



Board Meeting – December 1, 2023
The Listel Hotel, Vancouver

Participants: Victoria Burdett-Coutts (Vice Chair), Corinna Hoodicoff, Hannah Horn, Denis Dean, Megan Hanacek, Deborah Stanyer, Mark De Croos, Theresa Fresco, Brittany John, Jason Kuzminski, Alexandra de Jong Westman (Past Chair)

Staff: Christine Houghton (CEO), Mike Engelsjord (Director of Practice), Isaac Anderton (Mgr., Registration), Sue Owen (Manager of Practice), Boris Chow (Compliance Manager), Tory Davis (EO/Communications Officer)

Regrets: Seán Sharpe (Chair)

Minutes

Start Time: 8:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order and Land Acknowledgement	<p><i>Seán provided his regrets, Victoria will chair the meeting</i></p> <p>Victoria called the meeting to order at 8:00am and confirmed quorum.</p> <p>Victoria acknowledged the meeting on the territory of the Musqueam Indian Band, Squamish and Tsleil-Waututh Nations and appreciated the College's commitment to meeting in various locations in the province</p> <ul style="list-style-type: none">This provides the College staff and Board members to learn about the Indigenous communities in the regions and connect with registrants where they are working		
2) Introduction of Board members and staff	New and existing College staff and Board members introduced themselves		
3) Approval of Agenda a) New business	Victoria presented agenda		



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	<p><u>MOTION to adopt agenda as presented by Corinna Hoodicoff, seconded by Denis Dean. MOTION CARRIED.</u></p>		
<p>4) Chair’s Remarks</p>	<p>Victoria thanked members and staff for attending</p>		
<p>5) Summary of Meeting Monitor report September 29, 2023</p>	<p>Theresa Fresco reviewed report</p> <p>Theresa noted that there were a few technological issues, but the chair and staff were able to pivot quickly and effectively</p> <ul style="list-style-type: none"> • Theresa also praised the balance of debate and dialogue as being respectful but robust <p>Corinna Hoodicoff will be the meeting monitor for today’s meeting</p>		
<p>6) Update on Individual Actions on Reconciliation (voluntary)</p>	<p>Victoria opened the floor for staff and registrants to share any recent actions towards Reconciliation</p> <p>Brittany noted that in her professional space, she’s noticed that many organizations are hiring staff that look specifically at Reconciliation and Indigenous participation which is important</p> <ul style="list-style-type: none"> • Alex reported that her new role is to be an advisor on Indigenous participation and engagement with Department of National Defense (and noted that it was a new position) • Victoria also noted communities like Tsleil-Waututh taking on leadership in spaces that promote collaboration 		



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	<p>between western science and Indigenous Elders</p>		
<p>7) Adoption of minutes and review of Action items a) September 29, 2023 meeting</p>	<p>Christine reviewed action items</p> <ul style="list-style-type: none"> Action on the College’s scholarship regime has been deferred until 2024 and is on the business plan for 2024 <p>The College reviewed OSPG guidance on Board evaluation for improvements to the meeting monitor report, but didn’t find anything substantial</p> <p><u>MOTION to approve minutes of September 29, 2023 by Corinna Hoodicoff, seconded by Debbi Stanyer. MOTION PASSED.</u></p>		
<p>8) Professional Governance Act update a) Bill 38 – International Credentials Recognition Act</p>	<p>Christine delivered presentation</p> <p>Christine noted that this is part of government’s larger initiative of addressing labour shortages.</p> <p>Christine clarified that the timelines for processing applications only apply once the application has been completed</p> <ul style="list-style-type: none"> Christine added that the College will need to suggest to government stop the timeline once an application has been approved because it's then incumbent on applicant to complete training and payments 		
<p>9) 2023 business plan update</p>	<p>Christine presented update</p> <p>Most major items from the business plan were completed, others have</p>		



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	<p>been carried forward into the 2024 business plan</p>		
<p>10) Executive Correspondence report</p>	<p>Christine presented report</p> <p>No correspondence items were received or sent during the reporting period</p>		
<p>11) Office relocation update</p>	<p>Christine delivered update</p> <p>The College moves offices on December 5</p> <ul style="list-style-type: none"> Some College services will be disrupted during the move 		
<p>12) Motion to go In Camera</p>	<p><u>MOTION to go In Camera by Theresa Fresco, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p> <p><u>MOTION to rise without report by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p>13) Finance decisions a) Redirection of funds (Decision note no. 1)</p>	<p>Christine introduced decision notes</p> <p>Mark noted that all finance decisions had been reviewed and supported by the Finance Governance Committee</p> <ul style="list-style-type: none"> Mark also observed that reallocation of smaller amounts may not require the Board’s direct approval once a policy is in place that addresses these smaller reallocations <p><u>MOTION to approve Option 1 -- Approve reallocation of identified excess of funds in amount of \$5,150 to budgets with projected deficiency of funds – by Mark De Croos,</u></p>		



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<p>b) 2024 conference budget (Decision note no. 2)</p>	<p><u>seconded by Denis Dean. MOTION PASSED.</u></p> <p>--</p> <p>Tory delivered decision note</p> <p>Victoria suggested that the Board should approve the pricing provisionally after having checked with the venue on current food costs</p> <p><u>MOTION to approve Option 1 -- Provisionally approve two-day conference program and associated pricing model pending confirmation of costs – by Hannah Horn, seconded by Theresa Fresco. MOTION PASSED.</u></p> <p>Staff will confirm that food prices can align with budget</p> <p>--</p>	<ul style="list-style-type: none"> • Staff will contact venue and confirm pricing for food and budget 	
<p>c) 2024 business plan priorities (presentation)</p>	<p>Christine presented 2024 business plan priorities</p> <p>Christine noted that the current projection is to execute a five-year strategic plan, however depending on the ICRA, there may be a desire to develop a three-year plan to account for ongoing changes</p> <p>--</p> <p>Christine delivered presentation covering fixed and discretionary projections for 2024</p> <p>Mark added that even though a deficit is being projected, there are accumulated surpluses from previous years that can absorb the 2024 deficit</p> <p>--</p>	<ul style="list-style-type: none"> • College staff will revise the business plan to say only that the College is developing a new strategic plan 	



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<p>d) 2024 provisional budget (Decision note no. 3)</p>	<p>Victoria added an agenda item covering a proposed increase to application fees and reinstatement fees that was recommended by the Finance Governance Committee as agenda item 13c(2)</p> <p>Christine presented decision note</p> <p>In September 2023, the Board referred proposed application fee increases back to the Finance Governance Committee for adjustment</p> <p><u>MOTION to approve Option 1 -- Approve proposed increase in application (\$25 for ABT and \$50 for RBTech and RPBio) and reinstatement fee to align them with adjusted application fees effective January 1, 2024 – by Mark De Croos, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p>--</p> <p>Christine presented decision note</p> <p>Christine reminded Board members that the proposed budget for approval is provisional, with the final budget provided for approval at the January 2024 meeting</p> <p><u>MOTION to approve Option 1 -- Approve proposed provisional 2024 budget and recommend to the Board, as presented – by Mark De Croos, seconded by Brittany John. MOTION PASSED.</u></p>		
<p>14) Policy revisions</p>	<p>Mike delivered decision note</p>		



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<p>a) 8-200: Audit Program policy (Decision note no. 4)</p>	<p>The first policy revisions that the APRC has proposed are to Policy 8-200 and regarding audit eligibility</p> <ul style="list-style-type: none"> The proposal is that a registrant must have been registered for a minimum of three years before becoming eligible for an audit <p>Other revisions cover responsibilities for auditors and auditees that take into greater account the use of the registrant portal for the audit process</p> <ul style="list-style-type: none"> The APRC has also proposed more flexibility to do a stratified audit <p><u>MOTION to approve Option 1 -- Adopt proposed changes to Policy 8-200 – by Denis Dean, seconded by Megan Hanacek. MOTION PASSED.</u></p>		
<p>15) Task Force final reports</p> <p>a) Areas of Practice Task Force</p> <p>b) CPD Review Task Force</p> <p>c) Mandatory Training Task Force</p> <p>d) Motion to stand down task forces</p>	<p>Mike summarized the actions of the task forces</p> <p>The Board approved the revised list of areas of practice at the September 2023 meeting</p> <ul style="list-style-type: none"> The revisions have been implemented and registrants paying dues for 2024 have had to use the new areas <p>The CPD Review Task Force delivered its recommendations to the Board in September 2023</p> <ul style="list-style-type: none"> Items included a new CPD Standard and CPD Policy, which come into force in January 2024 The College will communicate the revisions to registrants 		



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	<p>Christine reviewed the products from the Mandatory Training Task Force</p> <ul style="list-style-type: none"> • The task force delivered the three mandatory training courses • The Legal Requirements course was the final course to be completed and was implemented in October 2023 <p><u>MOTION to stand down Areas of Practice Task Force, CPD Review Task Force and Mandatory Training Task Force by Corinna Hoodicoff, seconded by Denis Dean. MOTION PASSED.</u></p>		
<p>16) Committee Expectations document: Investigations and Discipline (Decision note no. 5)</p>	<p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve the Expectations documents as presented – by Jason Kuzminski, seconded by Theresa Fresco. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> • Staff will do a final copy edit of the documents 	
<p>17) Consequential updates to Credentialing Standard (Information note no. 1)</p>	<p>Tory presented information note</p> <p>The Credentialing Standard has been revised to include requirement for applicants to complete the Legal Requirements course</p>		
<p>18) Appointment of members to Conference Planning Working Group (Information note no. 2)</p>	<p>Christine presented information note</p> <p>Christine detailed the process whereby members were appointed to the Conference Planning Working Group</p> <ul style="list-style-type: none"> • The CEO has the authority to appoint members without bringing them to the Board 		



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	<ul style="list-style-type: none"> Several members from the Nanaimo-area were appointed 		
19) Confirmation of electronic decisions	No electronic decisions were rendered		
20) Chair and Executive Governance Committee Report	Victoria delivered report The Executive met on November 30 along with weekly meetings between the CEO and Chair		
21) Finance Report	Mark presented verbal report The Finance Governance Committee met on November 27 to review and recommend decisions that were brought to the Board during the current session <ul style="list-style-type: none"> The Committee continued to receive reports from each financial reporting period 		
22) Statutory Committee reports a) Credentials Committee report b) Audit & Practice Review Committee report	Isaac delivered Credentials Report on behalf of chair: <ul style="list-style-type: none"> The Credential Assessors Working Group met on October 26th, 2023 No Credential Committee meeting held since the last report -- Mike delivered APRC report on behalf of chair: <ul style="list-style-type: none"> APRC completed review of policies. APRC and assessors in person meeting was held on October 26. --		



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<p>c) Investigations Committee report</p>	<p>Boris delivered report on behalf of chair</p> <ul style="list-style-type: none"> • Six active files: 23-01, 23-02, 23-05, 23-06, 23-07, 23-08 • Investigations committee will be meeting virtually on December 13, 2023 to review complaints and make determinations on files where required. <p>--</p>		
<p>d) Nomination Committee report</p>	<p>Christine delivered report on behalf of chair</p> <ul style="list-style-type: none"> • Committee met on October 12 and November 27 • Nominations are open as of October 4, 2023 <p>--</p>		
<p>e) Discipline Committee report</p>	<p>Christine delivered report on behalf of chair</p> <ul style="list-style-type: none"> • On June 13, 2023, acting on advice of legal counsel, the Committee voted unanimously to proceed to a Hearing with a recommendation for written submissions for CAB Complaint file 21-10. <ul style="list-style-type: none"> ○ Competent candidates for the panel recruited and on August 10, 2023, appointed Dr. Nyssa Temmel, RPBio, Trevor Swan, RPF, and Rhonda Maskiewich, RPBio as per 9-15(1) of the Colleges bylaws. 		



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	<ul style="list-style-type: none"> ○ A Notice of Hearing was issued November 9, 2023. ● On October 27, 2023, the committee reviewed new CAB Complaint file 23-06. <p><u>MOTION to accept Executive Governance Committee Report, Finance Governance Committee Report and all statutory Committee reports by Theresa Fresco, seconded by Denis Dean. MOTION CARRIED.</u></p>		
<p>23) Staff reports</p> <ul style="list-style-type: none"> a) CEO’s Report b) Registrar’s Report c) Director of Practice’s Report d) Communication Officer’s Report 	<p>Received via Consent Agenda.</p>		
<p>24) Working Group Reports</p> <ul style="list-style-type: none"> a) Editorial Board report b) Conference Planning report 			
<p>25) Task Force Reports</p> <ul style="list-style-type: none"> a) Scholarships Report 			
<p>26) Lay Member Report</p>	<p><u>MOTION to accept reports under consent agenda by Theresa Fresco, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p>27) Report from the Meeting Monitor</p> <ul style="list-style-type: none"> a) Appointment of the Meeting Monitor 	<p>Corinna provided meeting monitor report</p> <p>Corinna appreciated that materials amended by the Finance Governance</p>	<ul style="list-style-type: none"> ● <u>Staff will provide a copy of the CAB Governance Policy for</u> 	



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<p>for next Board meeting</p>	<p>Committee were made available immediately</p> <p>Discussion was inclusive for all members</p> <ul style="list-style-type: none"> • Any audiovisual issues were reportedly quickly by virtual members and resolved <p>Corinna noted that the CAB Governance Policy may need to be revised</p> <p>She added that it was a positive to have staff members present to support reporting</p> <p>Corinna appreciated Victoria taking the Chair role</p> <p>Megan Hanacek will be the meeting monitor for the January 2024 meeting</p>	<p><u>meeting monitors to reference</u></p>	
<p>28) Other business</p>	<p>The meeting was Theresa Fresco's last as a Lay Board Member. She expressed some reflections from her time as a Board member</p> <ul style="list-style-type: none"> • Her appointment coincided with the Crown Agencies and Board Resourcing Office's initiation of training for Board Members • Theresa also recognized the important milestones that she participated in as a Board member, including activation of the OSPG, reserved practice, and the introduction of mandatory training in Indigenous Awareness 		



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	<ul style="list-style-type: none">• She was thankful for the opportunity to learn from Board members and staff <p>Victoria added time for Board members to contribute to discussion around planning of the 2024 conference</p> <ul style="list-style-type: none">• Board members reviewed proposed topics		
29) Adjournment	<u>MOTION to adjourn at 1:18pm by Theresa Fresco, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>		

Next meeting date:

January 26, 2023
The Listel Hotel, Vancouver

Seán Sharpe, RPBio

Chair

Christine Houghton

Chief Executive Officer