Tl'azt'en Nation-UNBC CURA
Partnering for Sustainable Resource Management
Summary of Steering Committee (SC) Meeting Minutes
April 27, 2004 – 10am – 4pm, Tache, BC

Present: Principle Investigator (PI) - Chair
UNBC Coordinator I, Improved Partnership (IP) Stream Leader
UNBC Coordinator II
Tl'azt'en Coordinator, Improved Partnership (IP) Stream Leader
Tl'azt'en Education Stream Leader
UNBC Education Stream Leader
Tl'azt'en Traditional Ecological Knowledge (TEK) Stream Leader
UNBC Traditional Ecological Knowledge (TEK) Stream Leader
Tl'azt'en Member-At-Large

Absent: Co-Investigator (Co-I), Improved Partnership (IP) Stream Leader
Tl'azt'en Eco-Tourism (ET) Stream Leader
UNBC Eco-Tourism (ET) Stream Leader

Additions to Agenda

9) Information Sharing

1.   Introduction of Coordinators

Principle Investigator (PI) presented summary of Coordinators' tasks and responsibilities. UNBC has two part time Coordinators, UNBC Coordinator I will oversee CURA project in the sabbatical absence of PI. All SC members and CURA researchers/staff/assistants need to be aware of and follow Tl'azt'en Nation research guidelines, as well as those of UNBC and SSHRC. Tl'azt'en Coordinator was selected as the Tl'azt'en IP Stream Leader. General discussion on how TEK, Education and Chuntoh (Forest) Education Society can compliment each other in the development of curriculum.

2.   CURA Memorandum of Understanding (MOU)

Notes of discussion in bullet form. PI is responsible for updating the Tl'azt'en Nation-UNBC CURA MOU with changes agreed to by consensus during the April 27, 2004 meeting.

➢ Guiding Principles are the tools to build the CURA infrastructure, to strengthen the partnership, and to promote understanding.
➢ The SC needs to understand divergent points of view; while we won't always agree, we need to explore and develop common interests despite some differences in values

- The SC considered their definition of an effective group; it achieves its goals, maintains good working relationships among members, and adapts to changing conditions in the surrounding organizations and communities.
- The SC considered the purpose of the Guiding Principles: they give direction in building an effective group, will over time help to assess group dynamics and mature and strengthen team work, a self evaluation tool, a means for motivating group members to improve
- SC to do mini-education sessions and activities to increase group skills and effectiveness; taking a proactive approach to team building will help minimize conflict
- SC to implement group monitoring and evaluation process to identify SC accomplishments and strategies for improvement.
- Coordinators should develop a calendar to track stream milestones, to schedule major activities, to provide reminders, and to monitor action items.
- SC should gather in an informal setting, spend time together outside of work.
- If conflict arises in Streams and it can't be resolved, Stream Leaders can request the SC or other research Streams to assist.
- Issues regarding sensitive information, where there is uncertainty if information is sensitive, CURA members will consult their supervisor and/or the SC.

Some general comments concerning the 'draft' document include:
- Boldface key words for emphasis.
- Add scholarly achievement and the effective integration of community concerns into research to the purpose statement.
- Add the IP Stream to the objectives statement.
- Partners agree that clear and reasonable timelines are necessary; such milestones marshal key resources and support, demonstrate useful outcomes, and mark the achievement of partnership goals.
- All parties must be supportive of the process and willing to invest the time necessary to make it work. Objectives must be doable, timelines reasonable
- Accountability of partners to their organizations and established process.
- Flexibility; CURA will evolve as we become more familiar with the issues, the process, and each other; feedback must be continual; flexibility means we can better anticipate and handle change when it faces us.
- Means to address conflict with external groups (non-partners) discussed.
- Consensus is sought for all decisions; involvement and group discussion are the norm. When consensus is not possible, we need to explore other decision-making options in addition to majority voting; i.e. information gathering and sub-committees.
- Communication is two-way; the open and accurate expression of ideas and feelings is emphasized
- Partners have opportunities to participate effectively throughout the process; the process must be open, fair, and equitable.
- Participation and leadership are distributed among SC members to assure the resources of the SC are fully utilized, to involve all members in group work, to increase cohesiveness and commitment to group decisions.

- Need to develop a list of external resources to consult.
- Need 1 more Tl'azt'en Nation Member-At-Large on SC.
- Need to provide SC members with section of Robert's Rules that might apply to SC.
- Minutes will be posted on the website in a condensed version excluding names.
- SC members should consider what to do if streams are not meeting timelines and outcomes. Should resources be allocated to other streams?
- At conclusion of hiring process, all documents related to hiring should be handed over to the Chair of Hiring Committee who will retain one full copy of documents for accurate reporting and safe storage, and who will destroy all additional copies to protect the confidentiality of the process.
- The IP Stream or TUS consent forms may be useful for other Streams. CURA should consider developing a standardized consent form use in current research.
- The SC must determine a procedure for acknowledging the support and role of research participants, partner organizations, funding agencies, community researchers, student researchers, etc. in CURA research. For existing archival Tl'azt'en Nation materials, it is appropriate to reference the interviewers. For current research, research participants should be referenced, while respecting anonymity requirements.

3.　Expert Resource Pool (ERP)

PI informed SC, 2 individuals listed on the ERP. These are individuals who the group can go to for advice. This group may never meet but are resources we can approach for guidance. Other names were put forth by SC members for the group's consideration. SC members will forward a sentence or two on how these individuals can contribute or if there are reservations about any of the names mentioned via e-mail communication with PI.

4.　Adoption of New Members

This is dependent on finalizing Guiding Principles. To date, Associate Members the SC are considering include a UNBC Education Lecturer and a Tl'azt'en Nation member with an Education background. These individuals will be formally nominated at the upcoming SC meeting in June.

5.　Logo Contest

This item has been tabled to the next meeting. This would be a great way to encourage buy-in and would involve both UNBC and Tl'azt'en Nation.

6.　Reporting of Research Streams to SC

General discussion on how often Stream Leaders should report to the SC. Further discussion on whether this reporting should be quarterly or annual. Further discussion needed, item tabled to the next meeting.

7.   <u>Expenses</u>

The budget needs to be further defined by the PI and Co-I and will be discussed at the next meeting. Each stream needs to list their funding requirements and shortfalls, and to work together to resolve funding issues. IP and Education streams applied to HRDC for summer student positions. The Education stream was successful. Funding proposals or applications being submitted by individual Streams need to be coordinated to maximize funds (general discussion on how this can be achieved). Also, SC needs to be aware that proposal submissions may have implications for partner organizations (e.g., political implications). Co-ordination will also avoid duplication of effort with respect to particular funding agencies. Stream leaders must inform CURA Coordinators and SC members by e-mail when intending to submit a funding proposal and ask for their feedback, if any.

8.   <u>Political Affiliations & CURA</u>

Discussion of the involvement of outside organizations that may cause concern for the CURA project. Any external organizations wanting to get involved in the CURA Project must first get permission from the SC. The SC has to be able to decide the links and partners this project will form.

9.   <u>Information Sharing</u>

Discussion tabled to the next meeting. CURA must consider dimensions of extension both internal and external. The SC needs to discuss what is sensitive information? And how can it be respected and protected?

<u>Next Meeting</u>

Mid to late June, with August meeting proposed for Cinnabar Resort. SC members must forward dates in June they will not be available so Coordinators can begin to think of appropriate dates. Next meeting will be held at UNBC.