

**TI'azt'en Nation-UNBC CURA**  
***Partnering for Sustainable Resource Management***  
**Summary of Steering Committee Meeting Minutes**  
**June 28, 2004**  
**10am - 4pm**  
**UNBC**

**Present:**

Principal Investigator (Chair)  
Co-Investigator, Improved Partnerships Stream Leader  
UNBC Senior Coordinator, Improved Partnerships Stream Leader (Secondary Recorder)  
UNBC Coordinator II (Primary Recorder)  
TI'azt'en Coordinator, Improved Partnerships Stream Leader (Secondary Recorder)  
TI'azt'en Education Stream Leader  
UNBC Education Stream Leader  
UNBC TEK Stream Leader  
TI'azt'en Member-At-Large  
TI'azt'en Member-At-Large (invited SC member)  
Research Assistant, (Ed) TI'azt'en Nation  
Research Assistant, (IP) TI'azt'en Nation  
Research Assistant, (Ed) UNBC

**Absent:**

TI'azt'en TEK Stream Leader

- 1) Introductions
- 2) Distribution of Documents
- 3) Adoption of Agenda - correction to add a person to Expert Resource Pool nomination list
- 4) Adoption of April 27<sup>th</sup> meeting minutes

**Old Business:**

5) Final Adoption of Memorandum of Understanding (MOU)

Final version to be circulated by email (draft distributed at meeting). TI'azt'en Member-at-Large to be added. MOU Documents include Guiding Principles, Conflict Management Guidelines, Governance Structure and Rules, Hiring Practices Policy, Research Protocol (for new CURA students/research assistants to sign). All SC members accepted all of the above documents. The MOU will be signed off by all SC members by the next SC meeting.

6) Expert Resource Pool Nominations

Review of ERP to date: Social scientists, a community leader, a JPRF employee, outside expertise in ethnobotany and education. Review of purpose of the ERP: members are intended to act only as advisors, and participation in meetings is not required, except in the case of Conflict Resolution. Review of suggestions to date, nominees were described. The SC agreed to invite six people to participate in the ERP.

Call for new nominations. Potential nominees discussed. Gaps identified in ecotourism and education (public system/government). Confirmation that there is no conflict of interest issue with SC members nominating their relatives for the ERP. Recognition of TI'azt'en standards of expertise (e.g., language skills). Concern expressed about conflict between ERP members.

However, ERP members do not necessarily have to meet. SC can establish a sub-group of the ERP if needed to resolve SC conflicts.

**7) Adoption of New 'Partners'**

Partners are researchers that are quite involved in research streams (i.e. on a weekly basis). The only existing CURA Partner will be supervising a PhD student later on in the project in the TEK stream. Discussion about the time commitment of Partners. Partners will contribute a significant portion of time to the project, but time commitment is not strictly defined.

Review suggestions to date: Education stream - UNBC and TI'azt'en individuals. Discussion about merits of both potential Partners. Discussion about adopting new Ecotourism Stream Leaders, SC will decide later. SC agrees that we should focus on currently active streams.

Invitation of Partners is discussed. Senior UNBC coordinator will write a formal letter, followed by an informal verbal invitation by an appropriate SC member.

**8) Logo Contest**

Coordinators expressed interest in initiating a logo contest, as it will engage youth, bring the two communities together, and personalize the CURA project. Other CURAs had logos that were simple, but expressed the intent of the project well. Contest would serve to advertise the CURA project, and raise awareness and visibility within TI'azt'en Nation and UNBC. This could increase people's buy-in to the process and results.

Principal investigator agreed to the contest if prizes were fundraised or donated. Parameters of logo discussed. TI'azt'en coordinator to draft guidelines for the contest, which can be reviewed and finalized at the August meeting. The contest will be held in September/October and the SC can judge entries at the meeting in October.

**9) Reporting of Research Streams to Steering Committee**

For upcoming meeting, Stream Leaders will prepare written progress reports for the SC committee, and also review activities verbally. The written documents will be useful in the writing of reports (i.e. to chief and council) and tracking of project activities.

Reminder of Extension Tracker and Funding Tracker. Stream Leaders should submit information regularly to Coordinators regarding extension activities (i.e. training, conferences, publications), and additional funding that has been raised (i.e., research or employment grants, in-kind support).

Clarification that Stream Leaders are responsible for tracking their own spending. Stream Leaders must also submit copies of receipts to UNBC coordinator II to archive.

**10) Education Stream & TEK Stream TI'azt'en Research Assistants**

TI'azt'en Education stream leader has been unavailable but a teacher has been overseeing the PRA group in her absence. All PRAs are involved in CURA, in a sense, but none have been designated to CURA. Specific CURA research pertains to reviewing tapes and looking for relevant information.

**11) Information Sharing**

Investigators indicate that this was more about confidentiality issues and the use of confidential information. Suggestion to wait for full attendance of SC (TI'azt'en TEK stream leader absent).

## New Business

### 12) Scheduling Meeting Date

In order to avoid issues of scheduling that this meeting created, the following dates have been suggested for future CURA meetings. August 16<sup>th</sup> for the CURA Annual at Cinnabar Resort, October 15<sup>th</sup> at UNBC and December 10<sup>th</sup> at Tache. These dates were agreed upon by SC members in attendance and will be forwarded to all SC members for confirmation. It is assumed that meeting start time is 10 AM unless more time is needed.

### 13) Website

UNBC Coordinator II informed SC of the web site and would like input from SC members to complete. Some bio's still needed. Suggested that a sub-structure be created, such as a link to each stream from main menu so extension and program information can be included. As well a link to other organization or websites to make it more accessible. TI'azt'en Education stream leader has website development training organized and can include CURA folks. UNBC Coordinator II is also willing to train others who are interested in Dreamweaver.

### 14) Newsletter Contributions

Trying to determine the most useful, effective way to incorporate the contributions of all SC members. Suggested that stream leaders write articles; each stream will provide two pages for the newsletter (one page reporting on research stream activities and accomplishments and one page prepared by students working on each stream). 8 page newsletter is done twice a year with the first one coming out in September. Deadline for submissions is August 16<sup>th</sup> (next CURA meeting). Major newsletters are scheduled for September and March and updates in December and June. As well we should include articles from TI'azt'en leaders and TI'azt'en Nation Members-at-Large. Also recommended that the introduction/welcome be presented in both English and Dakelh. Request that the newsletter and update be delivered to TI'azt'en Nation offices. Request that all SC and ERP members be added to the e-mail distribution list. PI reiterated the request for everyone to submit articles on time.

Previous community update was delivered door-to-door in Tache. As well, a notice was posted in the NRES newsletter and the update was circulated to relevant UNBC faculty and staff via e-mail. Stream Leaders should provide contact information for people they want added to the mailing list.

### 15) Communication & Contact Information

Coordinators clarified that email was a good way to communicate with everyone. New email addresses provided for some SC members.

### 16) Progress Reports (moved from later in agenda)

*IP Stream* - TI'azt'en post-secondary student was hired as a summer RA in IP stream. Student activities included transcribing, summarizing tapes, researching web literature, and assisting in survey development and delivery. Previous UNBC research assistant is retained part time working in IP stream (funded by NARDA, NLUI) to continue interview coding (and is continuing part time as CURA coordinator). Will begin as a graduate student in September in the IP stream. IP's major research activity for the summer will be conducting surveys with participants in July and August. One journal article is completed, and another in preparation.

*TEK Stream* - Research assistant has completed an annotated bibliography on medicinal and nutritional plants of Interior BC (she has built a library using EndNote). A workshop was held in Tache on May 31<sup>st</sup> for the PRAs on collecting and drying plants for herbariums, and has

assembled workshop materials in a book. Will be recruiting a graduate student to start in January. TEK and education have been working together to identify what resources exist, and what work is needed. Grad student wrapping up interviews in Tache, finishing by Wednesday, and then moving to Inuvik. Is looking at how to take TI'azt'en place names and use them for environmental education.

*Education Stream* - For the education stream, TI'azt'en and UNBC students were hired. TI'azt'en student's time is split between TEK and education - has been working in the community on TEK information, extracting information from oral history and working with PRA group, making drawings for plants for the PRA web site, and developing skills in excel and computers. UNBC student has been reviewing literature, as is speaking with School District 57 staff and others for resources. Interaction with the school district will probably increase in spring. UNBC archivist has agreed to become involved with background work for TEK and Education. UNBC student has been speaking with Aboriginal Education SD 57, and Aboriginal Education Liaison Trustee. Provided a report, *Sharing our Success*, a case study on various schools and how they went about at improving the success of Aboriginal students. Will be forwarded to SC members. [Note: Report is no longer available electronically - please see Chris Jackson to view hardcopy]

PI would like to develop a standardized advertisement for CURA graduate students. If one is created by the TEK or Education stream it should be shared with the group. Graduate student opportunities should be advertised widely, including locally, regionally, and nationally. Stream leaders should speak to PI about recruitment strategy.

PI says welcome to three students, recommends a feedback process for students.

CURA office at UNBC is in the process of being established.

#### 17) JPRF Office Relocation

JPRF Office has moved to the old Aurora Restaurant at 670 Stuart Drive, Fort St. James. There will still be an office in Tache equipped with a computer. CURA research assistants will be able to work there. TI'azt'en coordinator will be splitting time between both locations. Email will change.

Discussion that TI'azt'en coordinator should have a presence in Tache, as role is to be a community representative. There had been a discussion about this issue with Chief and Council, who feel it is important that this is seen as a community project.

Benefits of the move include the possibility of selling First Nations crafts and gifts, as well as making research products available to the public and increasing the visibility of JPRF and CURA. Will also provide accommodation for researchers (bedroom, shower, kitchen).

#### 18) PI's Departure

PI informed the SC that she will be on sabbatical, returning in late December, and UNBC senior coordinator and Co-Investigator will be responsible for her duties in her absence.

**Break for Lunch** -Cake to celebrate TI'azt'en student's birthday, goodbye/good luck gift of moccasins for PI, and UNBC Resource Recreation and Tourism Professor joins the SC for lunch.

#### 19) Budget

Co-investigator will send off the updated version to everyone by e-mail - currently not available.

Stream leaders need to track their expenditures. Concern was raised about monitoring spending. PI offered to speak with UNBC accountant to prepare codes for tracking research streams separately.

**20) Safety Issues**

The general issue is that we need to provide a safe working environment for everyone working on the CURA project (e.g., coordinators, researchers, and research assistants).

*IN CAMERA SESSION* - SC will develop safety procedures, review existing procedures from TI'azt'en and UNBC

**21) Hiring and Supervision of Research Assistants (*in camera*)**

*IN CAMERA SESSION* - SC will develop a formal evaluation process for CURA employees.

**22) Honoraria versus Gifts; Remuneration Rates**

We need to determine as a group what is appropriate to offer research participants. Discussion of previous experiences. Concern about selection process for research participants. Community should choose which Elders to involve. TI'azt'enne Elders should be primary source of information. This issue is very important to SC, especially TI'azt'en members. It was agreed that this issue should not be discussed further until all SC members are in attendance.

Suggestion that TI'azt'en SC members create list about which Elders should be involved in traditional knowledge research. CURA stream leaders/researchers must seek TI'azt'en coordinator's advice regarding the identification of TI'azt'en experts/pro's.

It was decided that honoraria will be provided to TI'azt'enne with special knowledge and skills. Rates discussed. Community members asked to provide general information, opinions, perspectives, or values (e.g., in a survey, interview, field trip, or focus group) do not require an honoraria and may be provided with an appropriate gift.

**23) Coordinating Research Funding Applications**

Reminder to SC to please inform other members when submitting a proposal so that other streams do not duplicate submissions.

**24) Training** - SC should be notified of training opportunities in order to share resources.

**25) Minutes** - April 27 minutes will be condensed for posting to the web site.

**26) Next meeting** - Next meeting will be at Cinnabar Resort on August 16<sup>th</sup>.

**27) Adjournment**