



Board Meeting – June 26-27, 2025
Coast Discovery Inn, Campbell River and Online

Participants: Corinna Hoodicoff (Chair), Debbi Stanyer (Vice-Chair), Victoria Burdett-Coutts (Past Chair), Denis Dean (online), Gabrielle Hindley (online), Keenan Rudichuk, Kathryn Graham (online), Bob Redden, Jason Kuzminski (online June 26 at 1pm, June 27 at 9:16am), Mark De Croos (online, June 27 only, at 8:55am), Brittany John (online, June 27 only, at 9:35am)

Staff: Christine Houghton (CEO), Elaine Vale (Registrar), Samuel Pittman (Director of Practice), Helen Taraskin (Director, Finance/Ops, online, June 26 at 1:35pm and June 27), Cameron Dexter (Sr. Manager, Compliance), Isaac Anderton (Sr. Manager, Registrations), Sue Owen (Sr. Manager of Practice, online), Boris Chow (Manager, Strategic Initiatives), Tory Davis (Manager, EO/Communications), Farzaneh Mousavi (Sr. Administrative Officer, online, June 26 only), Josie Byington (Administrative Officer, online)

Regrets: Sharon Stewart (Finance Officer), Eugenia Fernandez (Registration Officer)

Minutes

Start Time: 1:00 pm

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Corinna called the meeting to order at 12:59pm and confirmed quorum.		
2) Approval of Agenda a) New business	Corinna presented agenda. She proposed an amendment to discuss financial decisions on June 27. No new business. <u>MOTION to adopt agenda as amended by Debbi Stanyer, seconded by Denis Dean.</u> <u>MOTION CARRIED.</u>		
3) Chair's Remarks	Corinna thanked the board members and staff for travelling to Campbell River and attending online. Corinna acknowledged the cultural diversity of Board and		



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	<p>staff and recognized the impacts of those individuals with ties to Iran. She confirmed the College's commitment to support an inclusive environment during this time.</p> <p>Corinna notified attendees that Lay Board member Susan Wells has resigned due to personal reasons. Corinna acknowledged Susan's valuable contributions to the Board and the College, noted that Christine and staff sent Susan a gift, and Corinna contacted Susan to let her know we are thinking of her.</p>		
4) Summary of Meeting Monitor report from May 15, 2025	<p>Victoria reviewed report from May 15, 2025 meeting.</p> <p>Bob will be the meeting monitor today.</p>		
5) Background information on traditional territory a) Update on Individual Actions on Reconciliation (voluntary)	<p>Cam delivered presentation on the We Wai Kai and Wei Wai Kum First Nations.</p> <ul style="list-style-type: none"> Victoria will present on the traditional territory in which she lives. 		
6) Adoption of Minutes and review of Action Items, May 15, 2025 Meeting	<p>Christine reviewed action items.</p> <p>Items have been completed or will be completed during the current session.</p>		



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	<u>MOTION to approve Minutes by Bob Redden, seconded by Gabrielle Hindley, MOTION CARRIED.</u>		
7) 2025 business plan financial update	<p>Christine reviewed 2025 business plan and provided financial update.</p> <p><u>MOTION to approve Business Plan and financial update by Jason Kuzminski, seconded by Kat Graham. MOTION CARRIED</u></p>		Tory
8) Executive Correspondence Report	<p>Christine presented report.</p> <p>Christine attended a meeting on April 29 with the Minister of Post-Secondary Education and Future Skills and April 30 with Assistant Deputy Ministers Jennifer Melles (Ministry of Infrastructure), Jennifer Anthony (Ministry of Water, Land and Resource Stewardship) and Tony Loughran (Ministry of Post-Secondary Education and Future Skills) relating to the introduction of legislation by the Ministry of Infrastructure that is intended to streamline infrastructure projects.</p>		
9) 2025 Credentialing Survey	<p>Elaine & Isaac presented the results of the 2025 Credentialing Survey and responded to questions.</p> <p>Corinna, Chair of Credentialing Standard Task Force, thanked staff for launching the survey and collating the results, which facilitated the task force's review of key issues</p>		



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	<ul style="list-style-type: none"> Next step for the task force is to develop recommendations for consideration by the Board. 		
10) 2025 Audit Results	<p>Sam presented the 2025 Audit Results verbally and described the process to remedy registrant deficiencies and some challenges that occurred.</p> <p>Sam's presentation at the April Board Meeting can be shared if requested.</p>	<ul style="list-style-type: none"> Sam to follow up with Gabrielle regarding the two audit streams. 	Sam
11) CPD Timeframe Options	<p>Sue presented information on how other regulators under the <i>Professional Governance Act</i> manage CPD</p> <p>Issues for consideration are how CPD points accumulate over 3 years, requirements for CPD when registrants are on leave, and tying completion of CPD input to year-end dues payment.</p> <p>Kat, Debbi, and Victoria volunteered to meet with Practice staff regarding CPD timeframe options.</p>	<ul style="list-style-type: none"> Sam and Sue to contact Kat, Debbi and Victoria to continue work on CPD timeframe options and in the fall present the Board with a recommendation to strike a task force. 	Sam, Sue
12) 2025 Conference Report	<p>Tory presented the 2025 Conference Report.</p> <p>Helen provided Conference financial report.</p> <p>Discussion was held about some of the attendees' feedback on breakout sessions.</p>		



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	<p>Bob congratulated staff for securing a significant number of sponsors.</p> <p>Corinna thanked Tory and Helen for presentation and Bob for his leadership on the Conference Planning Working Group.</p>													
13) Motion to go In Camera	<p><u>MOTION to go in Camera by Jason, seconded by Kat. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report on agenda items 8 and 9 on appointments by Denis Dean, seconded by Jason Kuzminski. MOTION CARRIED.</u></p> <p><u>8) MOTION to Approve Option 1 – Approve committee appointees according to the enclosed roster, by Jason Kuzminski, seconded by Kat Graham. MOTION PASSED.</u></p> <table><tr><td>Credentials Committee</td></tr><tr><td>Jaewoo Kim, RPBio #4165 (Three-year term)</td></tr><tr><td>Gaius Wilson*, RPBio #4067 (Three-year term)</td></tr><tr><td>Nominations Committee</td></tr><tr><td>Farshad Shafiei*, RPBio #3781 (One-year term)</td></tr><tr><td>Miriam Marshall*, RPBio #2149 (One-year term)</td></tr><tr><td>Nnamdi Amaeze, RPBio #5375 (One-year term)</td></tr><tr><td>Sonja Panozzo, RBTech #3591 (One-year term)</td></tr><tr><td>Len Owen*, Lay member (One-year term)</td></tr><tr><td>Investigations Committee</td></tr><tr><td>Kerry Head, RPBio #3265 (Three-year term)</td></tr></table> <p><u>9) MOTION to Approve Option 1 – Approve Jocelyn White, RPBio as chair of Credentials Committee and Alex de Jong Westman, RPBio as chair of Investigations Committee on</u></p>	Credentials Committee	Jaewoo Kim, RPBio #4165 (Three-year term)	Gaius Wilson*, RPBio #4067 (Three-year term)	Nominations Committee	Farshad Shafiei*, RPBio #3781 (One-year term)	Miriam Marshall*, RPBio #2149 (One-year term)	Nnamdi Amaeze, RPBio #5375 (One-year term)	Sonja Panozzo, RBTech #3591 (One-year term)	Len Owen*, Lay member (One-year term)	Investigations Committee	Kerry Head, RPBio #3265 (Three-year term)		
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	<u>three-year terms and appoint Victoria Burdett-Coutts, RPBio, Past Chair as Nominations Committee chair for one-year as of July 1, 2025, by Jason, seconded by Bob. MOTION CARRIED.</u>		
Adjournment, June 26	<u>MOTION to adjourn at 4:42pm. By Keenan Rudichuk. Seconded by Jason Kuzminski. MOTION CARRIED.</u>		
Call to Order, June 27	Corinna called the meeting to order at 9:02am and confirmed quorum.		
14) Finance Decisions a) Contingency Fund in financial statements (Decision note no. 1) b) 2025-27 financial strategy (Information note no. 1)	<p>Mark presented the Contingency Fund in financial statements (Decision Note No. 1).</p> <p><u>MOTION to accept Option 1: Move the residual balance of the Contingency Fund in amount of \$19,793 to the Operating Fund and update the Funds Policy to formally establish the Contingency Fund for future use, by Mark De Croos, seconded by Debbi Stanyer. MOTION CARRIED.</u></p> <p>Mark presented the 2025-27 financial strategy (Information Note No. 1). Christine provided further details related to the planned deficit for 2025, balanced budgets for 2026 and 2027, and planned dues increases. Two additional staff positions are budgeted for 2026.</p>		



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15) Nominations Committee 2024/25 Final Report	<p>Christine presented the Nominations Committee 2024/25 Final Report. She provided background on some of the recommendations and stated that staff will bring a Decision Note to the Board regarding applicant reference requirements in the future.</p> <p>Corinna thanked Seán Sharpe for his work on the committee and his ongoing work with the College.</p> <p><u>MOTION to receive the Nominations Committee 2024/25 Final Report by Bob Redden, seconded by Kat Graham. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> • Staff post the Nominations Committee 2024/25 Final Report to the website 	Tory
16) 2027 Conference Location (Decision note no. 2) a) Appointments to 2026 conference planning working group	<p>Tory presented the Conference Location for 2027. Discussion resulted in an amendment to the recommended location of the conference, from Kelowna specifically to the other centres in the Okanagan.</p> <p><u>MOTION to investigate and secure cost-effective venues in the Okanagan for the 2027 conference for April 7-9, 2027, by Bob Redden, seconded by Jason Kuzminski seconded. MOTION CARRIED.</u></p> <p>Tory introduced the call for members to join the 2026 Conference Planning Working Group..</p> <p><u>MOTION to appoint to Debby Stanyer (Chair), Jason Kuzminski,</u></p>	<ul style="list-style-type: none"> • Staff to call for additional local members of the 2026 Conference Planning Working Group 	<p>Tory</p> <p>Tory, Josie</p>



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	<u>and Bob Redden to the Conference Planning Working Group by Gabrielle Hindley, seconded by Keenan Rudichuk. MOTION CARRIED.</u>					
17) Indigenous Learning Scholarship (Information note no. 2)	<p>Tory presented the Indigenous Learning Scholarship information note. Christine noted that the scholarship aligns with the Strategic Plan goal: Take tangible actions to advance reconciliation.</p> <p>Brittany proposed the New Relationship Trust as organization to consider.</p> <p>Staff will continue work on the scholarship and report back to the Board.</p>					
18) Confirmation of electronic decisions a) Appointments to Finance Governance Committee – June 2025	<p>Corinna presented the Confirmation of electronic decisions, which confirmed appointments to the Finance Governance Committee.</p> <p>Denis volunteered to join the committee.</p> <p><u>MOTION to approve Option 1 – Approve appointments to Finance Governance Committee as listed on one-year terms by Denis Dean, seconded by Kat Graham. MOTION CARRIED.</u></p> <table><tr><td>Finance Governance Committee 2025/26</td></tr><tr><td>Mark De Croos, Lay Member, chair</td></tr><tr><td>Jason Kuzminski, Lay Member, vice chair</td></tr></table>	Finance Governance Committee 2025/26	Mark De Croos, Lay Member, chair	Jason Kuzminski, Lay Member, vice chair		
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	<div>Corinna Hoodicoff, RPBio</div> <div>Debbi Stanyer, RPBio</div> <div>Victoria Burdett-Coutts, RPBio</div> <div>Kathryn Graham, RPBio</div> <p><u>MOTION to appoint Denis Dean to the Finance Governance committee by Debbi Stanyer, seconded by Mark De Croos.</u> <u>MOTION CARRIED.</u></p>		
19) Chair and Executive Governance Committee Report	<p>Corinna delivered Chair and Executive Governance Committee Report.</p> <ul style="list-style-type: none"> Corinna met weekly with the CEO Confirmed the Finance Governance Committee members for 2025-26 Discussion with CEO about Bills 14 and 15 and strategies for responses to BC Government Summary of the new HR manual, and discussion about holiday time policies 		
20) Finance Report	<p>Mark delivered the Finance Report.</p> <ul style="list-style-type: none"> The Finance Governance Committee met on June 20, 2025 The Committee welcomed new members Kathryn Graham and Jason Kuzminski Recommendation to the Board to transfer funds from the Contingency 		



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	Fund to the Operating Fund		
21) Statutory Committee Reports a) Credentials Committee Report b) Audit & Practice Review Committee Report c) Investigation Committee Report d) Discipline Committee Report e) Nominations Committee Report	<p>Elaine delivered the Credentials Committee Report.</p> <ul style="list-style-type: none"> The Credentials Committee met on May 27, 2025 to appoint 3 new credentials assessors and discuss other updates and business. <p>Sam delivered the APRC Report.</p> <ul style="list-style-type: none"> APRC Meetings and Decisions 2025 Audit Resolvable Deficiencies Review and Action of Audit Program Areas for Improvement <p>Elaine delivered the Investigations Committee Report.</p> <ul style="list-style-type: none"> The Investigations Committee meets monthly to review complaints and make determinations There are 15 active files, including 4 complaints that have been received since the April board meeting Chair Mel Kotyk retires as of June 2025 <p>Elaine delivered the Discipline Committee Report.</p> <ul style="list-style-type: none"> The Discipline Committee currently has no open files 	<ul style="list-style-type: none"> Cam to upload the presentation on Discipline presented at the February 2025 meeting to the Board folder. 	



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	<ul style="list-style-type: none"> No Discipline Committee meetings have occurred since the chair report dated April 9, 2025 <p>Christine delivered the Nominations Committee Report.</p> <ul style="list-style-type: none"> Concluded review of the 2025 election nominations process and made recommendations for future improvements Edited and submitted the Nominations Committee Report to the Board Interview prospective new Nominations Committee members for 2026 <p><u>MOTION to receive the Statutory Committee reports by Denis Dean, seconded by Debbi Stanyer. MOTION CARRIED.</u></p>		
22) 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		
23) Working Group Reports a) Editorial Board Report			



COLLEGE OF
APPLIED BIOLOGISTS
Professional Accountability

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24) Task Force Reports a) Credentialing Standard Task Force Report		•	
25) Lay Board Member Report	<u>MOTION by Bob to receive reports under Consent Agenda by Bob Redden, seconded by Keenan Rudichuk. MOTION CARRIED.</u>		
26) Report from the Meeting Monitor	Bob delivered the Meeting Monitor Report. Gabrielle will be the monitor of the next meeting.		
27) Adjournment	<u>MOTION to adjourn at 10:23 am by Brittany, seconded by Keenan. MOTION CARRIED.</u>		

Next meeting date:

September 26, 2025
Online

Corinna Hoodicoff, RPBio
Chair

Christine Houghton
Chief Executive Officer