



Board Meeting – January 26, 2024
The Listel Hotel, Vancouver

Participants: Seán Sharpe (Chair), Victoria Burdett-Coutts (Vice Chair), Corinna Hoodicoff, Hannah Horn, Denis Dean, Megan Hanacek, Deborah Stanyer, Mark De Croos, Brittany John, Jason Kuzminski (left at 9:53am), Susan Wells, Alexandra de Jong Westman (Past Chair)

Staff: Christine Houghton (CEO), Mike Engelsjord (Director of Practice), Isaac Anderton (Manager, Registrations), Sue Owen (Manager, Practice), Boris Chow (Manager, Complaints), Helen Taraskin (Manager, Finance/Ops) (from 9:15am to 9:25am), Tory Davis (EO/Communications Supervisor), Eugenia Fernandez (Sr. Admin. Officer)

Regrets:

Minutes

Start Time: 8:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order and Land Acknowledgement	Seán called the meeting to order at 8:00am and confirmed quorum.		
2) Approval of Agenda a) New business	Seán presented agenda <u>MOTION to adopt agenda as presented by Victoria Burdett-Coutts, seconded by Jason Kuzminski. MOTION CARRIED.</u>		
3) Chair's Remarks	Seán acknowledged the traditional territories of Squamish, Musqueam and Tseil-Waututh communities Seán thanked everyone for their attendance and noted it was the last scheduled meeting before the conference <ul style="list-style-type: none">Seán also informed Board members that there would be a virtual extraordinary meeting in February to approve audited financial statements and appoint the 2024 auditors		



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	For the benefit of the new Board members, Seán asked members to introduce themselves		
4) Summary of Meeting Monitor report December 1, 2023	Corinna Hoodicoff reviewed report Megan Hanacek will be the meeting monitor for today's meeting		
5) Update on Individual Actions on Reconciliation (voluntary)	Hannah reported that she attended Minerals Round-up and they did an interesting job keeping a strong presence for Indigenous Communities at the event <ul style="list-style-type: none"> • As recently as eight years ago, Indigenous Communities were not welcome at the event • Reconciliation is now considered as part of the mining sector's business side 		
6) Adoption of minutes and review of action items a) December 1, 2023 meeting	Christine reviewed action items <u>MOTION to approve minutes of December 1, 2023 by Hannah Horn, seconded by Victoria Burdett-Coutts.</u> <u>MOTION PASSED.</u>	<ul style="list-style-type: none"> • Christine mentioned that the College will be removing reference to the governance policy from the meeting monitor form 	
7) Professional Governance Act update a) International Credentials Recognition Act b) CAIF funding	Christine delivered presentation		
8) Business plan updates a) 2023 business plan b) 2024 business plan	Christine presented update		



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9) Executive Correspondence report	Christine presented report No correspondence items were received or sent during the reporting period; however, the College has started contacting VIPs regarding the 2024 conference		
10) New office space (presentation)	Christine delivered presentation The College is very happy in its new office and there is room for growth		
11) Governing in the Public Interest training	Mark and Brittany explained the public service training provided by the Crown Agencies and Board Resourcing Office		
12) New expense form demonstration	Helen demonstrated new expense claim submission form within registrant portal	<ul style="list-style-type: none"> • College to check whether mileage rate still aligns with Revenue Canada rate 	
13) Update on 2024 conference	Victoria provided update Planning group met on January 25, 2024: <ul style="list-style-type: none"> • Looking for a keynote • Panels have been halfway completed • Discussed “Soirée” on Thursday night 		
14) Motion to go In Camera	<u>MOTION to go In Camera by Megan Hanacek, seconded by Hannah Horn. MOTION CARRIED.</u> <u>MOTION to rise with report on items 6a and 6b by Megan Hanacek, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		



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	<p><u>Items reported:</u></p> <ul style="list-style-type: none"> • <u>Agenda item no. 6a: MOTION to approve Option 1 -- Appoint Elaine Vale as Registrar effective January 29, 2024; appoint Michael Engelsjord, RPBio as Deputy Registrar effective January 29, 2024 – by Hannah Horn, seconded by Brittany John. MOTION PASSED.</u> • <u>Agenda item no. 6b: MOTION to approve Option 1 – Approve the Flexible Work Schedule Policy with amendment – by Victoria Burdett-Coutts, seconded by Jason Kuzminski. MOTION PASSED.</u> 		
<p>15) Finance decisions a) 2024 final budget (Decision note no. 1)</p>	<p>Christine delivered presentation</p> <p>Mark reminded the Board that a provisional budget was approved in November 2023 with the final budget brought forward at the current meeting</p> <p>Christine introduced decision note</p> <p><u>MOTION to approve Option 1 – Approve proposed 2024 budget and recommend to the Board, as presented – by Mark De Croos, seconded by Hannah Horn. MOTION PASSED.</u></p> <p>Mark noted that the College’s contingency funds are healthy</p> <p>--</p>		



COLLEGE OF
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Professional Accountability

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b) Revision to travel and expense policy (Decision note no. 2)	<p>Tory delivered decision note</p> <p><u>MOTION to approve Option 1 -- Approve revisions to Travel and Expense Policy – by Victoria Burdett-Coutts, seconded by Mark De Croos. MOTION PASSED.</u></p>		
16) Policy revisions a) 8-300: Practice Review program (Decision note no. 3) b) 8-400: Audit and Practice Review Extension and Exemption Request policy (Decision note no. 4)	<p>Mike delivered presentation</p> <p>Mike delivered decision note</p> <p>The policy has been updated to include in-training and on leave registrants as within the scope of eligibility</p> <p><u>MOTION to approve Option 1 -- Adopt proposed changes to Policy 8-300 – by Hannah Horn, seconded by Megan Hanacek. MOTION PASSED.</u></p> <p>--</p> <p>Mike delivered decision note</p> <p>The policy has had some clarification on exceptional circumstances where an extension or exemption may be granted</p> <p><u>MOTION to approve Option 1 -- Adopt proposed changes to Policy 8-400 – by Victoria Burdett-Coutts, seconded by Brittany John. MOTION PASSED.</u></p>		
17) Confirmation of electronic decisions	<p>No electronic decisions were rendered</p>		
18) Chair and Executive Governance Committee Report	<p>Seán delivered report</p> <p>The Executive met on January 25 along with weekly meetings between the CEO and Chair</p>		



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	Seán will be attending the Forest Professionals of BC conference on February 7		
19) Finance Report	Mark presented report The Finance Governance Committee met on January 18 to review and finalize the recommended budget for the 2024 fiscal year		
20) Statutory Committee reports a) Credentials Committee report b) Audit & Practice Review Committee report c) Investigation Committee report	Isaac delivered Credentials Report on behalf of Chair: <ul style="list-style-type: none">• The Chair and the Manager of Registration met to discuss outcomes of the Credential Assessors Working Group meeting held on October 26th.• No Credential Committee meetings have been held since the last report• A meeting will be scheduled this year as policy issues and/or other statutory business items arise. -- Mike delivered APRC report on behalf of Chair: <ul style="list-style-type: none">• APRC meeting held on January 8, 2024• APRC proposes updates to policies 8-300 and 8-400• 2024 audits initiated on January 15, 2024 -- Christine delivered report on behalf of Chair: <ul style="list-style-type: none">• Five active files: 23-01, 23-02, 23-07, 23-09, 23-11• Investigation committee will be meeting virtually on		



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<p>d) Nomination Committee report</p> <p>e) Discipline Committee report</p>	<p>February 21, 2024 to review complaints and make determinations on files where required.</p> <p>--</p> <p>Alex delivered report as Committee Chair:</p> <ul style="list-style-type: none"> • Committee met on December 11, January 9 and January 17 • Nominations closed on January 15, 2024 <p>--</p> <p>Christine delivered report on behalf of Chair:</p> <ul style="list-style-type: none"> • Two compliant files are currently active: 21-10 and 23-06 • 21-10 – RRAC being re-considered. Pending response from respondent. • 23-06 – Waiting for respondent response to citation. <p><u>MOTION to accept Executive Governance Committee Report, Finance Governance Committee Report and all statutory Committee reports with amendment to Discipline Committee Report by Hannah Horn, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> • Discipline Report needs to be updated 	
<p>21) Staff reports</p> <p>a) CEO’s Report</p> <p>b) Registrar’s Report</p> <p>c) Director of Practice’s Report</p>	<p>Received via Consent Agenda.</p>		



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d) Communication Officer's Report			
22) Working Group Reports a) Editorial Board report b) Conference Planning report			
23) Task Force Reports a) Scholarships Report			
24) Lay Member Report	<p><u>MOTION to accept reports under consent agenda by Brittany John, seconded by Mark De Croos.</u> <u>MOTION CARRIED.</u></p>		
25) Report from the Meeting Monitor a) Appointment of the Meeting Monitor for next Board meeting	<p>Megan provided meeting monitor report</p> <p>Some technical glitches related to sound but possibly software-related</p> <ul style="list-style-type: none"> • Megan noted that Chair was conscious of checking in with virtual attendees • Megan added that there should be opportunities for virtual attendees to provide feedback at intervals <p>Megan wanted to thank Alex for her service to the College</p> <p>Brittany John will be the meeting monitor for the April 2024 meeting</p>		
26) Other business	<p>Christine suggested that the Board will meet at some point in Victoria at the College's new office</p> <p>Christine also asked the Board whether they would be agreeable to move the conventional January</p>	<ul style="list-style-type: none"> • <u>New Board will consider meeting schedule at the April 2024 meeting and consider potential to move the</u> 	



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	Board meeting dates to later in February <ul style="list-style-type: none">With holiday break in December, there isn't much time to take action between November meeting and January meeting	<u>typical date of the AGM later in the year</u>	
27) Adjournment	<u>MOTION to adjourn at 11:39am by Brittany John, seconded by Hannah Horn. MOTION CARRIED.</u>		

Next meeting date:

April 6, 2024
Vancouver Island Conference Centre, Nanaimo

Handwritten signature of Seán Sharpe in black ink.

Seán Sharpe, RPBio
Chair

Handwritten signature of Christine Houghton in blue ink.

Christine Houghton
Chief Executive Officer