

## AGENDA

### Business Meeting - Wednesday, December 10, 2015

**Location:**

Provincial Tree Seed Center  
[18793 - 32nd Ave. Surrey, BC](#) (Also SEE MAP FILE SENT AS SEPERATE ATTACHMENT)  
 Phone: (604) 541-1683  
*(Jack's cell 250-715-6285)*

Time	Length (min.)	#	Item	Presenter
8:30	10	1	Review agenda	
8:40	10	2	Minutes, old business and action items from September 25, 2015	Jack
8:50	30	3	FGC membership renewal process	Brian
9:20	50	4	Interior seed supply and demand analysis	Jack
10:10	20		Break	
10:30	5	5	Breeding program succession (standing item)	Brian
10:35	5	6	Climate-based seed transfer project update (standing item)	Brian
10:40	5	7	Pest Management TAC chair nomination	Stephen
10:45	30	8	Succession planning - SelectSeed CEO / FGC Program Manager	Brian
11:15	20	9	TACs and Business Planning for 2016 / 17: OTIP and External-to-Gov't Contracting Requirements	Brian / Darrell Wood
11:35	25	10	FGC budget planning and directions to TACs for 2016 /17	Brian/Jack
12:00	45		LUNCH - to be provided	
12:45	90	11	Tree Seed Center Tour	Heather Rooke & Dave Kolotelo (TSC)
2:15	120	12	<b>LEAN</b> review of FGC/TAC committees and business planning	Darrell & Melanie Iwanow, Mgr, Lean Corp. Projects & Initiatives (via phone)
4:15	10	13	New Business/Updates	
4:25	5	14	Next meeting (March) – dates and location	
4:30			Adjourn	

## Item 2. Minutes, Old business and action items from Sept. 25, 2015

A resolution approving minutes from the September 25, 2015 meeting is needed. Minutes sent as a separate document.

### Action Items from September 25, 2015

Responsibility	Action	
Jack	Consolidate harvest forecast data for the Pli PG, Pli BV, Pli CP, and Sx PG low seed planning units and send it to Chris Stagg and Jeff Mycock for review	Done
Chris Stagg, Jeff Mycock, Neil Spendiff	Review harvest forecast data in the seed supply/demand analysis conducted by VSOC companies in 2012/13 and respond to Jack regarding any changes by November 15, 2015.	Done
Jack	Put the issue of Licensee excessive Class B seed inventories on the December 2015 FGC meeting agenda	Deferred pending Silviculture committee report
Annette	Provide a statement of the steps followed by CTAC when preparing annual budget recommendations.	Done; sent as a separate document
Jack	Inform the BCSOMA representative that their request for financial support for the June 2016 meeting will be considered by Council during their March 2016 budget discussion	Done
Brian	Discuss with Provincial Chief Forester Diane Nicholls whether there should be an ENGO representative on Council.	Done
Brian, Jack	Initiate the process for FGC membership updates with the various constituency groups, as set out in FGC Bylaws.	Underway
Jack	Poll FGC members to consider how much support there is for a meeting to be held at the Provincial Tree Seed Center in the 2nd week of September vs. a conference call, and to set a date for the preferred meeting type	Done

## 3. FGC membership renewal process

Brian will lead discussion on this item.

FGC Bylaws were forwarded as a separate document. Some updates to Bylaws may be warranted.

## 4. Interior seed supply and demand analysis

A report was sent as a separate document. Results from this analysis will be presented for discussion and decision on next steps.

## 5. Breeding program succession update

Update to be provided

## 6. Climate-based seed transfer project update

Update to be provided

## 7. Pest Management TAC Chair nomination

Stephen Joyce is currently chair of the PMTAC. He wishes to step down and has nominated Tia Wagner (VSOC) and Ward Strong (FLNRO) as joint PMTAC chairs. Both Tia and Ward have agreed to this role.

FGC Bylaws require that Council formally elect TAC chairs.

**Suggested resolution:** Whereas Stephen Joyce wishes to resign as Pest Management TAC chair, his resignation is accepted and Tia Wagner and Ward Strong are hereby appointed as joint Chairs of the Pest Management TAC.

## 8. Succession planning - SelectSeed CEO / FGC Program Manager

The SelectSeed Board of Directors Succession Committee (Henry Benskin and Reid Carter) is developing a profile of job functions and options. Brian Barber was briefed by the Succession Committee to ensure alignment with FGC needs. Brian will provide an update on this process and seek FGC input.

The SelectSeed Board envisions the following steps. Communications with the FGC will take place throughout this process:

- Develop a comprehensive job profile and options that meet SelectSeed management and technical needs and FGC program management needs
- Work through company internal needs to explore options.
- Formally discuss options with the FGC to ensure FGC needs are met
- Develop a job description
- Recruitment
- Develop an employment contract

## 9. TACs and Business Planning for 2016/17: OTIP and External-to-Government contracting requirements

Ministry administrative requirements limit options for contracting and grants to non-Government groups to fund FGC-approved projects. To meet these requirements and to continue to support projects recommended by TACs, Tree Improvement Branch staff are working to develop a broadly applicable call-for-proposals process. Progress will be discussed.

The FGC business planning cycle requires that Technical Advisory Committees develop project and budget recommendations for the annual March FGC budget meeting. Work is underway as follows:

Genetic Conservation TAC - Fall meeting with project reporting and planning. Plan update underway.

CTAC and ITAC - Developed OTIP eligibility criteria; winter meeting planning underway.

Pest Management TAC - discussions and report prep. underway by project leads; no meeting scheduled at this time

Decision Support TAC - no meeting scheduled at this time

Seed Transfer TAC - Business planning underway for FLNRO projects (5-year plan update).

Applied Biotechnology - JW has been approached by people with interest in projects and has advised on the pending new call-for-proposal process. JW will direct project proposals to appropriate groups and work within the expectations of the new call-for-proposals process.

A summary of the CTAC business planning process was prepared by Annette and sent as a separate document.

## **10. FGC budget planning and directions to TACs for 2016/17**

With a new 5-year Strategic Plan now in place, any FGC directives to Technical Advisory Committees for priorities will be discussed.

## **11. Provincial Tree Seed Center tour**

Heather Rooke, TSC Manager, and Dave Kolotelo, Cone and Seed Improvement Officer, will provide a tour of the TSC.

## **12. LEAN review of FGC/TAC committees and business planning**

The lean process is described [here](#). The purpose of this exercise is to streamline FGC organization and business planning processes. Council will be introduced to this process and led through a review of the FGC structure and business planning process by Melanie Iwanow, Manager, LEAN Corp., with support from Darrell Wood.