



Council Meeting – September 14, 2018
Hotel Grand Pacific, Victoria, BC

Participants: Brian Clark (President), Vanessa Craig (Past President), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Steven Henstra, Hannah Horn, Cairine Green, Jim Bayles, Warren Warttig, Sean Sharpe, Susan Pinkus, Cliff Nietvelt, Theresa Fresco (until 2:30pm)

Staff: Christine Houghton (Executive Director), Derek Marcoux (Registrar), Karen Barry (EA/Communications Coordinator), Helen Taraskin (Finance Officer), Jillian Stewart (Admin Assistant)

Regrets: Susan Pinkus, Cairine Green, Chris Johnson (*Ex-officio*), Mel Kotyk (*Ex-officio*)

Draft Minutes

Start time: 1:30pm

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Brian Clark called the meeting to order at 1:43pm and confirmed quorum.		
2) Adoption of Agenda New business for the agenda	Shift items 9a and 9b to come after Correspondence No New Business for agenda <u>MOTION to adopt the amended agenda Jocelyn White, seconded by Hannah Horn. Carried.</u>		
3) Adoption of Minutes and review of Action Items from June 22, 2018 meeting.	Christine reviewed Action items: complete <u>MOTION to adopt June 22 Minutes. Jim Bayles, seconded by Steve Henstra. Carried.</u>		
4) Adoption of Minutes and review of Action Items from Aug 17, 2018 meeting.	<u>MOTION to adopt amended August 17 Minutes. Sean Sharpe, seconded by Warren Warttig. Carried.</u>	Revise: Rise "WITH" report	
5) Correspondence	Christine reviewed incoming and outgoing correspondence since June 4.		



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	<p><u>MOTION to accept Correspondence Warren Warttig, seconded by Steve Henstra. Carried</u></p>		
<p>6) Finance Committee Report</p> <p>Decision Note – Special Levy</p> <p>Decision Note – Legal Contingency funds</p> <p>Decision Note – 2018 budget reallocations</p> <p>2019 Budget process</p>	<p>Jocelyn White gave a summary of last Finance meeting Sept 12th and income statement.</p> <p><u>MOTION to receive the Finance report Hannah Horn, seconded by Steve Henstra. Carried</u></p> <p><u>MOTION to accept Option 3b, as permitted by Section 19 of the Act, to apply a special levy of \$50 for RPBio, \$25 levy for RBTech and \$15 for ABT on 2019 dues to replenish legal fund to its minimum \$350K and to cover 2018 legal expenses. Jocelyn White, seconded by Sean Sharpe. Carried</u></p> <p><u>MOTION to accept Option 2 to apply legal contingency GIC funds of approximately \$100,000 to offset 2018 hearing costs. Jocelyn White, second by Steve Henstra. Carried</u></p> <p><u>MOTION to accept Option 2 budget reallocations for 2018 to approved categories. Jocelyn White, second by Jim Bayles. Carried.</u></p> <p>Committee and Task Force Chairs are required to submit worksheet with details on their budget requests.</p>		
<p>7) Credentials Rule Changes</p>	<p><u>MOTION to accept Option 2 to Change wording in Schedules 4, 5, 6, 7 to align with layout and format in section 1.1. Sean Sharpe, seconded by Jocelyn White. Carried.</u></p>		
<p>8) President and Executive Committee Report</p>	<p>Brian delivered a summary</p> <p><u>MOTION to receive amended report Jim Bayles, seconded by Hannah Horn. Carried.</u></p>	<p>Amend report to add that Vanessa attended IOC early career workshop</p>	
<p>9) Staff Reports</p>	<p>a) Christine Houghton presented a summary of her report:</p>		



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a) Executive Director's Report and Business Plan update	<ul style="list-style-type: none">• Intensive summer meeting schedule with government and four other professional associations regarding implementation of recommendations #1 and #2 in the Haddock report• 2018 mid-year budget review completed with recommendations going through the Finance Committee to Council• Discipline Hearing complete – Panel now writing decision expected in late fall• Mid-year staff work, and performance plans reviewed and adjusted <p><u>MOTION to receive the report Steve Henstra, seconded by Alex Tait. Carried</u></p> <p><u>MOTION to accept the 2018 business plan update Steve Henstra, second by Sean Sharpe. Carried.</u></p>		
b) Registrar's report	<p>b) Derek presented a summary of his report:</p> <ul style="list-style-type: none">• On July 1, 64 members were removed from the register for non-payment• Nine expressions of interest were submitted by members for Credentials Committee.• A new accreditation agreement has been signed with VIU Resource Management officer Training (RMOT)• The database project has been initiated and bi-weekly meetings are being held with the database providers• The membership file scanning project has been completed. Staff are implementing full digital filing for all new member details.• The College has now moved the operating system into a remote desktop environment. Critical IT upgrades have been completed		



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<p>c) Communications Coordinator report</p>	<p><u>MOTION to receive the report Hannah Horn, seconded by Warren Warttig. Carried</u></p> <p>c) Karen presented a summary of her report:</p> <ul style="list-style-type: none"> • July, August and September issues of College Connections were published • College Notices were distributed • Summer issue of College Matters was finalized and released • Planning has started for the Winter issue, due out in early December <p><u>MOTION to receive the report Warren Warttig, seconded by Steve Henstra. Carried</u></p>		
<p>10) Committee of the Whole Report</p>	<p>6 items:</p> <ul style="list-style-type: none"> • Business Plan update <p>Refer to agenda item 6:</p> <ul style="list-style-type: none"> • Motion to accept Option 2 budget reallocations for 2018. • Motion to accept Option 2 to apply legal contingency fund to offset 2018 hearing costs • Motion to accept Option 3b, as permitted by Section 19 of the Act to apply a special levy of \$50 for RPBio, \$25 levy for RBTech and \$15 for ABT 2019 dues to replenish legal fund to its minimum \$350K and to cover legal expenses <p>Refer to agenda item 7:</p> <ul style="list-style-type: none"> • Motion to accept Option 2 – Schedule 3 Change wording in Sections 4.0, 5.0, 6.0, and 7.0 to align with layout and format of Section 1.1. • Motion to accept Option 2 Authorize staff to edit Rules and policies as identified before bringing forward for approval each Council meeting and 		



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	provide an update to Council as part of staff reports.		
11) Standing Committee Reports a. Credentials Committee	Derek gave a summary: <ul style="list-style-type: none"> • Committee has completed a call for appointment of new committee members & a vice chair. • The committee has assessed 51 applications in 2018. <p><u>MOTION to receive the report Warren Warttig, seconded by Steve Henstra. Carried</u></p>		
b. Audit & Practice Review Committee	No written report received. Warren Warttig gave a verbal update <p><u>MOTION to receive the verbal report Hannah Horn, seconded by Alex Tait. Carried.</u></p>	Warren to email bullets to Karen for Minutes	
c. Discipline Committee	Christine summarized the report: <ul style="list-style-type: none"> • Discipline committee has not met since the June Council meeting. The committee last met on March 23, 2018 to discuss/decide on: <ol style="list-style-type: none"> 1. Hearing update 2. 17-08 – Investigation update 3. 17-11 –Comments received from subject member – next steps 4. 18-01 – Update • Closing arguments for the Discipline Hearing were held on July 23, 2018 with Panel deliberations on July 24, 2018. • Two new complaints have been received by the College since the June Council meeting. • An appeal from a complainant was received related to Files 17-03, 17-04, 17-07, 17-09, and 17-10 <p><u>MOTION to receive the report Alex Tait, seconded by Sean Sharpe. Carried.</u></p>		
12) Working Group Reports a. Editorial Board	Steve Henstra gave a summary of his report: <ul style="list-style-type: none"> • Held several meetings to advance the August issue of College Matters 		



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<ul style="list-style-type: none"> Chair's report 	<ul style="list-style-type: none"> Solicited additional articles and input from various authors Peer reviewed submitted articles Published the August issue of College Matters Reviewed and edited the Editorial Board Guidelines for Soliciting Content Staff provided readership update for August issue of College Matters <p><u>MOTION to receive the report. Alex Tait, seconded by Steve Henstra. Carried.</u></p>		
<p>b. Conference Planning</p> <ul style="list-style-type: none"> Appoint Chair and approve membership 	<p><u>MOTION to appoint Alex Tait as Chair of Working Group, Sean Sharpe, seconded by Steve Henstra. Carried.</u></p> <p><u>MOTION to Cairine, Brian, Sean, Hannah as members of the Conference Planning Working Group Alex Tait, seconded by Jocelyn White. Carried</u></p>		
<p>13) Task Force Reports</p> <p>a) Scope of Practice</p> <ul style="list-style-type: none"> Chair's Report 	<p>Hannah gave a summary:</p> <ul style="list-style-type: none"> Chair met with ED and Executive Assistant to prepare for the Task Force meeting on September 13. <p><u>MOTION to receive report Alex Tait, seconded by Warren Warttig. Carried.</u></p>		
<p>b) Ethics course update</p> <ul style="list-style-type: none"> Chair's Report 	<p>Vanessa gave an update: No activity</p> <p><u>MOTION to receive report Alex Tait, seconded by Sean Sharpe. Carried.</u></p>		
<p>c) Practice Review</p> <ul style="list-style-type: none"> Chair's Report 	<p>Warren gave a verbal update.</p> <p><u>MOTION to receive report Hannah Horn, second by Jim Bayles. Carried</u></p>	<p>Warren to email bullets to Karen</p>	
<p>d) Strategic Planning</p> <ul style="list-style-type: none"> Chair's Report 	<p>Brian gave a summary and a verbal update for the Sept 13th session:</p> <ul style="list-style-type: none"> Task Force met in June and held initial session 		




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	<ul style="list-style-type: none">Draft plan produced for the input of all of Council <p><u>MOTION to receive report Jim Bayles, seconded by Cliff Nietvelt. Carried.</u></p>		
14) Lay Member Report	Jim gave a summary of the Lay member report: <ul style="list-style-type: none">Jim participated in the Credentials Committee meeting by teleconference on Thursday, Sept 6.Jim participated in the Finance meeting on Sept 12Jim participated in the Strategic Planning meeting on Sept 13. <p><u>MOTION to receive amended report, Sean Sharpe, seconded by Steve Henstra. Carried.</u></p>	Amend report since Cairine did not attend Strategic Planning meeting	
15) Other Business a) Report from the Meeting Monitor b) Appointment of Meeting Monitor for next Council meeting	Warren gave a summary for today's meeting: <ul style="list-style-type: none">Best meeting everWell preparedTight agendaSome reports late to be posted on secure siteShort breaks were goodNice meeting room and food <p>Jocelyn White will be next Meeting Monitor in November.</p>	Staff to send Compliance Continuum matrix to Council Staff to explore options for letters to employers re Council participation	
16) Adjournment	Motion to adjourn at 2:58pm, Steve Henstra.		

Next meeting date:

November 23, 2018
Executive Inn Le Soleil, Vancouver



Brian Clark, RPBio.
President



Christine Houghton
Executive Director