

Foothills Growth and Yield Association

(FRIAA Project FOOMOD-01-01)

Annual Report

April 1, 2003 – March 31, 2004

Prepared by:

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May 3, 2004

Table of Contents

1. Introduction and Background	3
2. Income and Expenditures.....	3
3. Activities.....	5
4. Achievements and Shortfalls	6
4.1. Project Implementation	6
4.2. Personnel Assignments	6
4.3. Education of Members and Dissemination of Information	7
4.4. Work Planning and Budgeting	7
Appendix 1. Detailed Expenditure Report for 2003-04.....	9
Appendix 2. Quarterly Progress Reports.....	11
Appendix 3. Minutes of Steering Committee Annual Meeting	16
Table 1. Total Income and Expenditures of Foothills Growth and Yield Association –Project FOOMOD-01-02	4
Table 2. Income and Expenditures for 2003-04	5
Table 3. Project Implementation Progress.....	6

1. Introduction and Background

The Foothills Growth and Yield Association (FGYA) was formed in 2000 to improve the assessment of lodgepole pine growth and yield in managed stands, as a basis for enhancing the sustained yield and management of Alberta's lodgepole pine forests. Nine companies participate as voting members. The Land and Forest Division (LFD) of Alberta Sustainable Resource Development (ASRD), and the Foothills Model Forest (FtMF) are non-voting members, with the FtMF acting as the coordinating agency.

The Foothills Model Forest, acting as applicant on behalf of the 9 sponsoring members, submitted a proposal to the Forest Resource Improvement Association of Alberta (FRIAA) in July 2000. A contract was issued (FOOMOD-01-01 – *Foothills Growth and Yield Association*) on July 25, 2000, facilitating use of FRIP (Forest Resource Improvement Program) funds to cover membership costs and specified project activities. The original proposal and contract had an initial term of 2 years, and were amended in September 2001, extending the term to 5 years (April 1, 2000 to March 31, 2005).

Activities approved for support under Project FOOMOD-01-01 were:

- Sub-project 1: Development and management of the Association, including project planning, management, field co-ordination, analysis and reporting.
- Sub-project 2: Lodgepole pine regeneration trial. The sponsoring partners undertake scheduled fieldwork, and under the terms of the Project acceptance may be reimbursed with FRIP funds subject to approval of individual supplementary applications to FRIAA.

As of March 31, 2004, the FGYA received FRIAA approvals for funding of two additional projects: FOOMOD-01-02 (*Measurement and Maintenance of Historic Research Trials*), and OF-02-16 (*Enhanced Management of Lodgepole Pine*). These are reported separately.¹

The Association's Steering Committee approved a 5-year business plan in 2002. The plan identified 6 projects to be undertaken during the period April 1, 2002 – March 31, 2007. An annual work plan was prepared for the period April 1, 2003 – March 31, 2004, and was approved by the Steering Committee and the FtMF Board of Directors. These two documents were the basis for the 2003-04 work program reported below.

2. Income and Expenditures

Table 1 summarizes direct income and expenditures of the FGYA Project FOOMOD-01-01 from its inception in 2000 to March 31, 2004. Total payments received are summarized by source, and total expenditures are indicated by quarter and fiscal year.

¹ Project FOOMOD-01-02: *Annual Report (2003) and Amended Work Plan*. Foothills Model Forest, March 2004.

Project OF-02-16: *Annual Work Plan 2004-05*. Foothills Model Forest, March 18, 2004.

Table 1. Total Income and Expenditures of Foothills Growth and Yield Association – Project FOOMOD-01-02

PAYMENTS RECEIVED TO-DATE		EXPENDITURES	
\$	393,407.00	FRIAA	<i>QUARTERLY TOTALS</i>
	10,000.00	ASRD grant	2000/2001
	116,593.00	Non-FRIAA	<i>First Quarter</i>
	1,013.60	Reimbursements	<i>Second Quarter</i>
	216,105.75	FtMF Contract	<i>Third Quarter</i>
	<u>737,119.35</u>		<i>Fourth Quarter</i>
			<u>30,464.76</u>
			Mar 2001 TOTAL
			<u>90,143.57</u>
			2001/2002
			<i>First Quarter</i>
			<i>Second Quarter</i>
			<i>Third Quarter</i>
			<i>Fourth Quarter</i>
			<u>60,285.34</u>
			Mar 2002 TOTAL
			<u>142,553.94</u>
			2002/2003
			<i>First Quarter</i>
			<i>Second Quarter</i>
			<i>Third Quarter</i>
			<i>Fourth Quarter</i>
			<u>48,828.87</u>
			Mar 2003 TOTAL
			<u>228,492.96</u>
			2003/2004
			<i>First Quarter</i>
			<i>Second Quarter</i>
			<i>Third Quarter</i>
			<i>Fourth Quarter</i>
			<u>49,531.12</u>
			Mar 2004 TOTAL
			<u>155,858.18</u>

Table 2 shows budgeted and actual income and expenditures for the 2003-04 fiscal year (April 1, 2003 – March 31, 2004). The total budgeted income and expenditures are those in the Business Plan, and in the approved Annual Work Plan for 2003-04.

The actual balance forward from 2002 (\$140,929) consisted of \$96,508 (as reported March 31, 2003), plus \$44,421 in deferred payments that were not made until after the 2002 fiscal year end. The forward and ending balances include a \$10,000 grant from ASRD, unspent in 2003.

Consistent with the Business Plan and payments in previous years, 1 sponsoring member (Blue Ridge Lumber) elected to pay its membership fee directly from non-FRIP sources, 1 member (ANC Timber) paid directly but utilized FRIP monies, and the 7 remaining members requested transfer of FRIP funds to the FtMF by FRIAA.

Details of expenditures made during the fiscal year are included in Appendix 1.

Table 2. Income and Expenditures for 2003-04

Income / Expenditure	Budget	Actual
Income		
Balance from 2002	132,538	140,929
Membership fees - FRIP (FRIAA contract)	105,000	105,000
Membership fees - FRIP (member direct)	15,000	15,000
Membership fees - non-FRIP	15,000	15,000
Total income	267,538	275,929
Expenditures		
Director (contract including GST + expenses)	84,620	87,725
Field coordinator (contract including GST)	53,500	54,436
Other contract services	5,000	-
Travel & field expenses (field coordinator)	6,280	5,585
Meetings and tours	7,300	6,898
Contingency and miscellaneous	7,415	726
Other GST	1,380	488
Total expenses	165,495	155,858
Ending Balance	102,043	120,071

3. Activities

The main tasks undertaken by the Association and cooperating agencies during the year were:

1. Program development and management: technical direction, field coordination, project development, progress reporting, field tour, technical and annual general meetings.
2. Regenerated lodgepole pine project and field trial (RLP): planning, field measurements, competition assessment, experimental treatments, fill-in planting, data management and analysis, database development, reporting.
3. Comparison of pre-harvest and post-harvest site index (SIC): analyses, interpretation of results, finalization of technical report, submission of abstract for scientific paper.
4. Co-operative management of historic research trials (HRT - collaborative project with CFS and ASRD): planning, reporting, field coordination and contract administration, data verification and compilation.
5. Development of regional yield estimators (RYE - collaborative project with ASRD): analysis, review of preliminary results.
6. New nutrition and density management trials (NDM - proposal refinement and re-submission, detailed work planning).

Activities of the Director and Field Coordinator are itemized in the appended quarterly activity reports (see Appendix 2).

4. Achievements and Shortfalls

4.1. Project Implementation

Table 3 summarizes achievements and shortfalls for each of the 6 projects contained in the FGYA Business Plan, relative to deliverables scheduled for the year.

Table 3. Project Implementation Progress

Project	Deliverable	Achievements and Shortfalls
1. Association development and management	Forums	See Section 4.3.
	Progress reports	4 quarterly reports (see Appendix 1).
	Quick-notes	3 produced (see Section 4.3).
2. Lodgepole pine regeneration (field trial)	Treatments	Scheduled treatments (brushing and fill-in) completed.
	Measurements	Measurements incomplete on 12 installations, re-scheduled for Spring 2004. Measurement and data loading complete for remainder of installations.
	Establishment report	Distributed April 2003.
3. Pre- and post-harvest stand development	Technical report / scientific paper	Technical report reviewed, augmented, amended and completed. Abstract submitted to SAF/CIF, and accepted for presentation to convention <i>One Forest under Two Flags</i> October 2004.
4. Cooperative management of historic research trials	Measured and maintained field installations	Work completed for 3 trials as scheduled (Mackay, Teepee Pole, and Swan Lake).
	Registration and communications system	Installations added to ASRD land reservation website. Interpretive signage developed for 6 locations (Mackay, Swan Lake, Teepee Pole, and Gregg low, medium and high sites).
	Synthesis	Not completed. Preliminary summary of results presented to FGYA annual meeting, March 11, 2004.
5. Regional yield estimators	Models	Preliminary models developed.
	Technical report	Progress report and interim results presented to FGYA annual meeting, March 11, 2004.
6. New nutrition and density management trials	Project proposal	Re-submitted October 2003, and approved December 2003.
	Establishment	Scheduled for start-up April 1, 2004.
	Technical reports	Proposal and annual work plan (2004-05) completed.

4.2. Personnel Assignments

Rand McPherson was re-assigned to the position of Field Coordinator for the contract term of April 1, 2003 – March 31, 2004. Dick Dempster was re-assigned to the position of Director for the same period. The Steering Committee on February 27, 2003, approved renewal of both positions for the 2004-05 fiscal year. The Director's contract was extended to 2 years, to be reviewed annually with extensions.

The FtMF provided additional support by assignment of staff to Association tasks, including:

- Data base development and management (GIS Coordinator);
- Contract administration and financial accounting and reporting;

- Internet web site upgrade and operation.

The following personnel were named for the core technical team for implementation of Project 6 (*Enhanced Management of Lodgepole Pine*):

- Dick Dempster (project management and analysis)
- Rand McPherson (field coordination);
- Christian Weik (data management services);
- Murray Hubscher (technical advisor).

4.3. Education of Members and Dissemination of Information

The following formal meetings were held by the Association:

- Pre-season technical committee meeting (April 23, 2003, hosted by Sundance Forest Industries, Edson);
- Field tour and meeting: *Productivity of Lodgepole Pine in Stands Regenerated after Harvesting*, (August 20 -21, Weldwood forest management area and Hinton Training Centre);
- Follow-up technical committee meeting (December 4, 2003, hosted by ASRD, Edmonton)
- Annual meeting (March 10 – 11, 2004).

Field visits, contractor audits, informal meetings, and other information exchanges also took place. The Director made 2 presentations describing the Association's program: FtMF public presentation, Hinton, June 18, 2003; FtMF Board and AFRI, Hinton, October 16, 2003.

The Association's website² was enhanced. During the year the following new documents were distributed to members and made available for downloading from the website:

- *Comparison of Pre-harvest and Post-harvest Site Indices – Technical Report*, February, 2004;
- *Quicknote # 4 – Enhanced Management of Lodgepole Pine*, January 2004;
- *Quicknote # 3 – Post-harvest Stand Development*, December 2003;
- *Enhanced Management of Lodgepole Pine* (approved FRIAA proposal), October 2003;
- *Lodgepole Pine Regeneration Project Field Manual*, Version 2.1, July 2003;
- *Quicknote # 2 – Highlights of 2002-3*, May 2003;
- *Annual Report, 2002-2003*;
- *Lodgepole Pine Regeneration Project Establishment Report*, April 2003.

4.4. Work Planning and Budgeting

A revision of the FGYA Business Plan was drafted effective February 2004, incorporating actual implementation and program changes that occurred since the Plan's inception in 2002. The FGYA Steering Committee approved the Plan on March 11, 2004, with clarifications and corrections.

The project proposal "*Enhanced Management of Lodgepole Pine*" was revised and re-submitted to FRIAA, with endorsements from all FGYA member agencies. It was selected for funding under FRIAA's Open Funds Initiative, in the amount of \$442,800 over 5 years.

² www.fmf.ab.ca/pa_FGYA.html

An annual work plan for 2004-05 was prepared and submitted to the FtMF, February 2004, and accepted by the FtMF Board. It was reviewed by the FGYA Technical Committee, and presented to the FGYA Steering Committee on March 11, 2004, together with following supporting plans, reports and schedules:

- Project 1: *Director's Report – March 11, 2004;*
- Project 2: *RLP Project Work Schedule – 2004;*
- Project 4: *Measurement and Maintenance of Historic Research Trials – Annual Report (2003) and Amended Work Plan;*
- Project 6: *Enhanced Management of Lodgepole Pine (FRIAA Project # OF-02-16) – Annual Work Plan 2004-05.*

The annual work plan and budget were approved by the Steering Committee (see minutes of the meeting in Appendix 3).

Appendix 1. Detailed Expenditure Report for 2003-04

<u>Period</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>GST</u>	<u>Total</u>
Apr 30/03	McPherson Creek	Time and expenses	2,585.00	180.95	2,765.95
Apr 30/03	Dick Dempster Cons.	Time and expenses	8,882.75	597.19	9,479.94
May 31/03	McPherson Creek	Time and expenses	2,300.00	161.00	2,461.00
May 31/03	Dick Dempster Cons.	Time and expenses	6,737.50	471.63	7,209.13
Jun 30/03	McPherson Creek	Time and expenses	2,950.00	206.50	3,156.50
Jun 20/03	Prov. Treas. HTC	meeting lunches	49.00	3.43	52.43
Jun 30/03	Dick Dempster Cons.	Time and expenses	4,161.35	266.44	4,427.79
Jul 15/03	Ranchers	BBQ deposit	200.00		200.00
Jul 31/03	McPherson Creek	Time and expenses	6,592.50	461.48	7,053.98
Jul 31/03	Dick Dempster Cons.	Time and expenses	6,357.39	416.50	6,773.89
Aug 14/03	Canadian Tire	BBQ supplies	15.99	1.12	17.11
Aug 14/03	Walmart	BBQ supplies	77.40	1.69	79.09
Aug 20/03	Ranchers	BBQ	950.00	80.50	1,030.50
Aug 31/03	McPherson Creek	Time and expenses	7,663.00	536.41	8,199.41
Aug 31/03	Ikon Office Solutions	copying charges	39.76	1.23	40.99
Aug 31/03	Dick Dempster Cons.	Time and expenses	7,169.06	471.63	7,640.69
Aug 31/03	Dick Dempster Cons.	meeting expenses	281.92	18.14	300.06
Aug 21/03	Prov. Treas. HTC	accom/meals-BBQ	808.00	56.56	864.56
Aug 20/03	Dicken bus lines	tour	450.00	31.50	481.50
Aug 18/03	Ikon Office Solutions	color printing	194.58		194.58
Sept 25/03	Ikon office solutions	copying charges	10.77	0.33	11.10
Sept 30/03	McPherson Creek	Time and expenses	3,345.50	234.19	3,579.69
Sept 30/03	Dick Dempster Cons.	Time and expenses	5,075.00	355.25	5,430.25
Oct 31/03	Dick Dempster Cons.	Time and expenses	7,287.75	477.75	7,765.50
Oct 31/03	McPherson Creek	Time and expenses	4,843.00	339.01	5,182.01
Oct 31/03	Ikon Office Solutions	color printing	11.10	0.00	11.10
Nov 30/03	McPherson Creek	Time and expenses	2,300.00	161.00	2,461.00
Nov 30/03	Dick Dempster Cons.	Time and expenses	5,643.75	395.06	6,038.81
Dec 30/03	Ikon Office Solutions	copying charges	8.72	0.00	8.72
Dec 31/03	McPherson Creek	Time and expenses	4,832.50	338.28	5,170.78
Dec 31/03	Dick Dempster Cons.	Time and expenses	7,700.00	539.00	8,239.00
Jan 31/04	McPherson Creek	Time and expenses	4,450.00	311.50	4,761.50
Jan 31/04	Dick Dempster Cons.	Time and expenses	5,197.30	355.25	5,552.55
Feb 20/04	Ikon Office Solutions	copying charges	303.64	0.00	303.64
Feb 29/04	McPherson Creek	Time and expenses	3,875.00	271.25	4,146.25
Feb 2/04	Grand & Toy	disks	127.98	8.96	136.94
Feb 29/04	Dick Dempster Cons.	Time and expenses	8,908.44	606.38	9,514.82
Mar 24/04	Ikon Office Solutions	copying charges	29.30	0.00	29.30
Mar 31/04	McPherson Creek	Time and expenses	10,358.50	725.10	11,083.60
Mar 31/04	Dick Dempster Cons.	Time and expenses	9,021.50	630.88	9,652.38
Mar 2/04	Prov. Treas. HTC	meeting expenses	21.00	1.47	22.47
Mar 10/04	Dick Dempster Cons.	expenses	418.88	29.32	448.20
Mar 25/04	Crowne Plaza	Annual meeting	3,625.67	253.80	3,879.47
TOTALS			145,860.50	9,997.68	155,858.18

Appendix 2. Quarterly Progress Reports

**Foothills Growth and Yield Association – 2003-04
Quarterly Progress Report #1**

Reporting Period		April 1 – June 30, 2003	
Total reimbursable hours		210	(Director)
		124	(Field Coordinator)
Activities			
<ul style="list-style-type: none"> Project and work planning Technical committee, database strategy, and contractor meetings Data analysis, establishment reporting, and work scheduling for RLP Project Data analysis and technical reporting for SIC Project Field tour planning Meeting CFS re: FtMF climate effects project Program reporting and public presentation 			
Achievements by Project			
<ul style="list-style-type: none"> 1 Consolidated annual report, Quick-Note #2, public presentation Funding transfers authorized for annual fees 2 Establishment report completed and distributed; 2003 measurement schedule and procedures finalized (including revised field manual) 3 Draft technical report completed and distributed 4 Funding transfers authorized; FRIAA proposal submitted and approved; field contractor retained 			
Shortfalls			
Tasks for next quarter			
<ul style="list-style-type: none"> Further data analysis and reporting of Project 3 (SIC) Field tour and technical meeting Vegetation data analysis for RLP Project treatment prescription Coordination of Projects 2 (RLP) and 4 (HRT) field work, including audits 			

**Foothills Growth and Yield Association – 2003-04
Quarterly Progress Report #2**

Reporting Period		July 1 – September 30, 2003	
Total reimbursable hours		211	(Director)
		229	(Field Coordinator)
Activities			
<p>Field tour and technical meeting: <i>Productivity of Lodgepole Pine in Stands Regenerated after Harvesting</i>; associated analyses, document preparation, and logistical arrangements</p> <p>Field coordination of Projects 2 (RLP) and 4 (HRT)</p> <p>Vegetation data analysis and scheduling of brushing operations for Project 2</p>			
Achievements by Project			
1	FRIAA funding transfers to FtMF completed for FGYA program		
	Successful field tour and technical meeting (summary and publication in preparation)		
2	Scheduled fill-in planting operations complete		
	Brushing schedule finalized; herbicide operation and reporting in progress		
	Scheduled measurements and audits in progress		
3	Additional knowledge and expert interpretations acquired as a result of field tour and technical meeting, and peer review of draft report		
4	Fieldwork contract 80% complete as of September 11		
Shortfalls			
Project 3 (SIC) technical report requires additional analysis, editing and elaboration			
Interpretive signage not prepared for Project 4 (HRT)			
Tasks for next quarter			
Technical committee meeting to review follow-up to field tour			
Complete scheduled measurements, data loading, and reporting for Project 2 (RLP)			
Complete additional analyses and report for Project 3 (SIC)			
Prepare interpretive signage for CFS Gregg Burn Trial; complete CFS trial re-measurements (Project 4)			
Prepare and submit project proposal (<i>Enhanced Management of Lodgepole Pine</i>) for FRIAA open funds (Project 6)			

**Foothills Growth and Yield Association – 2003-04
Quarterly Progress Report # 3**

Reporting Period	October 1 – December 31, 2003	
Total reimbursable hours	230	(Director)
	180	(Field Coordinator)
Activities		
<ul style="list-style-type: none"> Proposal development for FRIAA Open Funds competition (Project 6) Presentation to FtMF Board and AFRI Coordination of Project 2 (RLP) data delivery and loading Verification, editing and submission of data, signage development for Project 4 (HRT) Field tour of BRL area (Director) Annual work planning and fieldwork scheduling for 2004 Abstract submission (CIF/SAF conference) Density analyses of paired plot data for (Project 3 –SIC) Technical committee meeting (Edmonton) Meetings with HRT and RYE project teams (Projects 4 and 5) Website updates and enhancements 		
Achievements by Project		
<ul style="list-style-type: none"> 1 Work plan developed for 2004 2 Confirmed completion of scheduled brushing operations and 90% of field measurements 3 Areas requiring further work prioritized by technical committee and reported by quicknote 4 Fieldwork completed and audited; data verified and submitted to CFS for analysis 5 ASRD team working on models and report for presentation on March 2004 6 Proposal submitted, selected and approved (under FRIAA open funds initiative) 		
Shortfalls		
<ul style="list-style-type: none"> Incomplete measurement of Weldwood RLP plots (re-scheduled for Spring 2004) Data loading incomplete for RLP Project Interpretive signage not completed for Project 4 (HRT) CFS unable to complete HRT Project analyses (reporting rescheduled for 2004) 		
Tasks for next quarter		
<ul style="list-style-type: none"> Revise and update business plan 2003 data loading, verification, competition and survival analysis for RLP Project Treatment and measurement scheduling for RLP Project Finalize SIC Project technical report Execute contract for HRT signage Request and obtain proposals for HRT 2004 fieldwork; draft FRIAA proposal Work planning for Project 6 (enhanced management of lodgepole pine) Annual general meeting 		

**Foothills Growth and Yield Association – 2003-04
Quarterly Progress Report # 4**

Reporting Period		January 1 – March 31, 2004	
Total reimbursable hours		260	(Director)
		282	(Field Coordinator)
Activities			
<p>Data loading, verification, database enhancement, and competition and survival analysis for Project 2 (RLP)</p> <p>Treatment and measurement scheduling for Project 2</p> <p>Finalization of Site Index Change analyses and technical report (Project 3)</p> <p>Request for proposals for Project 4 (HRT) 2004 fieldwork</p> <p>Preparation of report and amended work plan for Project 4 (HRT)</p> <p>Field support for CFS inspection of trials (Project 4)</p> <p>Work planning for Project 6 (NDM)</p> <p>Revision and update of business plan</p> <p>Preparations for and attendance of annual meeting</p>			
Achievements by Project			
<ol style="list-style-type: none"> 1 Annual meeting and program review; business and 2004 work plans approved 2 Data loading, verification reports, linked database, and 2004 work schedule developed and approved 3 Technical report finalized; abstract accepted for presentation to joint CIF/SAF meeting 4 Annual report and amended work plan approved; contractor selected for 2004 field work 5 Interim models and results presented by ASRD at annual meeting 6 Annual work plan approved by Steering Committee 			
Shortfalls			
HRT (Project 4) interpretive signage not completed			
Tasks for next quarter			
<p>Review feedback from annual meeting participants</p> <p>Publish Quicknote #5</p> <p>Update manual and protocols for RLP (Project 2); contractor training and orientation</p> <p>Submit abstract for poster presentation (CIF/SAF convention)</p> <p>Work on CIF/SAF paper</p> <p>Completion of 2003 HRT interpretive signage contract</p> <p>Identification, reconnaissance, and selection of candidate stands for NDM project</p>			

Appendix 3. Minutes of Steering Committee Annual Meeting

**Foothills Growth and Yield Association
Steering Committee Meeting**

**March 11, 2004
Crown Plaza-Chateau Lacombe
Edmonton**

MINUTES

Attendees

Daryl Price	Murray Summers	Jonathan Russell	Dick Dempster
John Huey	Hugh Lougheed	Bob Held	Greg Behuniak
Jill Ashley	Daryl D'Amico	Greg Branton	Dwight Weeks
Gord Lehn	Don Podlubny		

Hugh Lougheed called the meeting to order at 12:00.

Motion to accept February 27, 2003 minutes:

Moved Daryl D'Amico

Seconded John Huey

Carried

February 27, 2003 Action Items review:

Technical Committee to collaborate with host agency to propose a long-term data base management plan and strategy.

The database is functioning, with space to contain an additional two years worth of data. Several options exist to modify data storage (external photos), that would effectively allow use of the existing Access database. No need to choose an option at this point, review in 2005 for emerging technological options and decide as limitations require.

If there is another call for proposals, Dick Dempster will contact members before resubmitting this proposal. (FRIAA open funds proposal)

Complete. Revised proposal, including member letters of support, accepted by FRIAA in December 2003.

If applicable, the funding allocation is to be changed in 2004 based on landbase changes. Members potentially affected are: Millar Western (added 24 townships) in W11, Sunpine and Spray Lakes arising from the realignment of their landbases. *Complete. After a thorough review of the adjusted landbases, changes would be insignificant. Therefore, consistent with the MoA, no changes were made to the funding allocation.*

Dick Dempster is to re-confirm the protocols for submission of costs to FRIAA for plot measurements – covered under the umbrella FRIP agreement.
Complete. The issue has been addressed with FRIAA and all outstanding funds have been paid.

Dick Dempster is to scope out field tour options for 2003/04 as discussed.
Complete. The Association hosted a field tour in August.

Dick Dempster will review the slow processing of FRIAA requests with Carson MacDonald and Todd Nash.
Complete. Miscommunication issues addressed.

Director's Report

Dick Dempster presented the written report with explanation.

Motion to accept the Director's Report as presented:

Moved Dwight Weeks
Seconded Greg Branton
Carried

Business Plan

Dick presented draft revisions and updates to the 2002 Business Plan. Main changes were noted as follows:

- Section 1, background updated.
- Section 3, text updated on allocation of effort and costs.
- Section 4.2 *Lodgepole Pine Regeneration Project* – methodology and deliverables updated to reflect implementation.
- Section 4.3 *Comparison of Pre-harvest and Post-harvest Stand Development* – methodology and deliverables updated to reflect project completion, follow-up recommendations included.
- Section 4.4 *Cooperative Management of Historic Research Trials* – deliverables re-scheduled.
- Section 4.5 *Regional Yield Estimators* – methodology updated and deliverables re-scheduled.
- Section 4.6. *New Nutrition and Density Management Trials* – updated to incorporate new project approved and funded by FRIAA.
- Section 5. Finance – updated for actual and re-forecast expenditures, work schedules, and income. Budget summaries aligned with Foothills Model Forest contracts, financial reports, work plans etc.

Action: Dick to change name on Project 6 to be in line with FRIAA acceptance of proposal for “*Enhanced Management of Lodgepole Pine*”.

Action: Dick to correct FRIAA total on page 22 to \$442,800; also to clarify in Table 7 that Project 6 costs are not contributed by members.

Motion to accept the updated business plan with amendments as discussed:

Moved Jonathan Russell

Seconded Gord Lehn

Carried

The term and periodic revision of the Business Plan was discussed.

Action: Dick Dempster is to develop a running 5 year revised business plan for a term commencing April 1, 2005. This plan is to be formatted for rolling over into the next year covering a five-year period, and is to incorporate any feedback and recommendations provided as requested at the general meeting.

Annual Work Plan

Project 1

Discussion on a major tour/conference for 2005. Dick is to use the CIF/SAF joint 2004 conference as an opportunity to gather information. He should come back to the Steering Committee by the late fall of 2004 with recommendations for discussion.

Project 2

Data management:

- Director, Field Coordinator and database manager to enter (into issues tracking database) and resolve all issues that have been identified to date. Director to clarify responsibility for error correction and issue resolution.
- Technical representatives will check portions of database pertaining to their areas.
- Microsoft Access will be retained for database.

2004 fieldwork schedule:

- This was agreed to and recommended for implementation by the Technical Committee (as recorded in the March 10 Technical Committee notes).

Project 3

Dick is to follow up the work on the paper for the fall CIF/SAF conference and if not successful to pursue a submission to the Forestry Chronicle. (Note: since the Steering Committee meeting, the paper has been selected.)

Project 4

Dick Dempster requested approval of the annual report (2003) and amended work plan for measurement and maintenance of historic research trials, as recommended by the Technical Committee. \$19,522 was requested for 2004, equaling the estimated cost of \$34,000, less the amount forecast to be carried over from 2003. A form was circulated for the committee members' signatures,

indicating the amount being sponsored by each company. This will be attached to the Plan for submission to FRIAA.

The Committee approved the recommendation of the Technical Committee to accept the proposal of Deci-Con for conducting the 2004 field work.

There was some discussion on the term “Field Guide” as proposed by Dr. J. Stewart in the general meeting. The final understanding was that the required deliverables were a scientific paper and an interpretive report, and that a true “Field Guide” was outside the FGYA MoA and the terms of the collaborative agreement with the CFS.

Action: Dick is to follow up with Jim Stewart to clarify or distinguish an interpretive report and a field guide, defining the meaning of each.

Project 5

No issues or concerns identified.

Project 6

The Committee discussed the annual work plan, and asked for clarification on the implied commitments by member companies. Dick Dempster stated that the immediate commitment required from members was in the identification of suitable candidate stands for sampling and experimental treatment. All financial costs identified in the 5-year project proposal and work plan will be paid for through FRIAA’s *Open Funds* initiative. The FRIAA contract is with the Foothills Model Forest, and does not impose any financial liability on the FGYA members, beyond the promised in-kind contributions.

Dick Dempster reported that the Technical Committee recommended approval of the project work plan, with one amendment: that the completion date for candidate stand identification should be extended to May 1, 2004.

Motion to approve the 2004-05 Annual Work Plan as submitted and discussed at this (March 11, 2004) Steering Committee meeting:

Moved Daryl D’Amico

Seconded Jonathan Russell

Carried

Assignments

Discussion on the length of the assignment of Dick Dempster. The Committee is in favor of putting Dick Dempster on a two-year rolling contract.

Motion to reappoint Dick Dempster as Director for a two year period. Contract to be reviewed annually with extensions.

Moved Jonathan Russell

Seconded Dwight Weeks
Carried

**Motion to reappoint Rand McPherson to the position of Field Coordinator
for 2004-2005**

Moved Gord Lehn
Seconded John Huey
Carried

Meeting was adjourned at 14:12.