

Council Meeting – January 12, 2018
Les Etoiles Boardroom, Executive Inn Le Soleil, Vancouver, BC

Participants: Vanessa Craig (President), Alexandra Tait (Vice-President), Brian Clark (Executive Vice-President), Steven Henstra, Gerry Leering, Sean Sharpe, Jim Bayles, Warren Warttig, Susan Pinkus (at 12:40pm)

Staff: Christine Houghton (Executive Director), Derek Marcoux (Registrar), Karen Barry (EA/Communications Coordinator)

Regrets: Cairine Green, Jocelyn White, Chris Johnson (*Ex-officio*), Mel Kotyk (*Ex-officio*)

Draft Minutes

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Vanessa Craig called the meeting to order at 10:30am and confirmed quorum.		
2) Adoption of Agenda a. New business for the agenda	<u>Motion to adopt the agenda. Alex Tait, seconded by Sean Sharpe. Carried.</u>		
<i>In camera</i>	<u>Move <i>In Camera</i> Brian Clark, Jim Bayles seconded. Carried</u>		
3) Adoption of Minutes and review of Action Items from November 17, 2017 meeting	<u>Motion to approve amended minutes. Gerry Leering. Brian Clark seconded. Carried.</u> Correct Warren's last name on pg 3. Christine reviewed action items: Letter from Agrologists Bring forward posting of the Biologists Canada survey info	Staff to add column headers on each page for any tables.	
4) Correspondence	Christine reviewed correspondence sent/received. Other request to have regular meetings with APB. Astrid has requested that the College deliver to a presentation about the Discipline process. Christine to deliver presentation Jan 25 th . Christine will start having bimonthly calls with APB.	Staff to invite Bowinn Ma to conference Christine to develop and deliver a discipline presentation. Staff to contact APB staff regarding bi-monthly	



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	<p>Vanessa received an email from Rod Davies, lead for BC Chapter Wildlife Society, requesting a meeting to discuss possible collaboration.</p> <p><u>Motion to receive the report. Gerry Leering, seconded by Warren Warttig. Carried.</u></p>	<p>meetings.</p> <p>Vanessa to respond to Rod Davies.</p>	
5) President and Executive Committee Report	<p>Vanessa Craig presented a summary of her report:</p> <ul style="list-style-type: none"> The Executive Committee provided support to the Executive Director and staff Priorities of committee work included the Professional Reliance Review currently ongoing, as well as providing input to College documents and staff priorities Vanessa participated on committees <p><u>Motion to receive the report. Sean Sharpe, seconded by Jim Bayles. Carried.</u></p>		
6) Executive Director's Report <ul style="list-style-type: none"> Update on Professional Reliance Review 	<p>Christine Houghton presented a summary of her report:</p> <ul style="list-style-type: none"> On-going participation with the professional review process including: <ul style="list-style-type: none"> -Working with other professional associations -Meeting with government officials Working with Executive, Strategic Planning Committee and staff – develop Strategic Planning process Finalize staff work/performance plans for 2018 <p><u>Motion to receive the report. Steve Henstra, seconded by Alex Tait. Carried</u></p> <p>Professional reliance review: Timeline March 31 but delays likely.</p>		
7) Registrar's & Credentials Committee Report	<p>Derek Marcoux presented a summary of his report:</p> <ul style="list-style-type: none"> Eight applications are pending with the Credentials Committee. Applications reviewed by Credentials Committee in 2017 = 67 	<p>Derek to revise form(s) that require membership numbers to also include their designation.</p>	



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	<ul style="list-style-type: none"> The Registrar and Credentials Committee Chair met by teleconference to discuss some application packages and procedures going forward. Presentations planned for UBC (Vancouver) and Thompson Rivers University (Kamloops), College of New Caledonia (Prince George), and Selkirk College <p><u>Motion to receive the report. Brian Clark, seconded by Jim Bayles. Carried.</u></p>		
8) Committee Reports a. Committee of the Whole Report	<p>3 items to bring forward from morning Committee of the Whole meeting.</p> <p><u>Motion to approve 2018 Budget. Sean Sharpe, seconded Gerry Leering. Carried</u></p> <p><u>Motion to approve the Conflict of Interest paper pending revisions discussed. Warren Warttig, seconded Steve Henstra. Carried</u></p> <p><u>Motion to maintain conference registration as approved by Council in November 2017. Steve Henstra, seconded Gerry Leering. Carried</u></p>		
b. Finance Committee LMSF	<p>Christine Houghton presented a summary of the Finance Committee's report, on behalf of Jocelyn White:</p> <ul style="list-style-type: none"> Meeting held January 8, 2018. Revised budget developed with some adjustments to committee budgets based on planned activities for 2018. Projecting overall \$9.45K deficit for 2018. <p><u>Motion to receive the report. Brian Clark, seconded by Jim Bayles. Carried.</u></p> <p>1 inquiry about the scholarship has been received to date.</p>	<p>Include statement of accounts for future Council meetings.</p> <p>Recommend adding a statement about overall finances so the minutes reflect that.</p> <p>Councillors are asked to forward notice about scholarship opportunity to their networks.</p>	
c. Audit & Practice Review Committee	<p>Warren Warttig presented a summary of his report:</p> <ul style="list-style-type: none"> Worked with Registrar to select 43 	<p>Staff to amend report to reflect accurate number of audits that have been</p>	



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	<p>Auditees for 2018 Audits, and pair with auditors.</p> <ul style="list-style-type: none"> • Worked with Registrar on outgoing message to auditees • Attended Professional Reliance workshop in Nanaimo Dec 8, 2017 • Conference call meeting to kick-start the Practice Review December 20, 2018 <p>Correction needed to report: 250 members have been audited.</p> <p><u>Motion to receive the report. Gerry Leering, seconded by Steve Henstra. Carried.</u></p>	done.	
d. Biologists Canada Committee	<p>Sean Sharpe presented a summary of his report:</p> <ul style="list-style-type: none"> • Discussion of survey results and suggestions for next steps. • Working on draft committee. objectives for next meeting • Next conference call meeting of committee expected in February. <p><u>Motion to receive the report. Alex Tait, seconded by Steve Henstra. Carried.</u></p> <p><u>Motion to rename Biologists Canada Committee as “Working Group”, Sean Sharpe, seconded by Warren Warttig. Carried</u></p>	Staff and Committee Chair to distribute survey results	
e. Communications Committee	<p>Alexandra Tait presented a summary of her report:</p> <ul style="list-style-type: none"> • Referred from <i>In camera</i>, 2 interested people wish to volunteer on Communication Committee: Chad Wilkinson and Maureen McDermid. Council appointed Chad Wilkinson and Maureen McDermid to the Communications Committee. • Committee met in person on November 16, 2017 • Discussed existing communication and outreach methods, effectiveness, and reach • Brainstormed future resources for outreach and communications, and priorities 	<p>Alex to notify Chad and Maureen that they have been appointed to the committees.</p> <p>Christine to send new committee members draft strategy, business plan and ToR for the committee.</p> <p>Staff to check College LinkedIn, it would be better if people could post.</p> <p>Chairs to submit AGM reports by Jan 19 for</p>	
i. Communications Strategy			



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ii. Editorial Board	<p><u>Motion to receive the Communication Committee report. Gerry, seconded by Sean. Carried.</u></p> <p>Alex on behalf of Cairine & Raychl gave a summary of the Editorial Board report:</p> <ul style="list-style-type: none"> Fall Issue of College Matters released December 13th Editorial Board held conference call December 14th; next meeting anticipated Jan 25th Planning for AGM issue underway, Chair reports due January 19. <p><u>Motion to receive the report. Steve Henstra, Gerry Leering seconded. Carried</u></p>	College Matters.	
f. Discipline Committee	<p>Derek and Christine presented a summary of the report:</p> <ul style="list-style-type: none"> Eleven complaints were received in 2017 (no additional complaints since November Council meeting) Discipline committee met on November 28, 2017 to: <ul style="list-style-type: none"> -ratify direction on 17-07 & 17-09 to send to complainants, and 17-10 to subject member -direction given to ED to hire investigator for 17-03 & 17-04 -send 17-11 to subject member Discipline Committee Chair, Executive Director and Registrar met with legal counsel on December 13 for hearing prep work <p><u>Motion to receive report Gerry Leering, seconded Brian Clark. Carried</u></p> <p><u>Motion to approve change in wording of Rule 15.6 to increase size of committee to 9 members. Susan Pinkus, Brian Clark seconded. Carried</u></p>		
g. Ethics Committee	<p>Derek presented a summary of the report on behalf of Jocelyn White:</p> <ul style="list-style-type: none"> Committee met by phone on December 12, 2017 		



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	<ul style="list-style-type: none"> Completed Draft Conflict of Interest Paper for Council review and Approval Discussed potential changes and upgrades to the online Ethics Course and Exam Initiated discussions on an Ethics refresher for existing members <p><u>Motion to receive report Jim Bayles, seconded by Steve Henstra. Carried.</u></p>		
h. Professional Accountability Committee	<p>Brian Clark presented a summary of his report:</p> <ul style="list-style-type: none"> Sub group of PAC members attended an initial workshop regarding scope of practice for Applied Biology and where the overlap with other professionals exists <p><u>Motion to receive the report. Susan Pinkus, seconded by Gerry Leering. Carried.</u></p>		
i. Conference	<p>Alex presented a summary of the report.</p> <p>Reviewed suggestions for speakers and session topics discussed at Jan 11th meeting.</p> <p><u>Motion to receive the report. Brian Clark, seconded by Steve Henstra. Carried.</u></p>		
j. Nominations Committee Report	<p>Vanessa presented a summary of her report on upcoming vacancies and the election process.</p> <p>As of the Council meeting, 1 nomination has been received for each category.</p> <p><u>Motion to receive the report. Susan Pinkus, seconded by Gerry Leering. Carried.</u></p>		
10) Other business a. Report from the Meeting Monitor b. Appointment of Meeting Monitor for next Council meeting	<p>Steve recapped his findings: Good overall, everyone prepared. Some side comments took place. Some telephone “dings” were heard.</p> <p>Alex will be next meeting monitor</p>		
Extra meeting	Hold Friday March 9 th for phone meeting if needed (9am-12pm).		



COLLEGE OF APPLIED BIOLOGY

Professional Accountability

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9) Adjournment	Motion to adjourn at 1:26pm, Gerry Leering. <u>Warren Warttig. Carried.</u>		

Next meeting date:
April 7th, 2018,
Westin Wall Centre, Richmond

Dr. Vanessa Craig, R.P.Bio.
President

Christine Houghton
Executive Director