



Board Meeting – February 13, 2026
Sutton Place Hotel, Vancouver and Online

Participants: Corinna Hoodicoff (Chair), Debbi Stanyer (Vice-Chair), Denis Dean, Kathryn Graham, Gabrielle Hindley, Bob Redden, Alison Dennis, Jason Kuzminski (at 8:54am, left at 10:25am, returned at 11:33am, left at 11:55am), Mark De Croos, Salman Azam

Staff: Christine Houghton (CEO), Elaine Vale (Registrar), Samuel Pittman (Director of Practice), Helen Taraskin (Director, Finance/Ops), Sue Owen (Sr. Manager of Practice), Boris Chow (Manager, Strategic Initiatives), Tory Davis (Manager, EO/Communications), Josie Byington (Administrative Officer)

Regrets: Victoria Burdett-Coutts (Past Chair), Keenan Rudichuk, Cameron Dexter (Sr. Manager, Compliance), Farzaneh Mousavi (Administrative Officer)

Draft Minutes

Start Time: 9:00 am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Corinna called the meeting to order at 8:48am.		
2) Adoption of Agenda a. New business	Corinna presented agenda. No new business. <u>MOTION to adopt agenda by Alison Dennis, seconded by Kat Graham, MOTION PASSED.</u>		
3) Chair's Remarks	Corinna noted the preciousness of time and thanked the volunteers on the Board and committees for providing their time and expertise to the College.		
4) Summary of Meeting Monitor report from November 28, 2025	Denis reviewed report from November 28, 2025 meeting. Denis recalled that the meeting was informative and everyone was prepared.		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>Denis also noted the diversity of members on the task forces.</p> <p>Kat will be the meeting monitor today.</p>		
<p>5) Background information on traditional territory</p> <p>a. Update on Individual Actions on Reconciliation (voluntary)</p>	<p>There was no presentation as the volunteer presenter was unable to attend the meeting.</p> <p>Members offered their updates.</p> <p>Christine noted an important panel at the Natural Resource Forum in Prince George that featured Chief Dallas Smith.</p> <p>Alison has offered to prepare a presentation on the Tahltan nation for the next meeting</p>		
<p>6) Motion to go <i>In Camera</i></p>	<p><u>MOTION to go in Camera by Bob Redden, seconded by Gabrielle, MOTION PASSED.</u></p> <p><u>MOTION to rise with report by Bob Redden, seconded by Alison Dennis. MOTION CARRIED.</u></p> <p><u>Agenda item no. 6: MOTION to approve Option 1: Appoint Jennine Gates as a lay member of the Investigation Committee for a 2-year, 4-month term ending June 2028 – by Denis Dean, seconded by Alison Dennis. MOTION PASSED.</u></p>		
<p>7) Motion to go into Committee of the Whole</p>	<p><u>MOTION to go into a committee of the whole, to take under consideration the</u></p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p><u>OSPG performance review and to call Debbi Stanyer to the chair by Alison Dennis, seconded by Gabrielle Hindley, MOTION PASSED.</u></p> <p><u>MOTION to rise without report by Alison Dennis, seconded by Kat Graham. MOTION CARRIED.</u></p>		
<p>8) Adoption of Minutes and review of Action Items, November 28, 2025 Meeting</p>	<p>Christine reviewed action items.</p> <p>Items have been completed.</p> <p><u>MOTION to approve Minutes of November 28, 2025 meeting by Bob Redden, seconded by Alison Dennis, MOTION PASSED.</u></p>		
<p>9) 2025 business plan financial update</p>	<p>Christine reviewed 2025 business plan for final time and provided financial update.</p> <p><u>MOTION to receive the Business Plan and financial update by Gabrielle Hindley, seconded by Denis Dean, MOTION PASSED.</u></p>		
<p>10) 2026 conference planning update</p>	<p>Debbi provided update.</p>		
<p>11) Executive Correspondence Report</p>	<p>Christine presented report.</p>		
<p>12) 2026 Audit cycle update</p>	<p>Sam provided updates</p> <p>Audit launched on January 12</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> • 68 registrants are part of the audit of which 44 are audited at level I • Two Audit assessors were selected for the audit <p>The submission deadline was February 9 and 10 registrants did not submit their documents by the deadline</p> <ul style="list-style-type: none"> • The College has contacted the registrants <p>The Audit and Practice Review Committee will provide final determinations by March 24.</p>		
<p>13) Finance Decisions</p> <p>a. 2026 business plan (Decision note no. 1)</p> <p>b. Conference volunteer policy (Decision note no. 2)</p>	<p>Christine delivered presentation.</p> <p>Mark presented decision note.</p> <p>The provisional budget was approved in November 2025</p> <ul style="list-style-type: none"> • There are several updates of which the most important is reduced revenue based on updated registration projections • Registrant fees revenue has been revised to increase <p><u>MOTION to approve Option 1 – Approve the proposed final 2026 budget as presented – by Mark De Croos, seconded by Salman Azam. MOTION PASSED.</u></p> <p>--</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>Christine presented decision note.</p> <p>Revisions were proposed to the Conference Expenses Reimbursement Policy which grant discretion to the Chief Executive Officer and the Executive Governance Committee to offer online conference registrations instead of in-person conference registrations if seating or other pressures are having an effect on cost-recovery</p> <p><u>MOTION to approve Option 1 – Amend the policy to include the clarification on flexibility on offering conference registrations – by Mark De Croos, seconded by Denis Dean. MOTION PASSED.</u></p>		
<p>14) Lunch</p>	<p><i>Corinna called for a lunch recess</i></p>		
<p>15) Approval of revisions to Credentialing Standard (Decision note no. 3)</p>	<p>Elaine delivered presentation.</p> <p>Elaine presented decision note.</p> <p><u>MOTION to approve Option 1 – Amend the Credentialing Standard as set out in Appendix F, effective June 1, 2026 – by Bob Redden, seconded by Denis Dean. MOTION PASSED.</u></p> <p><u>MOTION to decommission Credentials Review Task Force by Bob Redden, seconded by</u></p>	<ul style="list-style-type: none"> • Denis noted that the language used in the communications plan to describe experience should be in months so that it aligns with the portal application process • Gabrielle noted that rejected applicants should be a stakeholder group • Staff to prepare letter on behalf of Chair to send to 	<p>Staff</p>



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)														
	<u>Gabrielle Hindley. MOTION PASSED.</u>	decommissioned Credentials Review Task Force members															
<p>16) Dates and proposed locations for 2026/27 Board meetings</p> <p>a. March 2026 Extraordinary</p> <p>b. April 8, 2026: Victoria</p> <p>c. May 14, 2026: Online only</p> <p>d. June 2026: TBD</p>	<table border="1"> <thead> <tr> <th><i>Date</i></th> <th><i>Location</i></th> </tr> </thead> <tbody> <tr> <td><i>March 2026</i></td> <td>Online (not needed)</td> </tr> <tr> <td><i>April 8, 2026</i></td> <td>Victoria</td> </tr> <tr> <td><i>May 14, 2026</i></td> <td>Online</td> </tr> <tr> <td><i>June 2026</i></td> <td>Kamloops</td> </tr> <tr> <td><i>September 2026</i></td> <td></td> </tr> <tr> <td><i>November 2026</i></td> <td></td> </tr> </tbody> </table>	<i>Date</i>	<i>Location</i>	<i>March 2026</i>	Online (not needed)	<i>April 8, 2026</i>	Victoria	<i>May 14, 2026</i>	Online	<i>June 2026</i>	Kamloops	<i>September 2026</i>		<i>November 2026</i>		<ul style="list-style-type: none"> Staff to circulate poll for meeting in June 2026 	Staff
<i>Date</i>	<i>Location</i>																
<i>March 2026</i>	Online (not needed)																
<i>April 8, 2026</i>	Victoria																
<i>May 14, 2026</i>	Online																
<i>June 2026</i>	Kamloops																
<i>September 2026</i>																	
<i>November 2026</i>																	
<p>17) OSPG Performance Review process (Information note no. 1)</p>	Christine presented information note																
<p>18) Reserved title compliance and title check (Information note no. 2)</p>	<p>Boris presented information note.</p> <p>Boris presented the results of 2024 and 2025 Title and Practice compliance actions and corrective actions</p>	<ul style="list-style-type: none"> 															
<p>19) Appointment of scrutineer for 2026 elections</p>	<p>Christine explained process for the upcoming Board elections</p> <p><u>MOTION to appoint Alison Dennis as scrutineer for 2026 Board elections by Gabrielle Hindley, seconded by Kay Graham. MOTION PASSED.</u></p>																
<p>20) Confirmation of electronic decisions</p>	None for the reporting period.																



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
21) Chair and Executive Governance Committee Report	Corinna presented the Chair and Executive Governance report. <ul style="list-style-type: none"> • Weekly meetings with CEO • Executive committee meeting February 12 		
22) Finance Report	Mark presented the Finance Governance Committee report. <ul style="list-style-type: none"> • The Finance Governance Committee (FGC) met on February 6, 2026 • The committee reviewed the final budget for 2026 recommending approval to the Board • The committee reviewed granting further discretion for the Executive and CEO to the Conference Volunteer Policy and is recommending approval to the Board 		
23) Statutory Committee Reports a) Credentials Committee Report	Elaine presented the Credentials Committee report. <ul style="list-style-type: none"> • The Credentials Committee and Assessors met on January 13, 2026, to discuss proposed changes to the Credentialing Standard. • The Credentials Committee and Assessors annual in-person meeting will take place in Vancouver on February 27, 2026. <p>--</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
b) Audit & Practice Review Committee Report	<p>Sam presented the Audit & Practice Review Committee report.</p> <ul style="list-style-type: none"> • Meetings: December 3, January 27 • APRC Decisions: <ul style="list-style-type: none"> ○ Approval of scope of review, Practice Review PR-24-01; ○ Recommendation to appoint two Practice Review Assessors; ○ Decisions on 1 extension and 4 exemption requests, Audit 2026. 		
c) Investigation Committee Report	<p>--</p> <p>Elaine presented the Investigation Committee report.</p> <ul style="list-style-type: none"> • The Investigations Committee meets monthly to review complaints and make determinations. • There are 14 active files, including 1 deferred file. 		
d) Discipline Committee Report	<p>--</p> <p>Elaine presented the Discipline Committee report.</p> <ul style="list-style-type: none"> • The Discipline Committee currently has no open files. • No Discipline Committee meetings have occurred since the chair report dated November 28, 2025. 		
e) Nominations Committee Report	<p>--</p> <p>Christine and Tory presented the Nominations Committee report on behalf of Victoria.</p> <ul style="list-style-type: none"> • Applications for 2026 Board elections close February 16. 		



**COLLEGE OF
APPLIED BIOLOGISTS**

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> Committee met December 12, January 15, February 3 and 12. <p><u>MOTION to receive the Statutory Committee reports by Gabrielle Hindley, seconded by Alison Dennis, MOTION PASSED.</u></p>		
<p>24) Staff Reports a) CEO's Report b) Registrar's Report c) Director of Practice's Report d) Communication Manager's Report</p>	<p>Received via Consent Agenda.</p>		
<p>25) Working Group Reports a) Editorial Board Report b) Conference Planning Working Group Report</p>	<p>Received via Consent Agenda.</p>		
<p>26) Task Force Reports a) CPD Enumeration Task Force Report</p>	<p>Received via Consent Agenda.</p>		
<p>27) Lay Board Member Report</p>	<p><u>MOTION to receive reports under Consent Agenda by Kat Graham, seconded by Alison Dennis, MOTION PASSED.</u></p>		
<p>28) Report from the Meeting Monitor</p>	<p>Kat delivered the Meeting Monitor Report.</p>		



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>Kat noted that there was a large volume of materials to review</p> <ul style="list-style-type: none">• There were also some major topics of discussion including HR measures, annual budget and credentialing standard revisions <p>Kat also remarked that members both in-person and online were punctual.</p> <p>Kat felt like some discussions were a little a bit rushed, but the meeting was very productive.</p> <ul style="list-style-type: none">• Corinna noted that she would work on the future agendas to have a more comfortable pace <p>Keenan will be the monitor at the next meeting.</p>		
29) Adjournment	<u>MOTION to adjourn at 1:29 pm by Kat Graham, seconded by Gabrielle Hindley, MOTION PASSED.</u>		

Next meeting date:

April 8, 2026
Victoria



COLLEGE OF
APPLIED BIOLOGISTS

Professional Accountability

Corinna Hoodicoff, RPBio

Chair

Christine Houghton

Chief Executive Officer