



Board Meeting – September 26, 2025
College of Applied Biology Office, Victoria and Online

Participants: Corinna Hoodicoff (Chair), Debbi Stanyer (Vice-Chair, away from 10:45-10:55am), Victoria Burdett-Coutts (Past Chair, until 1:00 pm), Denis Dean, Gabrielle Hindley, Keenan Rudichuk, Bob Redden, Alison Dennis, Jason Kuzminski, Mark De Croos.

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, Registrations), Sue Owen (Sr. Manager of Practice, online), Boris Chow (Manager, Strategic Initiatives), Tory Davis (Manager, EO/Communications), Farzaneh Mousavi, Josie Byington (Administrative Officer)

Regrets: Salman Azam, Kathryn Graham, Sharon Stewart (Finance Officer), Eugenia Fernandez (Registration Officer)

Guest: Kate Haines, Superintendent and Executive Director, Office of the Superintendent of Professional Governance (11:36am – 12:50pm)

Minutes

Start Time: 9:00 am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order a) Introductions	<p>Corinna announced the passing of Susan Wells, Lay Board Member.</p> <ul style="list-style-type: none">Christine conveyed a suggestion from Susan's family that individuals could make a donation to the Canadian Cancer Foundation in Susan's name. <p>Corinna called the meeting to order at 9:07am and confirmed quorum.</p>	<p>People who wish to contribute to the Cancer Foundation should contact Christine who will make the contribution on the College's behalf.</p>	
2) Adoption of Agenda a) New business	<p>Corinna presented agenda.</p> <p>No new business.</p>		



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	<u>MOTION to adopt agenda by Denis Dean, seconded by Gabrielle Hindley,</u> <u>MOTION PASSED.</u>		
3) Chair's Remarks	Corinna thanked the board members and staff for attending the meeting. She expressed heavy feelings due to the loss of Susan and world geopolitical and trade concerns. She noted the meeting being held online to minimize expenses.		
4) Summary of Meeting Monitor report from June 26-27, 2025	Bob reviewed report from June 26-27, 2025 meeting. Gabrielle will be the meeting monitor today.		
5) Background information on traditional territory a) Update on Individual Actions on Reconciliation (voluntary)	Victoria delivered a presentation on the Inuit in Iqaluit, Nunavut, where she was working. Alison and Debbi described reconciliation activities they are undertaking.		
6) Adoption of Minutes and review of Action Items, June 26-27, 2025 Meeting	Christine reviewed action items. Items have been completed. <u>MOTION to approve Minutes by Bob Redden, seconded by Keenan Rudichuk,</u> <u>MOTION PASSED.</u>		



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7) Motion to go <i>In Camera</i>	<p><u>MOTION to go in Camera by Denis Dean, seconded by Alison Dennis, MOTION PASSED.</u></p> <p><u>MOTION to rise with report on agenda items:</u></p> <ul style="list-style-type: none">• <u>Agenda item no. 4</u>• <u>Agenda item no. 8</u> <p><u>By Jason Kuzminski, seconded by Gabrielle Hindley, MOTION PASSED.</u></p> <p><u>4) MOTION to approve the Credentials Committee Lay member appointee according to the enclosed roster for a three-year term ending June 2028 by Denis, seconded by Bob, MOTION PASSED.</u></p> <table border="1" data-bbox="470 1136 853 1189"><tr><td>Credentials Committee</td></tr><tr><td>Brittany John (Three-year term)</td></tr></table> <p><u>8) MOTION to approve the Human Resource Manual as presented by Denis, seconded by Jason, MOTION PASSED.</u></p>	Credentials Committee	Brittany John (Three-year term)		
Credentials Committee					
Brittany John (Three-year term)					
8) 2025 business plan financial update	<p>Christine reviewed 2025 business plan and provided financial update.</p> <p><u>MOTION to receive the Business Plan and financial update by Bob Redden, seconded by Mark De Croos, MOTION PASSED.</u></p>				
9) Executive Correspondence Report	Christine presented report.				
10) Board Competency	Christine presented the results of the Board competency analysis.				



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Analysis (presentation)	The Nominations Committee will meet on October 1, 2025, chaired by Victoria.		
11) Results of Title and Practice Compliance Review (presentation)	Boris presented the Title and Practice Compliance Review. College staff will meet with representatives of the Ministry of Water, Lands, and Resource Stewardship and DFO in October regarding title and practice compliance.		
* Item moved to accommodate Superintendent's schedule 12) Remarks from Superintendent of the Office of the Superintendent of Professional Governance (11:45 am)	Christine introduced Kate Haines who delivered her remarks.		
13) Credentialing Task Force Update (Presentation)	Corinna, Chair of the Credentialing Standard Task Force, delivered an update presentation.		
14) Finance Decisions	<p>a. Accessing contingency fund (Decision Note no. 1) Mark provided context, then Helen presented the Decision Note.</p> <p><u>MOTION to approve Option 1 -- Allow College staff to access the Operating Fund Investment account for up to \$100K, once the cash</u></p>		



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	<p><u>account balance falls below \$50K -- by Mark De Croos, seconded by Jason Kuzminski, MOTION PASSED.</u></p> <p>b. RBTech dues alignment (Decision Note no. 2) Christine presented the Decision Note.</p> <p><u>MOTION to approve Option 1 – Approve proposed registration dues for RBTech and AB-LL categories in 2026 -- by Alison Dennis, seconded by Mark De Croos, MOTION PASSED.</u></p> <p>c. 2026 dues (Decision Note no. 3) Christine presented the Decision Note.</p> <p><u>MOTION to approve Option 1 -- Approve the Proposed Dues Increase -- by Jason Kuzminski, seconded by Mark De Croos, MOTION PASSED.</u></p> <p>d. Implementation of financial strategy for 2026-2028 (information note no. 1) Helen presented the “2026 Budget and Beyond” presentation and the Information Note.</p> <p>Mark commented that a three-year plan contributes</p>	<ul style="list-style-type: none">• At the November Board meeting, present the draft three-year rolling priorities .	Christine, Helen



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	<p>to the realization of a respected and professional organization.</p> <p>Christine confirmed that the Finance Committee receives monthly reports.</p>		
15) CPD Terms of Reference (Decision note no. 4)	<p>Sam presented the Decision Note.</p> <p><u>MOTION to approve Option 1 -- Approve Terms of Reference (TOR) for a focused review of the CPD Standard -- by Bob Redden, seconded by Keenan Rudichuk, MOTION PASSED.</u></p>		
16) Revisions to Policy 3-100: Nominations (Decision note no. 5)	<p>Tory presented the Decision Note.</p> <p><u>MOTION to approve Option 1 -- Approve expansion of nominee eligibility for Board members to include registration with another regulator and clarify that registration with the College must be as a practicing registrant -- by Denis Dean, seconded by Gabrielle Hindley, MOTION PASSED.</u></p>		
17) Indigenous Learning Scholarship (Decision note no. 6)	<p>Tory presented the Decision Note.</p> <p><u>MOTION to approve Option 1 – Partner with New Relationship Trust -- by Bob Redden, seconded by Jason Kuzminski, MOTION PASSED.</u></p>		



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	Clarification was provided that the Linda Michaluk Scholarship will continue.		
18) Information Notes	<p>a. Appointments to Conference Planning Working Group (Information Note no. 2) Christine presented the Information Note.</p> <p>Corinna thanked Debbi for chairing the Conference Planning Working Group.</p> <p>b. Delegation of routine registration approvals (Information Note no. 3) Elaine presented the Information Note.</p>	•	
19) Confirmation of electronic decisions	There were no electronic decisions.		
13) Credentialing Task Force Update (Presentation)	Corinna, Chair of the Credentialing Standard Task Force, presented the 2025 Credentialing Task Force Update presentation. More information will be presented at the next Board meeting.	• Provide further updates at November Board meeting	Corinna,
20) Chair and Executive Governance Committee Report	<p>Corinna presented the Chair and Executive Governance report.</p> <ul style="list-style-type: none">• Weekly meetings were held between the Chair and the CEO;• The Executive Committee met on September 12, 2025;• Letters of appointment were sent to two new Lay		



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	<p>Board members and two Committee Chairs;</p> <ul style="list-style-type: none">Letters of thanks were sent to outgoing committee members and chairs.		
21) Finance Report	<p>Mark presented the Finance Governance Committee Report</p> <p>The Finance Governance Committee met on September 22, 2025, with the following recommendations to the board:</p> <ul style="list-style-type: none">access funds from the Operating Fund Investment account if cash account balance falls below identified threshold;increase to dues across all registrant categories; andfurther increase in dues to RBTech and AB-LL categories to align them more closely with RPBio dues value.		
22) Statutory Committee Reports a) Credentials Committee Report b) Audit & Practice Review Committee Report	<p>Elaine presented the Credentials Committee report.</p> <ul style="list-style-type: none">The Credentials Committee met on September 10, 2025, to introduce new members and discuss other updates and business. <p>Sam presented the Audit & Practice Review Committee report.</p> <ul style="list-style-type: none">The committee presented draft policy to help define grounds for referral to a practice review;The committee closed the 2025 audits by approving		



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c) Investigation Committee Report	<p>successful completion of auditees completing a CPD plan;</p> <ul style="list-style-type: none">• The committee will hold an upcoming fact-to-face meeting to focus on reviewing audit materials and outcomes. <p>Elaine presented the Investigation Committee report</p> <ul style="list-style-type: none">• There are 17 active files including 4 complaints that have been received since the June board meeting.		
d) Discipline Committee Report	<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 April 9, 2025.		
e) Nominations Committee Report	<p>Christine presented the Nominations Committee report</p> <ul style="list-style-type: none">• The committee for the 2025/26 nominations cycle has been appointed and sworn in;• Commencement meeting scheduled for October 1, 2025. <p><u>MOTION to receive the Statutory Committee reports by Gabrielle Hindley, seconded by Keenan Rudichuk, MOTION PASSED.</u></p>		
23) Staff Reports a) CEO's Report	Received via Consent Agenda		



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b) Registrar's Report c) Director of Practice's Report d) Communication Manager's Report			
24) Working Group Reports a) Editorial Board Report b) Conference Planning Working Group Report	Received via Consent Agenda		
25) Task Force Reports a) Credentialing Standard Task Force Report	Received via Consent Agenda		
26) Lay Board Member Report	<u>MOTION to receive reports under Consent Agenda by Jason Kuzminski, seconded by Gabrielle Hindley, MOTION PASSED.</u>		
27) Report from the Meeting Monitor	<p>Gabrielle delivered the Meeting Monitor Report.</p> <p>Denis will be the monitor of the next meeting.</p> <p>Gabrielle volunteered to give a 10-minute Indigenous presentation about Vancouver at the next meeting.</p>		
28) Adjournment	<u>MOTION to adjourn at 2:16 pm by Gabrielle Hindley, seconded by Alison Dennis, MOTION PASSED.</u>		



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Next meeting date:

November 27, 2025
Vancouver

Corinna Hoodicoff, RPBio

Chair

Christine Houghton

Chief Executive Officer