



Board Meeting – April 6, 2024
Vancouver Island Conference Centre, Nanaimo

Participants: Victoria Burdett-Coutts (Chair), Corinna Hoodicoff (Vice Chair), Denis Dean, Megan Hanacek, Kathryn Graham, Bob Redden, Mark De Croos, Brittany John, Susan Wells, Seán Sharpe (Past Chair)

Staff: Christine Houghton (CEO), Elaine Vale (Registrar), Mike Engelsjord (Director of Practice), Isaac Anderton (Manager, Registrations, left at 9:45am), Sue Owen (Manager, Practice, left at 10:15am), Boris Chow (Manager, Complaints), Cameron Dexter (Manager, Compliance) Helen Taraskin (Manager, Finance/Ops, left at 10:15am), Tory Davis (EO/Communications Supervisor), Sharon Stewart (Finance Officer, left at 10:15am), Faith Brown (Registration Officer, left at 9:45am) Eugenia Fernandez (Sr. Admin. Officer, left at 10:15am), Betsy Haggerty (Admin. Officer, left at 10:15am)

Regrets: Jason Kuzminski

Minutes

Start Time: 9:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Victoria called the meeting to order at 9:00am and confirmed quorum. She welcomed Kathryn Graham and Bob Redden as new Board members.		
2) Approval of Agenda a) New business	Victoria presented agenda <u>MOTION to adopt agenda as presented by Megan Hanacek, seconded by Denis Dean. MOTION CARRIED.</u> Seán requested an update on insurance under agenda item 14.		
3) New Board a) Board Member introductions b) Motion to destroy 2024 election ballots	Staff and Board members introduced themselves <u>MOTION to confirm composition of Board for 2024/25:</u> <ul style="list-style-type: none"> • <u>Victoria Burdett-Coutts, Chair</u> • <u>Corinna Hoodicoff, Vice Chair</u> • <u>Denis Dean, Board member</u> 		



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	<ul style="list-style-type: none"> • <u>Megan Hanacek, Board member</u> • <u>Kathryn Graham, Board member</u> • <u>Bob Redden, Board member</u> • <u>Mark De Croos, Lay Board member</u> • <u>Susan Wells, Lay Board member</u> • <u>Brittany John, Lay Board member</u> • <u>Jason Kuzminski, Lay Board member</u> • <u>Seán Sharpe, Past Chair</u> <p><u>By Denis Dean, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p> <p><u>MOTION to destroy 2024 election ballots by Brittany John, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p>4) Chair’s Remarks and Land Acknowledgement</p>	<p>Victoria acknowledged her desire to have a productive year as Chair and expressed confidence in the assembled Board and staff members to accomplish that goal</p>		
<p>5) Summary of Meeting Monitor report from January 26, 2024</p>	<p>Megan reviewed report from January 26, 2024 meeting</p> <p>Brittany will be the meeting monitor for today’s meeting</p>		
<p>6) Conference 2024 review</p>	<p>Board members provided their impressions of the conference</p> <p>Most Board members found the event space to be optimal for the size of the group</p> <p>Corinna noted that some attendees felt that the connection between speaker topics on a single panel were disparate</p>		



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	<ul style="list-style-type: none"> The planning group had some challenges finding speakers which led to some broader connections <p>Seán suggested that we could have acknowledged sponsors more frequently</p> <p>Susan suggested more direct facilitation by moderators and MCs to help bridge the gaps between speakers and sessions and provide context</p>		
7) Update on Individual Actions on Reconciliation (voluntary)	<p>Brittany shared her gratitude at having a platform to speak about the work of Tsleil-Waututh Nation</p> <p>Board members also were thankful for the presence of Snuneymuxw elder Lolly at the conference</p>		
8) Board (re)orientation	<p>Christine provided a detailed presentation on the governance and operations of the College</p> <p>Staff members introduced themselves</p> <p><i>Victoria called for a recess at 10:15am. Some staff left.</i></p>	<ul style="list-style-type: none"> Kathryn asked for the scope of practice chart to be more prominently displayed on the College website Bob suggested development of a risk registry to help the Board prepare itself for unforeseen issues Staff will provide some learnings on complaint processes 	
9) Motion to go In Camera	<p><u>MOTION to go In Camera by Megan Hanacek, seconded by Brittany John.</u> <u>MOTION CARRIED.</u></p>		



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	<p><u>MOTION to rise with report by Brittany John, seconded by Susan Wells. MOTION CARRIED.</u></p> <p><u>Items report:</u></p> <ul style="list-style-type: none"> • <u>MOTION to approve Option 1 – Appoint Deborah Stanyer to serve on the College’s Board until the next general election – by Denis Dean, seconded by Megan Hanacek. MOTION PASSED.</u> <p><i>Victoria called for a lunch recess</i></p>		
<p>10) Adoption of minutes and review of Action items</p> <p>a) January 26, 2024 meeting</p> <p>b) March 21, 2024 Extraordinary meeting</p>	<p>Christine reviewed action items</p> <p><u>MOTION to approve minutes of January 26, 2024 meeting and March 21, 2024 Extraordinary meeting by Susan Wells, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p>11) Professional Governance Act update</p> <p>a) International Credentials Recognition Act</p>	<p>Christine delivered presentation during <i>In Camera</i> session</p>		
<p>12) 2024 Business plan updates</p>	<p>Christine delivered presentation</p> <p>Revenue and costs associated with the 2024 conference will be delivered at the June Board meeting</p>		
<p>13) Executive Correspondence report</p>	<p>Christine presented report</p> <p>Letters were received from government regarding appointment of a parliamentary secretary and Election Candidate Policy for any registrants who may be running for elected office</p>		



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14) Standard of Good Regulation review (presentation)	Boris presented a review of the College's performance against the Office of the Superintendent of Professional Governance's Standard of Good Regulation		
15) Confirmation of electronic decisions	<u>MOTION to confirm Option 1 – Approve appointment of Theresa Fresco to Investigations Committee on a three-year term by Denis Dean, seconded by Mark De Croos.</u> <u>MOTION CARRIED.</u>		
16) Chair and Executive Governance Committee Report	Seán delivered report as it was completed during his term as Chair Seán reported that discussions have advanced in providing a group rate for registrants on optional professional liability insurance		
17) Finance Report	Mark presented report <ul style="list-style-type: none"> • The Finance Governance Committee (FGC) met on March 18, 2024 • At the meeting, FGC met with the external auditor KMPG to review the College's 2023 audited financial statements • KPMG provided a clean audit opinion and did not identify any significant internal control deficiencies. • FGC is recommending re-appointing KMPG for the audit of the 2024 financial statements. 		
18) Statutory Committee reports	Elaine delivered Credentials Report on behalf of chair:		



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<p>a) Credentials Committee report</p>	<ul style="list-style-type: none"> • No Credential Committee meeting held since the last report • The Registrar and Manager of Registrations met with the Chair to discuss current topics <p>--</p>		
<p>b) Audit & Practice Review Committee report</p>	<p>Mike delivered APRC report on behalf of chair:</p> <ul style="list-style-type: none"> • 2024 audits have been completed. • Summary of APRC review of policies <p>Mike noted that the committee identified areas where activities were entered incorrectly during 2023 audits, however these corresponded with areas that have already been corrected for 2024</p> <p>--</p>		
<p>c) Investigation Committee report</p>	<p>Elaine delivered report on behalf of chair</p> <ul style="list-style-type: none"> • The Investigations Committee meets monthly to review complaints and make determinations. • There are 10 active files, including two complaints that were received since the last board meeting <p>--</p>		
<p>d) Nomination Committee report</p>	<p>Tory delivered report on behalf of chair.</p> <ul style="list-style-type: none"> • Six Candidates were interviewed following Committee approval of suitability 		



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<p>e) Discipline Committee report</p>	<ul style="list-style-type: none"> • Vice Chair and Board Member positions were contested via election • Polling occurred from February 22-March 21 • Nominations Committee’s Final Report on the process will be submitted to the Board at the June 2024 Board meeting <p>--</p> <p>Elaine delivered report on behalf of chair</p> <ul style="list-style-type: none"> • Three compliant files are currently active: C21-10, C23-04 and C23-06 <ul style="list-style-type: none"> ○ C21-10 – Respondent has agreed to a Consent Order ○ C23-04 – This file is on hold pending the conclusion of C21-10. ○ C23-06 – Committee appointed a discipline panel and approved a notice of hearing. • The Discipline Committee added three members in March and now consists of seven members <p><u>MOTION to accept Executive Governance Committee Report, Finance Governance Committee Report and all statutory Committee reports with amendments by Corinna Hoodicoff, seconded by Mark De Croos. MOTION CARRIED.</u></p>		
<p>19) Staff reports a) CEO’s Report</p>	<p>Received via Consent Agenda.</p>		



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
b) Registrar's Report c) Director of Practice's Report d) Communication Officer's Report			
20) Working Group Reports a) Editorial Board report b) Conference Planning report			
21) Task Force Reports a) Scholarships Report			
22) Lay Member Report	<u>MOTION to accept reports under consent agenda by Brittany John, seconded by Denis Dean. MOTION CARRIED.</u>		
23) Board business a) Confirmation of Finance Governance Committee chair and members b) 2024 Board meeting dates	<u>Motion to approve Mark De Croos as chair of the Finance Governance Committee by Denis Dean, seconded by Corinna Hoodicoff. MOTION PASSED.</u> <u>MOTION to appoint members to Finance Governance Committee:</u> <ul style="list-style-type: none">• <u>Susan Wells</u>• <u>Seán Sharpe</u>• <u>Corinna Hoodicoff</u>• <u>Victoria Burdett-Coutts</u> <u>By Brittany John, seconded by Corinna Hoodicoff. MOTION PASSED.</u> <u>Bob Redden and Susan Wells will join the Strategic Planning process</u> <u>Proposed 2024/25 meeting dates:</u> June 20-21, Cranbrook*		



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<p>c) Report from Meeting Monitor</p> <p>d) Appointment of Meeting Monitor for next meeting</p>	<p>September 26-27, Location TBD December 5-6, Location TBD February 13-14, 2025, Location TBD April 12, 2025, Prince George*</p> <p>Brittany delivered meeting monitor report</p> <p>Brittany thanked staff for organizing a tidy Board meeting in spite of being tied from the conference</p> <p>Brittany also noted that new Board members were immediately involved</p> <p>Bob will be the monitor of the next meeting</p>		
24) Adjournment	<p><u>MOTION to adjourn at 1:22pm by Brittany John, seconded by Bob Redden. MOTION CARRIED.</u></p>		

Next meeting date:

June 21, 2024
St. Eugene's Resort, Cranbrook

Victoria Burdett-Coutts, RPBio
Chair

Christine Houghton
Chief Executive Officer