.
- **Secretary** – Tim Dunne nominated by Heather Blyth. Seconded by Brian Chow. No one opposed.

In addition, there are several standing committees and / or liaison positions available.

- **Bursary Coordinator** – No discussion occurred regarding this position. Will carry forward to next meeting.
- **APEGBC Liaison** – Peter Mitchell.
- **Web Page** – Heather Blyth (but volunteer assistance to be sought)
- **Joint Practices Board (JPB) Liaison** – Not decided at this meeting – carry forward.
- **Aspect** – Bruce Thomson, Jennifer Clarke, and Julie Orban will continue as the Co-editors of Aspect.
- **Affiliate Member Liaison** – Bill Grainger was nominated by Brian Chow and seconded by Doug Nicol. No one opposed

6. REVIEW OF ACTION ITEMS

New Executive - develop a plan to address issues with affiliates and particularly the students carry forward



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New Executive: draft policy for the selection of task forces and committees and related compensation by AGM - **carry forward**

New Executive: post questions/comments from Innovative/Alternative Road Construction techniques and Costs workshop once FCSN provides the summary to DEGIFS – **carry forward**

Eric McQuarrie – develop policy for DEGIFS logo use - **carry forward**

Calvin VanBuskirk and Brian Chow - to set up Bridge Design Guidelines sub-committee and set the terms of reference for the committee. **carry forward**

Heather's replacement - to address discussion section of web page **carry forward**

New Executive – appoint someone to liaison with FPB **done** – **Eric McQuarrie appointed as FPB liaison. Brian Chow and Tim Smith will assist as required.**

New Executive - consider DEGIFS review of registration of Professional Foresters as EIT's (with additional courses). Review of Canadian Engineering Accreditation Board (CEAB) policies required. **Carry forward – See 8.10 below**

New Executive – review options to improve communication and accountability of **JPB carry forward** – see discussion under **9.4**

New Executive – consider ways to encourage bridge and road engineers to become members of and more involved with DEGIFS – **carry forward**

New Executive – review outcome of DEGIFS meeting with group of Prince George Professional Engineers **done**

7. CRITICAL DATES CALENDAR FOR 2004

2004 Critical Dates Calendar will be compiled and tracked by Tim Dunne

8. COMMITTEE REPORTS

8.1 APEGBC (Peter Mitchell)

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Professional Reliance Training Module for the FRPA nearing completion. It will be in CD format. There will be a follow up Question and Answer session to be completed by March 31, 2004. Presenters are being sought who have operational experience along with a strong grasp of the regulatory framework – who can assist with the Q&A sessions. **ACTION Executive** : forward names of potential presenters for the Q&A session to Peter Mitchell.

8.2 JPB (Peter Mitchell)

Next meeting scheduled for Thursday, November 20th.

8.3 GUIDELINES (Calvin/Brian)

A number of comments have been received from bridge practitioners re: the draft JPB Bridge Design Guidelines. It was agreed to notify the JPB that there are a number of serious concerns with the draft document – which is still under review by DEGIFS and that DEGIFS will work with the JPB to develop a suitable set of guidelines. **ACTION – Peter Mitchell** will relay this information to the JPB at the November 20th meeting.

8.4 2004 AGM

2004 AGM coordinator will be Heather Blyth. Executive to determine theme/topics for AGM. Question raised as to whether we want a general call for papers (more conference like). To be further discussed.

8.5 TREASURER’S REPORT

No change to report at this time.

8.6 ASPECT

New edition to be released next couple of weeks – so if you have anything to submit – contact one of the editors.

8.7 WEB PAGE

Carry forward

8.8 CEBC/MOF LIAISON COMMITTEE

Carry forward

8.9 FOREST PRACTICES BOARD MEETING

Tim Smith and Peter Mitchell met with the FPB (Liz Osbourne, Acting Chair) and John Pennington (General Counsel) on November 3, 03. FPB explained types of reviews (Audits and Special Investigations). DEGIFS concerns were relayed i.e. qualifications of auditor (relevant expertise required to review a members work) and request that members be notified when their work is being reviewed. Another meeting scheduled for November 20th.

8.10 MEETING WITH PRINCE GEORGE ENGINEERS

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The Prince George Engineers have identified a number of issues one of which is the Syllabus prepared by the APEGBC Registrar which is used to grant a P.Eng. in Forestry Engineering (since there are no graduating Forestry Engineering programs in B.C.). It is alleged that the syllabus is weak and should contain additional requirements. The APEGBC Registration Committee has requested that DEGIFS review the Syllabus. **ACTION Tim Dunne** collect and organize comments regarding the Syllabus. Review and compare with UNB Forest Engineering Requirements.

9. NEW BUSINESS

9.1 BOB WILLINGDON

Bob Willingdon has recently passed away and his family and co-workers are requesting that in lieu of flowers that donations be made to a bursary at UBC in forest hydrology in his name. Executive is considering this request.

9.2 TSA GUIDELINES – THE NEXT STEP

The guidelines will be printed by the end of November. 1000 copies will be printed. 250 for DEGIFS members, 200 for MOF, and 500 for future use. As well the guidelines will be posted on the APEGBC web site and will be linked to DEGIFS web site. The next step in terms of how we use the guidelines will be carried forward to the next meeting.

9.3 TSA SEMINAR BY APEG/FPB

Carry forward

9.4 IMPROVING COMMUNICATION WITH THE JPB

Discussion regarding options to improve communication with the JPB. One option put forth was to change the DEGIFS bylaws such that the APEGBC members of the JPB would be formally tied to DEGIFS. This would require a general membership vote (likely during fall elections). Carry forward for further discussion.

9.5 STRATEGIC PLANNING SESSION

Executive has agreed that a strategic planning session should be held this year - probably some time in February. **Action Eric McQuarrie** – organize location and timing.

9.6 INCREASED ROLE OF APEGBC/DEGIFS WITHIN GOVERNMENT

Carry Forward

9.7 LIMITED LICENSES IN FOREST ENGINEERING

See discussion under 8.10

9.8 DEGIFS LIST SERVER INSTRUCTIONS

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Carry Forward

10. NEXT MEETING

Scheduled for 7:55AM, December 15th, 2003.

Attachments:

Summary of Action Items

Minutes prepared by Doug Nicol

The following action items were carried forward from previous meetings:

Bill Grainger - develop a plan to address issues with affiliates and particularly the students

Eric McQuarrie: draft policy for the selection of task forces and committees and related compensation by AGM

Kevin Turner: post questions/comments from Innovative/Alternative Road Construction techniques and Costs workshop once FCSN provides the summary to DEGIFS

Eric McQuarrie – develop policy for DEGIFS logo use

Doug Nicol and Brian Chow - to set up Bridge Design Guidelines sub-committee and set the terms of reference for the committee.

Heather Blyth - to address discussion section of web page

Tim Dunne - consider DEGIFS review of registration of Professional Foresters as EIT's (with additional courses). Review of Canadian Engineering Accreditation Board (CEAB) policies required and review of UNB Forest Engineering requirements

New Executive – review options to improve communication and accountability of JPB **carry forward** –

New Executive – consider ways to encourage bridge and road engineers to become members of and more involved with DEGIFS –

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The following action items were raised during the November 17th ,2003 meeting:

Executive : forward names of potential presenters for the Q&A FRPA session to Peter Mitchell.

Peter Mitchell – send out executive binders to new Executive members.

Eric McQuarrie – organize location and timing of Strategic Planning Session.

Executive – appoint a Bursary Coordinator.