

**TI'azt'en Nation/UNBC CURA  
Steering Committee Meeting Minutes  
CURA Annual Retreat – Cinnabar Research Station and Resort  
August 16, 2004 – 10:00 AM**

**Present:**

- Acting Principle Investigator (Secondary Recorder), Senior Coordinator, Improved Partnership Stream Leader
- Co-Investigator, Improved Partnership Stream Leader
- TI'azt'en Coordinator (Recorder), Improved Partnership Stream Leader
- UNBC Coordinator II (Secondary Recorder)
- TI'azt'en TEK Stream Leader
- UNBC TEK Stream Leader
- UNBC Education Stream Leader
- TI'azt'en Member-At-Large
- Appointed alternate for TI'azt'en Member-At-Large

**Others Present:**

- UNBC Education Stream Research Assistant
- TI'azt'en Education Stream Research Assistant
- Two (2) TI'azt'en Improved Partnership Stream Research Assistants
- Four (4) TI'azt'en Production Research Assistants

Meeting called to order at 10:13 AM

**1. Adoption of Agenda**

Discussion on contract agreements between UNBC and TI'azt'en Nation for wages and honoraria under Item 13) Honoraria vs Gifts. Move items 11)Extension and Budget Tracking 12)Hiring and Supervision of RA's 13) Honoraria vs Gifts and 14)Information Sharing after Item 7)CURA Budget and UNBC account coding.

Motion 08/16/04-01

To adopt Agenda with revisions.

Motion Carried

**2. Adoption of meeting minutes of June 28, 2004**

- Revision was forwarded by UNBC TEK Stream Leader.
- *Sharing Our Success* is no longer available electronically, but is available through a resource binder stored at UNBC and TI'azt'en Nation.

Motion 08/16/04-02

To adopt meeting minutes of June 28, 2004 with noted corrections

Motion Carried

**Introductions:** Round table introductions

**Opening Prayer:** Alternate TI'azt'en Member-At-Large

**3. CURA-MOU Signatures**

Signatures were received from 4 SC members, still need two signatures and a BCR to appoint other TI'azt'en Member-At-Large.

**4. a) Update on Expert Resource Pool (ERP)**

Invitation letter was drafted with revisions incorporated and letter sent to 7 potential ERP members. Of the 7, 3 accepted with in-person follow-up to be conducted with remaining 4 members. ERP members' contact information will be developed and forwarded to ERP members.

**b) Update on New Expert Resource Pool (ERP) nominees**

Background information provided on an Ethno-botanist from the University of Victoria, well known in Canada with numerous awards including Order of British Columbia, Academic of the Year, has written 15 books and over 40 peer reviewed articles, and who has worked with First Nation communities. SC agreed unanimously to invite above noted as ERP member, with follow-up by UNBC TEK Leader. Another ERP candidate from the University of British Columbia is currently working with the PRA's and update not available but will be sent by e-mail to SC. Another potential ERP member is working with Simon Fraser University in Kamloops and has language and cultural curriculum development experience. SC agreed unanimously to invite above noted as ERP member, with follow-up by TI'azt'en TEK or Education Leader. ERP nominations to become a standing item on all future agendas.

**Introductions:** Round table introductions as the Production Research Assistants (PRA's) and TI'azt'en Education RA arrived. Copy of agenda presented. Also, TI'azten Research Field Crew invited to participate in the afternoon activities.

**5. Update on Partner Invitations**

Letter of invitation was drafted for two potential CURA partners, with clarification needed from SC if new partners are SC members (with voting privileges) or Associate Partners (without voting privileges). Considering time constraints of new partners, SC agreed to invite as Associate Partners. New partners will have voting rights only if they are replacing a current SC member. Letters of invitation to be finalized with Senior Co-ordinator.

**6. Update on Logo Contest Guidelines**

Draft logo contest guidelines completed. Contest to be advertised in September and selection made in October by SC members. Donations for prizes to be finalized.

**7. CURA Budget and UNBC Account Coding**

Budget given to SC and discussion on TEK and Education RA's allocated funding for wages and benefits. Need to draw up contracts between TI'azt'en and UNBC and to submit invoices. TEK Stream will involve staff from TI'azt'en Health in Medicinal Plant Research, and be included in future invoices. General discussion to have separate contracts between TEK/UNBC and Education/UNBC. UNBC Account Coding provided to SC and discussion that TI'azt'en and UNBC must understand coding systems for billing purposes. Stream specific expenses should be consistently billed to designated program code. General account is used mainly for administration and coordination work (e.g., newsletter, update, meeting costs, and travel).

**11. Extension and Budget Tracking**

Reminder to SC to provide Extension updates for SSHRC reporting purposes. Sample budget tracking template provided might be useful and is adaptable to other Streams. Suggestion to purchase supplies in bulk to reduce costs. Each Stream is to make a list of supplies needed, and if appropriate, to purchase them together and charge to correct program code. TEK Stream has to purchase herbarium material for the Medicinal Plant research, and wanted to cut costs. SC to inform others when making large supply purchases to take advantage of bulk buying power. In-Kind funding is recorded and SC must keep it updated. Emphasis on each Stream tracking their budget, as accounting errors can be difficult. SC to submit receipts to UNBC Junior Co-ordinator once a year in December for archiving purposes. Senior Coordinator will meet with UNBC Finance to request financial statements for each stream to review and reconcile every 2 months. Each stream to submit a budget update at each future SC meeting for monitoring and reporting purposes. Clarification on TEK budget breakdown provided to SC members (general discussion).

**12. Hiring and Supervision of RA's**

SC members, at the last meeting, agreed that a performance review process needs to be conducted for all RA's. Performance review will provide feedback to RA's and supervisors. Potential template will be forwarded to SC members. Co-Investigator will develop a Performance Review process for Coordinators, which will be conducted in December 2004.

**General Discussion:** A list of TI'azt'en Nation Elders and Professionals, and their areas of expertise needs to be developed for SC to reference. A list exists at TI'azt'en Treaty that will be forwarded to SC for review.

**13. Honoraria VS Gifts**

The SC policy regarding payment of honoraria and providing gifts needs to be clarified and formalised in writing. As well, a general guidelines for how to involve TI'azt'en Elders and Pro's needs to be generated. TI'azt'en Treaty follows a protocol for contacting Elders and involving them in research. This could be used as a resource to develop similar CURA policy. TI'azt'en TEK researchers

received some research training and this was useful when they approached Elders. Most TI'azt'enne are willing to share their TEK, but researchers must be willing to follow their wishes on how information is recorded and used; for instance, one Elder insisted there be no camera or recording devices and implementation of a protocol to ensure protection of her information. There are Keyoh Holders who will allow only certain people in their territory, still others have private areas or special places people don't go, especially women during menstruation. Suggest workshop to identify information sharing concerns. There should be clear understanding of how the information will be used. Trust is important for TI'azt'enne to share their knowledge and know that their information will be used in a respectful way.

**14. Information Sharing**

This is a huge discussion item and a working session needs to be scheduled. CURA MOU was brought to Chief and Council and they are in agreement that all Experts/ Pro's should be from TI'azt'en Nation, but that Expert Resource Pool members can be from outside the community. TEK Stream leader and Co-Investigator agree to initiate organization.

**8. Update on Safety Protocol and Procedures**

Preliminary work was done by IP Stream RA's with further development and research required to get policy into draft form.

**9. Website**

Reminder to SC members with outstanding bios' and pictures for the website and a link will be made to the TI'azt'en Learning Circle website.

**10. CURA Mailing List**

Education and TEK Streams must forward contact information for those who should receive CURA extension materials. The deadline to submit individuals or organizations is August 23, 2004.

**15. Progress Reports**

**Improved Partnerships (IP)**

Through various funding sources, IP employed 4 summer students. TI'azt'en RA's are transcribing, editing, doing tape summaries and assisting in CURA administration. UNBC RA has been doing data analysis and coding of transcripts. Students also participated in Survey Training and Development at UNBC. Still 3-4 interviews to conduct and have been doing inter-rater reliability testing. Extensions include Guest Lecturer in a Geography class, a poster session at 'Managing for Tomorrow', two journal articles submitted to *Progress in Planning* and *The Forestry Chronicle*. Two articles to be submitted this fall - on comparison of local, national, and international C&I and on our research methods. IP will meet with JPRF Board of Directors to share research findings. Also presenting a module at UNBC Natural Resource Management Field Camp. Students will use critical local values identified in our research to complete a

major case study assignment. This curriculum will contribute to undergrad studies at UNBC. Students got the opportunity to share their experiences working in the IP Stream.

### **Education**

Delivered an Archival and Interview Training session to the PRA group, which was more TEK oriented. Education employed 2 students, UNBC RA has been summarizing academic literature related to aboriginal education and looking at the school systems in Canada and BC. Information will be in a synopsis and information on school systems will be compiled using End Note. TI'azt'en RA has been summarizing TEK information, researching medicinal plants, fixing archival storage, and doing artwork on plants. Extension work included Wild BC Conference, an environmental education workshop. The PRA's have done numerous presentations in the community on their project and include some info on the CURA Project.

### **Traditional Ecological Knowledge**

Completed Place Names research and reviewed reports. Medicinal plant annotated bibliography requires an index, to be complete by September. TEK is hiring a grad student to start 2005. TEK needs to coordinate trail research with the Eco-Tourism Stream.

#### **16. Submission of CURA newsletter contribution**

Only the IP Stream has submitted the 2-page report for the September newsletter. Other Streams were requested to forward reports by the end of next week.

#### **17. Submission of Financial Receipts**

Discussed under Item 11) Extension and Budget Tracking.

#### **18. Distribution of CURA SC Contact List**

SC Contact List provided to SC members to review and edit as necessary.

#### **19. Upcoming meeting and extension schedule**

Next meeting is October 15, 2004, 10 AM at UNBC. SC reminded of community update contribution for November and report on extension activities undertaken by each stream for SSHRC reporting purposes.

#### **20. Adjournment**

Motion 08/16/04-03  
To adjourn CURA Annual  
Motion Carried

**Afternoon Group Activity:** Hike to Pit Houses and viewing of CMT's.