

Minutes

DEGIFS EXECUTIVE MEETING
 Vancouver Airport Conference Resort
 October 12, 2005, 8:00 to 11:30 pm

Attendees:

Heather Blyth	Ron Jordens	Peter Mitchell	Brian Chow
Mark Goldbach	Deepa Filatow	Calvin VanBuskirk	Kevin Turner
Glynnis Horel			

Executive members Absent:

Bruce Thompson

1.0 Adoption of Agenda

Agenda adopted as drafted; moved to adopt by Ron, seconded by Brian

2.0 Previous Executive Meeting Minutes

September 16, 2005 executive meeting minutes adopted as circulated with previous addition from Heather; moved to adopt by Ron, seconded by Brian.

3.0 Review of Action Items from Previous Meeting Minutes

From September 16, 2005 minutes:

- **4.0 Action Item from SPS (CF to 2006):** Deepa to investigate polling on website to monitor standards of practice.
 - APEGBC has a function and capability to poll (Wendy Fister is contact at APEGBC) and it was decided that the executive will create a list of questions to poll members – *item is carried forward to 2006*. Peter to send executive an old (1998) poll on the use of P.Eng. and P.Geo. in the forest sector as a starting point prior to next meeting.
- **4.0 Action Item from SPS (CF to 2006):** Calvin to investigate affiliate membership issues and develop strategy on appropriate approach. Calvin to contact Dwight Yochim to discuss affiliate memberships for ABCFP members.
 - It was decided to look into this issue further following 2006 memberships – *this item carried forward to 2006*.
- Done. Mark contacted Calvin to enquire as to the nomination process, who indicated that four nominees were put forward to replace outgoing executive. *See item 12.8 below*.
- Done. Calvin sent Heather PowerPoint versions of 2004 AGM DEGIFS annual meeting presentation to use as template for 2005 presentation. Calvin distributed to all executive the Word version of 2004 AGM presentation for their input.
- **6.2 Action Item (CF):** Kevin to develop draft communication protocol and flow chart between DEGIFS and JPB and send to DEGIFS for comment. *See item 5.2 below*.
- **6.2 Action Item (CF):** Calvin to prepare a briefing note, addressed to the JPB representative for DEGIFS, requesting the JPB to invite the foresters to assist DEGIFS in preparing an overall sustainability guideline for forest engineering and

geoscience. Calvin to have a draft of the briefing note prepared for discussion at the next executive meeting. *See item 12.4 below.*

- Done. Heather will present Mr. George Shikaze, P.Eng. the Forest Engineering Award of Excellence on Saturday at the 2005 AGM general meeting.
- **9.0 Action Item (CF):** Deepa to distribute information to executive on reimbursement of expenses for executive members who attend the 2005 AGM.
- Done. Ron sent in article (personal) to ASPECT regarding impacts of FRPA on employment opportunities for DEGIFS members. Peter decided not to send ASPECT a copy of a press release article regarding a BC supreme court decision instructing the ABCFP to reconsider a formal complaint against their practices. Instead, Peter will provide ASPECT with the actual court decision of this case.
- **11.0 Action Item (CF):** This is in progress and Deepa will complete 'Professional Development' section to website, likely by end of this week.
- **12.1 Action Item (CF):** Brian to work on draft protocol between DEGIFS and JPB.
- **12.2 Action Items(CF):**
 - Mark to confirm with Terry Rollerson on potential for obtaining summary information on TSA reviews that Terry carried out for a major licensee.
 - Done. Heather has included item regarding current quality of TSFA reports on the agenda for discussion at 2005 AGM.
- Done. Deepa learned that the letter titled 'Soil Protection Act of BC – A Call for Action' from the Pacific Regional Soil Science Society is agriculture related – decided to drop item from agenda.

4.0 Critical Dates Comments or Adjustments (Calvin)

No comments or adjustments to the critical dates.

5.0 Committee Reports

5.1 APEGBC (Peter Mitchell):

Peter indicated that he will distribute a letter to the executive from the Forest Management Institute of BC (FMIBC) regarding results of a recent comprehensive study on the issue of continuing education programs in forest management and forest engineering. APEGBC requests feedback from DEGIFS on this issue by November 15 to assist APEGBC in preparing a response.

5.2 Joint Practice Board (Glynnis Horel):

Glynnis provided a JPB update and clarified the respective roles of the JPB and DEGIFS. Specific items discussed include:

- The JPB draft MOU (or TOR) will include a specific role for DEGIFS and will formalize the relationship between the JPB and DEGIFS.
- There are two communication links with DEGIFS: 1) for general communications on matters before the board – informal reviews etc., and 2) a formal process whereby DEGIFS would be requested to provide technical input to task forces set up by the JPB to prepare guidelines in areas of professional overlap, by DEGIFS designating experts to the task force. The JPB will also have the ability to designate technical experts from APEGBC to task forces, who may not be members of DEGIFS, where such expertise is considered beneficial to the task force.
- The JPB would prepare specific TOR for each task force outlining criteria regarding expectations, schedules, conflict resolution mechanisms, etc.

DEGIFS executive stressed that they should have an opportunity to review the TOR for each task force before finalizing. The JPB would set the definition of expert for each task force.

- The JPB has a mandate to reach an agreement in specific areas of dispute between the two associations. DEGIFS does not. DEGIFS needs to develop a guideline process/protocol to ensure that following a review of the final guideline document DEGIFS' views and opinions are sent in to council, even if they are in discord with certain aspects of the final guidelines provided to council by the JPB. It is important to recognize that DEGIFS is still allowed/expected to provide opinion to council, independent to the JPB.
- DEGIFS needs to develop a communication protocol with its JPB representative who would speak on behalf of DEGIFS. It is important that the protocol consider the JPB meeting schedule so that DEGIFS information is passed on to the rep in a timely fashion so it can be addressed at the next JPB meeting.
- The next JPB meeting is scheduled for October 27. The draft MOU and TOR will be reviewed and edited and then sent back to DEGIFS for further review/input. It is the intention to have the final MOU submitted to council at the next APEGBC meeting on December 2.

Brian Chow indicated that a committee has been formed to set up a communication protocol and flow chart between the APEGBC JPB and DEGIFS. The committee includes Brian (chair), Tim Smith, Eric McQuarrie, Don Dobson, Kevin Turner, and Calvin VanBuskirk. Brian will brief the past chair of the DEGIFS executive on the progress and results of the committee.

5.3 Guidelines (Calvin/Brian):

Nothing further to report apart from issues discussed under item 5.2.

6.0 (No Item 6 on Agenda)

7.0 DEGIFS Bursary (Brian)

Discussions were held regarding whether changes should be made to the number and amount of the DEGIFS bursary, considering that there were only 3 bursary applicants this year.

Action Item: Motion made by Calvin, seconded by Ron, to make a recommendation to the AGM membership at the 2005 AGM to reduce the DEGIFS bursary to a single bursary with a value of \$2500.

8.0 2005 AGM (Ron)

2005 AGM to be held tomorrow. Nothing new to report.

9.0 Treasurer's Report (Deepa)

No change to the balance of DEGIFS bank account or GIC since that reported at last meeting.

10.0 Aspect

Aspect issues will be discussed in detail at tomorrow's AGM.

11.0 Web Page (Deepa)

Deepa has added a 'Professional Development' section to the website and it was agreed that a separate page that lists existing/ongoing educational programs would be titled 'established programs'. These upgrades to the website should be completed by weeks end.

12.0 New Business

12.1 Draft Communication Protocol and Flow Chart Between JPB and DEGIFS – Status and Comment

See Item 5.2 above.

12.2 Glynnis Horel to Report on the JPB Issues

See item 5.2 above.

12.3 Executive to Inform Kevin of Key Design Issues for Road Guidelines

See item 5.2 above. This item is on hold until the MOU and TOR for the JPB have been dealt with.

12.4 Prepare Briefing Note to JPB Rep Requesting JPB Invite Foresters to Assist DEGIFS in Preparing an Overall Sustainability Guideline (Calvin)

Tabled – Calvin to prepare.

12.5 MSRM Terrain Working Group (Deepa)

This will be discussed in detail at tomorrows AGM.

12.6 Website Update

Done - see item 11.0 above.

12.7 Mandatory Professional Development

Deepa provided a brief summary of a workshop she recently attended on the Mandatory CPD Guidelines, and presented some issues for discussion, including:

- A need to find a balance between formal and informal professional development, particularly for DEGIFS members among others, where CPD opportunities may be limited.
- How will formal upgrading be achieved for those living in remote communities – is on-line coursework a possibility.
- Should DEGIFS funding be used to create online workshops or courses in some way.

Brian expressed some concerns with the quality and effectiveness of on-line coursework as an option, based on previous experience. It was also agreed among the executive that it is within DEGIFS' mandate to promote continuing professional development, but DEGIFS does not have the budget to develop an on-line workshop, as this would be an expensive undertaking.

12.8 DEGIFS Executive Nominating Procedure

Calvin provided a briefing of the procedures used this year for nominations to the executive. Only four candidates were nominated by the nominating committee, equal to the number of outgoing executive. The decision to nominate only four members was a conscious decision, but nominations were made with due consideration of ensuring good professional (P.Eng., P.Geo) and geographical representation as well as representation from both the government and private sector.

Calvin indicated that there have been problems in the past of nominating too many people. Some very qualified candidates that ran previously for executive but were unsuccessful were reluctant to run again, thereby diluting the field of promising candidates. It was also pointed out that nominating only 4 candidates did not restrict other nominations from being put forward by the DEGIFS membership within the allotted time frame, and a ballot taking place. This year, as no other nominations were put forward by DEGIFS membership, the four candidates nominated by the committee were elected by acclamation.

Action Item: Heather to ask the membership at the AGM to vote on a proposal to have the nominating committee nominate the same number of candidates equal to the number of outgoing executive, provided there is good professional and geographic representation among the nominees.

12.9 The Forest Engineering Award of Excellence

Heather indicated that unfortunately one potential candidate for the award was disqualified this year as a result of the application not conforming to the published requirements.

Following some discussion on this issue it was agreed among the executive that:

- the wording of the application form should be reviewed carefully and possible changes made, including a definition of Forest Engineering
- the award should be given to someone who is currently working in the field of forest engineering
- DEGIFS (Heather) should obtain a copy of the submissions to keep track of previous nominations

Action Item: Heather to follow up on obtaining copy of submissions. Executive to review the wording of the application form and provide recommended changes.

12.10 Treasurer's Review of DEGIFS Executive Expense Guidelines (Deepa)

Deepa sent Ron an explanation of expense reimbursements for executive members who attend the 2005 AGM. Deepa is to forward information to the rest of the executive –see item 3.0 above.

12.11 Reimbursing the Government for our use of their Conference Call Lines

Further to the last meeting, additional discussions were held on how payment should be made for DEGIFS executive conference calls, and whether government conference call lines should be used for this purpose. Ron expressed his concern on the appropriateness of conducting conference calls using government phone lines. Deepa, Brian and Kevin, as representatives from government, agreed that as long as the

government department manager is aware of and provides prior approval for the cost of the conference calls, then using government lines is not likely to be perceived as being inappropriate. Nonetheless, a motion was put forward by Ron to put the issue before the ethics committee – a vote was held with 2 voting for and 2 voting against the motion. As the motion was not passed, Ron decided that he would go independently to the ethics committee to get their views on this issue.

12.12 Promoting DEGIFS

Carried forward.

12.13 Editorial Protocol (Heather or Kevin)

Discussions were held regarding protocol of editorials. Specifically, does the executive prefer some type of editorial format, and/or should a caveat be put at the end of the editorial that indicates the editorial doesn't necessarily reflect the views & opinions of DEGIFS, and/or the editor can sign their name below the editorial, as there are several editors.

It was agreed that there is a need for continuing editorial reviews. Heather suggested the following action item:

Action Item: A disclaimer should be included on the bottom of the editorial, the editor should sign the editorial, and there should be some guidelines to set boundaries for editorials, which could be discussed further at the next meeting.

12.14 Additional Agenda Items

Brian requested the following additional action items to be included on the next meeting agenda:

Action Items:

- With respect to the crossing guidelines, DEGIFS needs to develop separate guidelines for the preparation of design aids, including what constitutes a design aid and what are the limitations of design aids.
- In the future, newly elected executive members should attend the last yearly executive meeting held on the evening prior to the AGM so that the new executive members can meet the outgoing members, discuss and become familiar with key issues that are carried over from the previous year, and strategize with the new executive.
- A face to face meeting between the new and old executive and with the JPB rep(s) should take place soon after the 2005 AGM.

16.0 Next Meeting

Wednesday November 8, 2005 at 8:00 am – likely a conference call.

LIST OF ACTION ITEMS:

- **3.0 Action Item from SPS (CF to 2006):** Deepa to investigate polling on website to monitor standards of practice.
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- point prior to next meeting.
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 - **3.0 Action Items(CF):**
 - Mark to confirm with Terry Rollerson on potential for obtaining summary information on TSA reviews that Terry carried out for a major licensee.
 - Done. Heather has included item regarding current quality of TSFA reports on to the agenda for discussion at 2005 AGM.
 - **7.0 Action Item:** Make a recommendation to membership at the 2005 AGM to reduce the DEGIFS bursary it to a single bursary worth \$2500; to be voted on by membership at the AGM.
 - **12.8 Action Item:** Heather to ask the membership at the AGM to vote on a proposal to have the nominating committee only nominate the number of candidates that equal the number of outgoing executive, provided there is good professional and geographic representation among the nominees.
 - **12.9 Action Item:** Heather to follow up on obtaining copy of submissions for the Forest Engineering Award of Excellence. Executive to review the wording of the application form for this award and provide recommended changes.
 - **12.13 Action Item:** A disclaimer should be included on the bottom of the editorials in Aspect, the editor should sign the editorial, and there should be some guidelines to set boundaries for editorials, which could be discussed further at the next meeting.
 - **12.14 Action Items:**
 - With respect to the crossing guidelines, DEGIFS needs to develop separate guidelines for the preparation of design aids, including what constitutes a design aid and what are the limitations of design aids.
 - In the future, newly elected executive members should attend the last yearly executive meeting held on the evening prior to the AGM so that the new executive members can meet the outgoing members, discuss and become familiar with key issues that are carried over from the previous year, and strategize with the new executive.
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