



**Meeting Summary
FRAFS Executive Committee
Dec 15, 2015, 10:00 a.m.
Conference Call**

AGENDA

1. Roll call, review, adjust, and accept the agenda
2. Old business:
 - Notes from the previous meeting
 - Action items from the previous meeting
3. Finance Report: November budget update and projections
 - a. PICFI update amendment and Schedule 7
4. FPC Update
5. FPC ToR-Discuss representation process from IMAWG - 3 reps?
6. FRAFS EC ToR-review and confirm
7. Lines of communication within FRAFS EC/Operational Staff
8. Letter to Minister Tootoo
9. JTWG ToR-review
10. JTWG Management Tracker
11. Set next meeting FRAFS EC: teleconference or in-person; start time
 - a. Discuss meeting in-person with FNFC Executive per our Charter commitment in January 2016.
 - b. Finalize Jan, Feb, March
12. Potential visit with the Minister in Ottawa in January.
13. Standard of participation (re: EC ToR)



1. **Roll call, review, adjust, and accept the agenda**

2. **Old Business**

Notes from the previous meeting

The notes have been revised, finalized and sent to FRAFS EC members.

Action items from the previous meeting

- Action Items complete, with the exception of two in-progress.

3. **Finance Report: November budget update and projections**

- DFO to confirm additional PICFI funding to FSMC.

EC: Where are we with percentage of AAROM budget spent up to the end of November? It'd be good to see where we're at, when at a certain point in time. : Let's work towards this for the next meeting.
Operations Manager agreed.

- Projections

Operations Manager is tracking projections in a table in order to give the EC a good look at where the budget stands (surpluses and deficits for individual line items).

EC re: CSPI: Work required on Table of Contents. Can some funds be re-profiled to support First Nations work on the written content?

DFO: Would prefer to see funds for this come from current CSPI PICFI budget where possible, rather than AAROM.

Biologist: Is there a First Nations workshop before the end of the fiscal year?

EC: Yes. The preseason plan includes funds for a large workshop.

EC: First Nations initiated the CSPI process to ensure their involvement.



DFO support First Nations involvement in the review in principle. But, where does the money come from? I'd prefer to see it come from existing funds, if not, then we could consider using re-profiled funds ('movement of funds' as agreement guidelines).

Operations Manager: We can aim to have funded participation by First Nations worked out before February.

Operations Manager: DFO is requesting assistance from FRAFS biologists re: IFC CSAS initiative beginning in the new year. This would be a new task.

Biologist: The projections for Biologist look correct and address that the JTWG Management Tracker added onto the projected workload.

Operations Manager observed that any needed transfers of funds could happen within the core budget. She asked if the EC today could decide on: Biologists budget; and the Jan-Feb-March EC meeting schedule. The EC confirmed that:

- Increased Biologist budget was needed.
- Meeting schedule

January: Jan. 25th in-person before the Forum

February: teleconference

March: in-person

PICFI update amendment and Schedule 7

Funds coming from DFO will partially make up for not receiving the full amount requested earlier this year. FSMC Operations Manager to follow up with DFO.

4. FPC Update

DFO: Forum Agenda sent to the EC as an FYI.



5. **FPC ToR-Discuss representation process from IMAWG -3 reps?**

- Received an email from the IMAWG Coordinator that explained why representation is needed from each of the 3 language groups. The EC asked Operations Manager to be the lead on the discussion with IMAWG and to explain to the IMAWG Coordinator that more delegates would create an imbalance.

6. **FRAFS EC ToR-review and confirm**

- The ToR circulated to the EC for its annual review; there were no changes from the EC (except dates).

7. **Lines of communication within FRAFS EC/Operational Staff**

EC, EC chair reviewed internal process for communicating and coordinating to secure a meeting with the Minister. As a result, FRAFS EC and staff decided that they had to structure their communications with federal Minister's office.

8. **Letter to Minister Tootoo**

The draft letter to the Minister that was recently distributed to the EC in prep for this discussion and will be finalized.

9. **JTWG ToR-review**

Co-Chairs are comfortable with the ToR and they'll be taking it to the JTWG meeting on December 16th. The EC has the opportunity to review the ToR, then change the dates and carry forward with that version.

10. **JTWG Update / Management Tracker**

- EC reviewed the JTWG's Agenda for their meeting the following day. The meeting will be focused on process improvements and the Management Tracker.



- “Review” / “distribution”. At times information is distributed even though it hasn’t been reviewed by the JTWG. This will be noted in the Management Tracker and in the JTWG Meeting Notes.
- Dec. 2014 to June 2015: All final meeting notes (JTWG) have been distributed.
- DFO is looking for 1-2 people to co-author an IFC CSAS paper.
- EC: First Nations collaborated with DFO on the CSPI ToR. Now is perfect timing for more collaboration with the new relationship with Ottawa. There should be follow up with DFO on this engagement.
Biologist: Need a letter identifying the JTWG as a mechanism for: Fraser salmon peer reviews; and co-authorship of papers on an ‘as requested’ basis.
- EC to draft a letter of reply to DFO as per this discussion.

Management Tracker

- The EC reviewed the current version of the Management Tracker. DFO noted that this is an important piece for the Annual Report. A powerful tool for information, accountability and collaborative management.

11. Set next meeting FRAFS EC: teleconference or in-person; start time

- Discuss meeting in-person with FNFC Executive per our Charter commitment in January 2016.
- Finalize Jan, Feb, March EC meetings

12. Potential visit with the Minister in Ottawa in January.

EC discussed potential dates for a meeting in Ottawa.

13. Standard of participation and attendance was discussed.