



Board Meeting – November 28, 2025
Sutton Place Hotel, Vancouver and Online

Participants: Corinna Hoodicoff (Chair), Debbi Stanyer (Vice-Chair), Victoria Burdett-Coutts (Past Chair), Denis Dean, Kathryn Graham, Gabrielle Hindley, Keenan Rudichuk, Bob Redden, Alison Dennis, Jason Kuzminski (at 9:59am), Mark De Croos, Salman Azam

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

Regrets: Isaac Anderton (Sr. Manager of Registration), Eugenia Fernandez (Registration Officer), Sharon Stewart (Finance Officer)

Minutes

Start Time: 9:00 am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order a) Intro- ductions	Corinna called the meeting to order at 9:00am and confirmed quorum. Corinna acknowledged the challenge of chairing virtually and apologized for not being able to attend in person. Members introduced themselves to Salman who was attending his first meeting as a Lay Member.		
2) Adoption of Agenda a) New business	Corinna presented agenda. No new business. <u>MOTION to adopt agenda by Bob Redden, seconded by Alison Dennis, MOTION PASSED.</u>		
3) Chair's Remarks	Corinna noted her regret at not being well enough to travel.		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>Corinna mentioned an article regarding AI that discussed how it's changing the job landscape, but there are three jobs that will be immune: coding/programming, energy managers and biologists.</p>		
<p>4) Summary of Meeting Monitor report from June 26-27, 2025</p>	<p>Gabrielle reviewed report from September 26, 2025 meeting.</p> <p>Denis will be the meeting monitor today.</p>		
<p>5) Background information on traditional territory a) Update on Individual Actions on Reconciliation (voluntary)</p>	<p>Gabrielle delivered presentation on Musqueam Indian Band.</p>		
<p>6) Adoption of Minutes and review of Action Items, June 26-27, 2025 Meeting</p>	<p>Christine reviewed action items.</p> <p>Items have been completed.</p> <p><u>MOTION to approve Minutes of September 26, 2025 meeting by Gabrielle Hindley, seconded by Keenan Rudichuk, MOTION PASSED.</u></p>		
<p>7) Motion to go In Camera</p>	<p><u>MOTION to go in Camera by Denis Dean, seconded by Gabrielle Hindley, MOTION PASSED.</u></p> <p><u>At 10:41 am, MOTION to rise with report on agenda items:</u></p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> • <u>Agenda item no. 4</u> <u>By Jason Kuzminski, seconded by Keenan Rudichuk, MOTION PASSED.</u> <u>Agenda item no. 4: MOTION to approve Option 1: Appoint the proposed personnel presented to form the Task Force – by Denis Dean, seconded by Gabrielle Hindley. MOTION PASSED.</u> <u>2026 CPD Enumeration Task Force Personnel Proposed for Appointment:</u> <ul style="list-style-type: none"> • <u>Keenan Rudichuk, RPBio Task Force Chair, Board Member</u> • <u>Jason Kuzminski Member, Lay Board Member</u> • <u>Trevor Ash Member, Lay</u> • <u>Erin Robertson, RPBio Member, Registrant</u> • <u>Selena Shay, RPBio Member, Registrant</u> 		
<p>8) 2025 business plan financial update</p>	<p><i>Corinna called for a 10-minute recess at 10:40am</i></p> <p>Christine reviewed 2025 business plan and provided financial update.</p> <p><u>MOTION to receive the Business Plan and financial update by Mark De Croos, seconded by Gabrielle Hindley, MOTION PASSED.</u></p>		
<p>9) Executive Correspondence Report</p>	<p>Christine presented report.</p>		
<p>10) 2026 conference</p>	<p>Tory provided update from previous day's conference planning workshop</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p>planning update</p>			
<p>11) Regulation of firms update</p>	<p>Boris delivered presentation on the College’s progress on regulation of firms.</p> <p>Boris reviewed preliminary research into a model that the College could use to regulate firms, however nothing is being proposed at this time.</p>		
<p>12) Credentialing Task Force update (presentation)</p>	<p>Corinna delivered update on the results of the Credentialing Task Force’s work.</p>		
<p>13) Finance Decisions</p> <p>a. Investment products in RBC Dominion (Information note no. 1)</p> <p>b. Operating Fund Withdrawal (Information note no. 2)</p> <p>c. Budget Reallocation (Information note no. 3)</p> <p>d. CPD postings fees</p>	<p><i>Corinna called for a lunch recess until 12:30pm</i></p> <p>Mark presented information note.</p> <p>Lower interest rates have an effect on GICs which are the College’s main investment product for surplus cash.</p> <p>The College’s investment consultant has suggested a different product which has a little more risk.</p> <ul style="list-style-type: none"> • Analysis is ongoing and a decision will be brought to the Board at a future date. 		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p>(Decision Note no. 1)</p> <p>e. 2026 conference pricing (Decision Note no. 2)</p> <p>f. 2026 provisional budget (Decision Note no. 3)</p>	<p>--</p> <p>Christine presented information note.</p> <p>At the September 2025 meeting, staff were given authority to access the Operating Fund investment account; no further withdrawals are anticipated.</p> <p>--</p> <p>Christine presented information note.</p> <p>College staff have authority to reallocate up to two per cent of the budget.</p> <p>Staff frequently review budget to identify savings for reallocation to other lines</p> <ul style="list-style-type: none"> • Savings have been reinvested into database improvements. <p>--</p> <p>Christine introduced Decision Note.</p> <p>The College charges organizations for posting jobs to the College’s website, but currently there is no charge for organizations to advertise their training courses as CPD opportunities.</p> <ul style="list-style-type: none"> • Staff is recommending that there should be a pricing scheme applied for for-profit institutions. 		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p><u>MOTION to approve Option 1: Approve proposed CPD advertising fee structure effective January 1, 2026 – by Mark De Croos, seconded by Keenan Rudichuk. MOTION PASSED.</u></p> <p>--</p> <p>Christine delivered a Decision Note.</p> <p>The College would like to begin selling tickets for the 2026 conference in January 2026</p> <ul style="list-style-type: none"> • There is an increase in in-person ticket pricing due to the venue, but there has not been a change in pricing for online. <p><u>MOTION to approve Option 1 – Approve the proposed conference program pricing – by Mark De Croos, seconded by Debbi Stanyer. MOTION PASSED.</u></p> <p>--</p> <p>Christine delivered presentation on three-year priorities.</p> <p>Mark delivered a Decision Note.</p> <p>Mark advised that the budget is still provisional, but provides staff with operational spending authority</p> <ul style="list-style-type: none"> • Staff are presenting a surplus budget after 		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>two years of deficit budgets to accommodate staff and regulatory expenses.</p> <p><u>MOTION to approve Option 1 – Approve proposed provisional 2026 budget and recommend to the Board, as presented – by Mark De Croos, seconded by Salman Azam. MOTION PASSED.</u></p>		
<p>14) Indigenous learning scholarship (Information note no. 4)</p>	<p>Tory presented information note.</p>		
<p>15) Confirmation of electronic decisions a. Date of 2026 annual general meeting</p>	<p><u>MOTION to confirm electronic decision to schedule 2026 annual general meeting for May 13, 2026 by Denis Dean, seconded by Bob Redden. MOTION CARRIED.</u></p>		
<p>16) Chair and Executive Governance Committee Report</p>	<p>Corinna presented the Chair and Executive Governance report.</p> <ul style="list-style-type: none"> • Weekly meetings with CEO. • Executive Committee meetings Oct 13, Nov 27. 		
<p>17) Finance Report</p>	<p>Mark presented the Finance Governance Committee report.</p> <ul style="list-style-type: none"> • The Finance Governance Committee (FGC) met on November 19, 2025 • The committee reviewed the provisional budget for 2026 • Recommendations to the Board: 		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> ○ Proposed changes to CPD advertising fee structure ○ Pricing model for 2026 conference ○ Provisional 2026 budget 		
<p>18) Statutory Committee Reports</p> <p>a) Credentials Committee Report</p> <p>b) Audit & Practice Review Committee Report</p> <p>c) Investigation Committee Report</p>	<p>Elaine presented the Credentials Committee report.</p> <ul style="list-style-type: none"> ● The Credentials Committee and Assessors met on October 28, 2025, to introduce new members and discuss the changes to the Standard proposed by the Task Force. <p>--</p> <p>Sam presented the Audit & Practice Review Committee report.</p> <ul style="list-style-type: none"> ● Meetings: November 6 and 7. ● APRC Decisions: Appointing 2026 Audit Assessors. ● CPD Enumeration Task Force Update. <p>--</p> <p>Elaine presented the Investigation Committee report.</p> <ul style="list-style-type: none"> ● The Investigations Committee meets monthly to review complaints and make determinations. ● There are 11 active files, including 1 deferred file <p>--</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p>d) Discipline Committee Report</p> <p>e) Nominations Committee Report</p>	<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 September 26, 2025. <p>--</p> <p>Victoria presented the Nominations Committee report.</p> <ul style="list-style-type: none"> The nominations process is underway and the Committee has met three times. <p><u>MOTION to receive the Statutory Committee reports by Jason Kuzminski, seconded by Gabrielle Hindley, MOTION PASSED.</u></p>		
<p>19) Staff Reports</p> <p>a) CEO's Report</p> <p>b) Registrar's Report</p> <p>c) Director of Practice's Report</p> <p>d) Communication Manager's Report</p>	<p>Received via Consent Agenda.</p>		
<p>20) Working Group Reports</p> <p>a) Editorial Board Report</p> <p>b) Conference Planning Working Group Report</p>	<p>Received via Consent Agenda.</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
21) Task Force Reports a) Credentialing Standard Task Force Report	Received via Consent Agenda.		
22) Lay Board Member Report	<u>MOTION to receive reports under Consent Agenda by Keenan Rudichuk, seconded by Debbi Stanyer, MOTION PASSED.</u>		
23) Report from the Meeting Monitor	<p>Denis delivered the Meeting Monitor Report.</p> <p>Denis noted that information presented by staff was clear and that Board members had prepared questions for discussion by reviewing the materials in advance.</p> <p>Denis also highlighted that Board members were thankful for the diverse participation on recent task force work.</p> <p>He reported that the meeting technology worked well, and made it possible for Corinna to effectively chair the meeting remotely.</p> <ul style="list-style-type: none"> • Denis appreciated the venue and the proactive nature of staff and chair. <p>Denis also wanted to note that the College's colleagues at the ASPB were celebrating their 50th anniversary at their conference.</p> <p>Keenan will be the monitor of the next meeting.</p>		



COLLEGE OF
APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	Victoria will deliver an Indigenous presentation on Grise Fjord.		
24) Adjournment	<u>MOTION to adjourn at 1:34 pm by Gabrielle Hindley, seconded by Bob Redden, MOTION PASSED.</u>		

Next meeting date:

February 13, 2026
Vancouver

A handwritten signature in black ink, appearing to read 'Corinna Hoodicoff'.

Corinna Hoodicoff, RPBio

Chair

A handwritten signature in blue ink, appearing to read 'Christine Houghton'.

Christine Houghton

Chief Executive Officer