COLLEGE OF
APPLIED BIOLOGISTS
Professional Accountability

Board Meeting – April 8, 2026

Hotel Grand Pacific, Victoria and Online

Participants: Corinna Hoodicoff (Chair), Denis Dean, Kathryn Graham, Gabrielle Hindley, Bob Redden, Alison Dennis, Jason Kuzminski, Victoria Burdett-Coutts (Past Chair), Keenan Rudichuk

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

Regrets: Debbi Stanyer (Vice-Chair), Mark De Croos, Salman Azam, Sharon Stewart (Finance Officer)

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 9:00am.		
2) Adoption of Agenda **a. New business**	Corinna presented agenda. Denis asked for a discussion regarding conventions for spelling the abbreviations for registrant titles • It will be added during the discussion phase MOTION to adopt agenda as amended by Jason Kuzminski, seconded by Denis Dean. MOTION PASSED.		
3) Chair's Remarks	Corinna thanked everyone for attending in person Corinna congratulated everyone for the hard work they put in over the course of the year		

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	• Corinna noted it was her last meeting as Chair • She welcomed Bob as incoming Vice Chair as acclaimed and thanked Victoria for her service as outgoing Past Chair Corinna acknowledged Christine's work over the years and her expertise and knowledge that has helped carry the organization and the practice forward		
4) Summary of Meeting Monitor report from February 13, 2026	Kat reviewed report from February 13, 2026 meeting. Kat reported the previous meeting went well and that the Board was well prepared • Kat noted that the Board needed more discussion time and this has been added for the current meeting Keenan will be the meeting monitor today.		
5) Background information on traditional territory **a. Update on Individual Actions on Reconciliation (voluntary)**	Alison delivered a presentation on the Tahltan nation based on her personal experience She wanted to focus on the three main communities: Telegraph Creek, Dease Lake and Iskit • Traditionally the Tahltan were a salmon people and used a large region for fishing and trapping		

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	• There was little culture allowed in the '80s (no art or dance) but the culture has been restored in the last 10 years through school and community programs • Most of the men worked in the mines and still do and this work tends to divide the communities • Many people are working on getting advanced degrees which has helped them develop economic agreements • There has been tremendous growth both with Indigenous culture and Western culture in spite of its remote location		
6) Motion to go *In Camera*	MOTION to go In Camera by Jason Kuzminski, seconded by Kat Graham, MOTION PASSED. MOTION to rise with report by Denis Dean, seconded by Gabrielle Hindley. MOTION CARRIED. Items to report: • Agenda item no. 4: MOTION to appoint recommended candidate, Laura Plante, as Chief Executive Office by Alison Dennis, seconded by Kathryn Graham. MOTION PASSED.		

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7) Adoption of Minutes and review of Action Items **a. February 13, 2026 Meeting** **b. February 13, 2026 Committee of the Whole Meeting**	Christine reviewed action items. Items have been completed. <u>MOTION to approve Minutes of February 13, 2026 meeting by Keenan Rudichuk, seconded by Gabrielle Hindley. MOTION PASSED.</u> <u>MOTION to approve Minutes of February 13, 2026 Committee of the Whole meeting by Alison Dennis, seconded by Keenan Rudichuk. MOTION PASSED.</u>		
8) 2025 business plan financial update	Christine reviewed 2026 business plan and provided financial update. <u>MOTION to receive the Business Plan and financial update by Denis Dean, seconded by Kat Graham, MOTION PASSED.</u>		
9) 2026 conference planning update	Tory provided update.		
10) Executive Correspond-ence Report	Christine presented report.	• **College to work with OSPG and regulatory partners regarding on alternative ways of responding to a complaint involving Indigenous communities**	
11) Update on RFP for financial auditors	Helen provided update The deadline for submission is April 10	• **Staff will bring forward an electronic vote to determine the successful bid**	

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	• Helen contacted seven accounting firms with Victoria offices The proposals will be evaluated and the results of that evaluation will be put to the Board for decision which will be announced at the 2026 annual general meeting		
12) CPD Task force update	Keenan delivered report The task force kicked off in early February and has been meeting bi-weekly • The task force has met with representatives from Engineers and Geoscientists BC to review their process The task force is hoping to have a recommendation by the end of June		
13) Finance Decisions **a. 2025 audited financial statements**	Christine delivered presentation. <u>MOTION to approve 2025 audited financial statements as presented – by Jason Kuzminski, seconded by Denis Dean. MOTION PASSED.</u>		
14) Approval of revisions to Credentialing Policy (Decision note no. 1)	Elaine presented decision note. Revisions to the policies are consequent to the revisions that were approved to the Credentialing Standard in February 2026 • There were also several items that required updating to current practice as the policies		

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	were originally written in 2022 MOTION to approve Option 1 -- Amend Policy 5-200 as set out in Appendix B, and the Application Processing Policy as set out in Appendix D, effective June 1, 2026 – by Bob Redden, seconded by Keenan Rudichuk. MOTION PASSED.		Staff
15) Confirmation of electronic decisions **a. Motion to approve OSPG performance review submission**	MOTION to confirm February 25 decision to approve the Category I submission to the Office of the Superintendent of Professional Governance as presented by staff at the February 13, 2026, meeting and the Category II answers as developed by the Board of the College of Applied Biologists by Jason Kuzminski, seconded by Gabrielle Hindley. MOTION CARRIED.		
Registrants' titles consistency	Denis reported that colleagues had asked him about the proper abbreviation of titles • The titles in the Alberta Society of Professional Biologists have a period in their title (ie. P.Biol.) • Does the College require adherence to the specific title when signing and sealing or would it be a violation if this wasn't observed on a legal document • Enforcement of punctuation may take a lot of resources and lack of enforcement is		

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	unlikely to have legal ramifications		
16) Chair and Executive Governance Committee Report	Corinna presented the Chair and Executive Governance report. • Weekly meetings with CEO • Credentialling Committee meeting (virtual attendance, Feb 27)		
17) Finance Report	Christine presented the Finance Governance Committee report. • The Finance Governance Committee (FGC) met on March 25, 2026 • The committee is recommending the 2025 audit approval to the Board • The committee will review our funds policy in 2026	• **The finance report was not posted and will be posted by staff for the Board's reference**	
18) Statutory Committee Reports **a) Credentials Committee Report** **b) Audit & Practice Review Committee Report**	Elaine presented the Credentials Committee report. • The Credentials Committee met on February 26, 2026, to discuss proposed changes to Policy 5-200: Registration Application Assessment and to recommend the appointment of new credential assessors. • The Credentials Committee and Assessors annual in-person meeting took place in Vancouver on February 27, 2026		

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c) Investigation Committee Report **d) Discipline Committee Report** **e) Nominations Committee Report**	-- Sam presented the Audit & Practice Review Committee report. • The 2026 audit concluded its primary cycle following a structured timeline that began with random selections on January 12. Key milestones included the February 9 submission deadline and the March 10 completion of assessor reviews. • The audit reviewed 68 randomly selected registrants (44 Level I and 24 Level II), representing 3% of the eligible database. All but one of the auditees reviewed were found to be compliant with the program requirements. • One Level II auditee was identified with resolvable deficiencies. The deficient auditee will be working with college staff to rectify/resolve. -- Elaine presented the Investigation Committee report. • The Investigations Committee meets monthly to review complaints and make determinations.		

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	• There are 13 active files, including 1 deferred file. -- Elaine presented the Discipline Committee report. • The Discipline Committee currently has no open files. • No Discipline Committee meetings have occurred since the chair report dated February 13, 2026. -- Victoria presented the Nominations Committee report • 2026 Board elections opened April 1 • Committee met on March 24 MOTION to receive the Statutory Committee reports by Kat Graham, seconded by Keenan Rudichuk, MOTION PASSED.		
19) Staff Reports **a) CEO's Report** **b) Registrar's Report** **c) Director of Practice's Report** **d) Communication Manager's Report**	Received via Consent Agenda.		
20) Working Group Reports **a) Editorial Board Report** **b) Conference Planning Working Group Report**	Received via Consent Agenda.		

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21) Task Force Reports **a) CPD Enumeration Task Force Report**	Received via Consent Agenda.		
22) Lay Board Member Report	<u>MOTION to receive reports under Consent Agenda by Bob Redden, seconded by Alison Dennis, MOTION PASSED.</u>		
23) Report from the Meeting Monitor	Keenan delivered the Meeting Monitor Report. Keenan noted that Board members read the materials and came to the meeting with questions Board members noted that it would be ideal to see peoples' cameras on during the meeting Keenan noted that the meeting room was a little bit small and some attendees were not able to sit at the Board table Keenan also reflected that the In Camera session was completed thoughtfully and respectfully in spite of the complex discussion topics Kat will be the monitor at the next meeting. Corinna reminded Board members to attend the Annual General Meeting	• **In addition to the open and in camera sessions, the Board will have Board-only sessions when gathered**	
24) Adjournment	<u>MOTION to adjourn at 12:09 pm by Bob Redden, seconded</u>		

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	by Denis Dean, MOTION PASSED.		

Next meeting date:

May 14, 2026
Virtual

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Corinna Hoodicoff, RPBio

Chair

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Christine Houghton

Chief Executive Officer