Monthly meetings are all virtual via Teams

- Directors
- Finance Audit Committee
- IT and Communications Committee

Finance

Fiscal Year End

Finance is now busy preparing the final trial balance, reconciling balance accounts, reviewing departments, entering final revenues/expenses and preparing working paper package for auditors. All financial documentation is scheduled to be handed over to the band auditors by May 31st.

Property Taxation

Once new mill rates are forwarded to the band from the District of Kent the property taxation notices will be prepared and submitted to Audit committee and FNTA for approval. Target date for notices to be mailed out is June 2021.

Nations Creations

Ongoing support for purchasing and assisting with setup. Inventory, price listing and vendor list are all being established

Permanent Positions	Term Positions	Part-Time Positions	Vacancies	Postings	Other
13	0	0	1	1	

Activity Stats	Batches		Transaction		Comments
GL5020	This Quarter	Year to Date	This Quarter	Year to Date	
Accounts Payable	485	1,533	14,966	49,188	
Accounts Receivable	429	1,592	8,475	30,009	
Payroll/SA	9	37	41,282	140,182	
General Ledger	273	578	3,946	9,455	
Purchasing	N/A	N/A	950	3,286	PO5040

Records Management

Permanent Positions	Term Positions	Part-Time Positions	Vacancies	Postings	Other
4	0	0	0	0	0

Records Management Statistics for January – March 2021	
Incoming Mail	1086
Outgoing Mail	1274
Returned Mail	36
Referrals Registry Received	Hardcopy 28 / Softcopy 528
File Request	34
Box Purges	0
Box Intake	17
RFI's	5
Incoming Faxes	44
Outgoing Faxes	52
IT tickets	13
Research Projects	9

COVID Practices

- Regular and frequent workspace sanitizing
- Frequent and regular use of gloves and masks
- Social distancing
- Remote work plan
- Minimal people contact
- Increased use of mobile devices

COVID Challenges

- Network speeds
- System freezing
- Longer than normal delays in repose times

Registries ongoing
- Converting hardcopy to digital format and authenticating
- BCR, DN, C&C Minutes
  - BRs complete

Policies ongoing

Collaborating with Communications and Policy Advisor to ensure all new and approved policies are posted to staff portal and communicated to all staff

Agreements & Contracts ongoing

- Complete re-vamp of current N drive structure
  - Mirror hardcopy and electronic systems
  - Purge current hardcopy files
  - Authenticating documents, running Optical Character Recognition (OCR), renaming folder, files, documents
  - Opening / labelling new hardcopy files

Training & Professional Development Opportunities

Mitchell April

- Certified Records Assistant (CRA) Certification and has completed two thirds of the program
- Attended 1 Day *EDRMS - Basic Training for LGMA* Webinar presented by Bruce Miller of RIMtech Consulting
- Attended 1 Hour *Hybrid Communications Webinar* presented by Quadient
- Attended 1 Hour *Use it, save it, or lose it: Spring cleaning strategies for information governance webinar presented* by ARMA Canada

Bevin McCaul

- Attended 1 hour Print or Digital: Why Choice is Critical for Your Customer Communication Strategy Webinar Presented By Quadient
- Attended 4 hour Trauma Training Presented by Dawn Preacher
- Attended 1 Hour *Hybrid Communications Webinar* presented by Quadient
- Attended 1 Day *EDRMS - Basic Training for LGMA* Webinar presented by Bruce Miller of RIMtech Consulting

Megan Pettis

- Attended 4 hour Trauma Training Presented by Dawn Preacher
- Attended 1 Hour *Hybrid Communications Webinar* presented by Quadient
- Attended 1 Day *EDRMS - Basic Training for LGMA* Webinar presented by Bruce Miller of RIMtech Consulting

Go Green

Info Shred – a safe way to dispose documents.

Shredding Statistics:

Seabird recycled 18,200 lbs. of paper in 2020 which equates to the following:
- 9.1 tons of paper
- 154.7 trees were saved from harvest
- 27.84 cubic yards of landfill space was saved
- 37,100 kilowatts of energy saved
- 5,341 less pounds of air pollution

- 63,272.3 gallons of water, and
- 3458 gallons of oil were saved

IT & Communications

Community internet

IT is working on enhancing the community internet experience by working with Shaw to provide full internet service provider services which will include items such as Shaw Open and Shaw Go. Currently waiting for the final Proposal

Teams Project

Telus has given us our slot of phone numbers. We have submitted the request to move services to Microsoft again. Waiting on the official date to move

Emails Freezing

There is still an issue, we have determined it our local network that is causing the issue. We are planning on getting rid of our old phone system. Which is causing grief and slowing our network. We also are going to be doing some reconfiguration of the network. IT Team is installing the new Office on all computers. We are seeing a definite improvement in the email freezing.

Help desk

All up and running. This will be removed after this month

Server room upgrades

Half of the upgrades are done and the other half is scheduled to be completed

IT input for Business Park

Still shopping the idea to Telus and Shaw to get them to provide the business internet

Information Technology Statistics for January – March 2021

IT Help Desk Tickets	639 of 694 closed
Company Workstations	428
Servers	Servers 24. 6 physical and 22 Virtual
Email Incoming/Outgoing	1,087,000
Emails marked as spam	92%

Seabird Island Band Websites and Social Media

As we continue to refresh and develop our websites and social media sites, the SIB portfolio of websites and social media sites are the following:

5 Websites;

- https://www.seabirdisland.ca/
- https://college.seabirdisland.ca/
- https://school.seabirdisland.ca/
- https://staff.seabirdisland.ca/
- https://members.seabirdisland.ca/

15 Social Media Sites;

- https://www.facebook.com/SeabirdIslandBand/
- https://www.facebook.com/SeabirdYouthGroup/
- https://www.facebook.com/SeabirdRec/
- https://www.facebook.com/SeabirdIslandDental/
- https://www.facebook.com/SIpostsec/
- https://www.facebook.com/SeabirdIslandCommunitySchool/
- https://www.facebook.com/SeabirdCollege.ca/
- www.facebook.com/seabirdmentalhealth/ **- 3 sub groups**
- Seabird Mental Health – Justice
- Seabird Mental Health – Family Development
- Seabird Mental Health – Recovery
- https://www.facebook.com/SQDCGasBar/
- https://www.facebook.com/sqewqeldevcorp/
- https://www.facebook.com/SeabirdBP/

Education Jurisdiction

- https://www.facebook.com/groups/426963941878038

Between January 1st - March 31st, 2021, the following Top 10 viewed item on the Seabird Island Website are the following:

Jan 1st, 2021 to April 1st, 2021 – Google Analytics

Page Views for www.seabirdisland.ca

Total Page Views; **47,392**

- Main page – 21,247
- Careers page - 3,614
- Services page – 1,237
- Contact page – 1,046
- Directory page – 875
- C & C page – 852
- Newsletter page – 545
- Notices page – 491

- COVID – 19 page – 344
- A:yelexw Center – 286

Top 10 Pages viewed on www.seabirdisland.ca

In terms of Social media engagement on the Seabird Facebook site, the following analytics resulted between January 1st – March 31st, 2021:

Page Views for www.facebook.com/SeabirdIslandBand/

Total Page Views; **2,604**

Total People Reached; **19,506**

Total Post Engagements; **8,616**

Video viewed (Message from Chief) – **3,714**