



Council Meeting – September 15, 2017
Fraser Room, Holiday Inn YVR, Richmond, BC

Participants: Vanessa Craig (President), Brian Clark (Executive Vice-President), Alexandra Tait (Vice-President), Steven Henstra, Gerry Leering, Susan Pinkus, Sean Sharpe, Warren Warttig, Jocelyn White

Staff: Christine Houghton (Executive Director), Linda Stordeur (Registrar), Derek Marcoux (incoming Registrar), Karen Barry (EA/Communications Coordinator), Kathy Gallegos (Bookkeeper), Jillian Stewart (Administrative Assistant)

Regrets: Cairine Green, Jim Bayles, 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 1230 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>		
3) Move in Camera	Postponed until 1pm		
4) Adoption of Minutes and review of Action Items from June 9 th , 2017 meeting	<p><u>Motion to approve minutes Susan Pinkus, Jocelyn White seconded. Carried.</u></p> <p>Christine reviewed action items from June meeting: Item 7e) Sent out Strategy, have a revised version to present today Item 7f) Linda has produced this and is part of Discipline report Item 7i) wording changed to "standing" in Communications ToR</p>		
5) Correspondence	<p>Christine reviewed the correspondence sent/received.</p> <p><u>Motion to receive the report Susan Pinkus, Gerry Leering seconded. Carried.</u></p>		



<p>6) President and Executive Committee Report</p>	<p>Vanessa Craig presented a summary of her report:</p> <ul style="list-style-type: none"> • Participated on hiring committee for new Registrar • Meetings • Strategic Plan • New formats for budgeting • Executive to meet FPB next week • Christine and Vanessa will attend EGBC annual meeting <p><u>Motion to receive the report, Jocelyn White, seconded by Sean Sharpe. Carried.</u></p>		
<p>7) Executive Director's Report</p>	<p>Christine Houghton presented a summary of her report:</p> <ul style="list-style-type: none"> • Standardized processes, financial mgmt., actuals vs planned • Finalized MOU for 2018 Conference • Finished 2 hiring competitions for EA/CC and new Registrar • Workplanning and staff review processes • ToR's updated • Business planning process • Outreach with other professional associations • Engaging with BC govt on professional reliance • Working group established with Natural resource sector, engineers, PAg, Technicians, Foresters, meeting biweekly <p><u>Motion to receive the report, Susan Pinkus, seconded by Steve Henstra. Carried</u></p>		
<p>8) Registrar's & Credentials Committee Report</p>	<p>Linda Stordeur presented a summary of her report:</p> <p>Finalized accreditation agreement with UVic. Another one in process with Lethbridge College.</p>		



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	<p>The RBTech accreditation form is now ready to be used.</p> <p>Applications are down.</p> <p>Derek will travel to universities in the fall.</p> <p><u>Motion to receive the report Warren Warttig, seconded by Steve Henstra. Carried.</u></p>		
<p>9) Committee Reports a. Committee of the Whole Report</p>	<p>Met and work in progress. Nothing to bring to Council at this time.</p> <p><u>Motion to receive the report Gerry Leering, Susan Pinkus seconded. Carried.</u></p>		
<p>b. Finance Committee</p>	<p>Jocelyn White presented a summary of the Finance Committee's report:</p> <p>Adjusted budget with actuals.</p> <p>Current tracking indicates to be over by \$4K.</p> <p>Budget planning template was developed.</p> <p>Face to face meeting planned for November.</p> <p><u>Motion to receive the report Gerry Leering, seconded by Steve Henstra. Carried.</u></p>	<p>Committees to fill out priorities and budget templates and submit to ED and Chair of Finance Committee by October 15, 2012</p>	<p>Committee Chair</p>
<p>c. Audit & Practice Review Committee</p>	<p>Warren Warttig presented a summary of his report:</p> <p>One member resigned in an effort to avoid an audit. New rule on resignation has been adopted.</p> <p>45-50 audits per year is the standard; Due to 2016 staffing situation this year 28 audits were completed.</p> <p>Overall, 11.4% audited</p>		



	<p><u>Motion to receive the report, Alex Tait, seconded by Sean Sharpe. Carried.</u></p>		
d. Biologists Canada Committee	<p>Sean Sharpe presented his report:</p> <p>The committee will be reviewing the results of the survey sent out to biologists across Canada.</p> <p>Meeting date to occur in September.</p> <p><u>Motion to receive the report, Jocelyn White, seconded by Warren Warttig. Carried.</u></p>		
<p>e. Communications Committee</p> <p>i. Communications Strategy</p> <p>ii. Editorial Board</p>	<p>Alexandra Tait presented a summary of her report:</p> <p>Updated ToR, with a standardized format.</p> <p>Strategy document still in development. Feedback is needed, especially Table on pg 9.</p> <p><u>Motion to approve revised ToR, Alex Tait, Gerry Leering seconded. Carried.</u></p> <p>Alex presented a report on behalf of Raychl Lukie & Cairine Green:</p> <p>College Matters was published in August.</p> <p><u>Motion to receive the report, Steve Henstra, seconded by Susan Pinkus. Carried.</u></p>	Committee Chairs to submit info for Table on pg 9.	Committee Chairs
f. Discipline Committee	<p>Linda presented a summary of her report:</p> <p>9 Complaints received in 2017 so far.</p>	Add a column to the Summary table posted on the website that shows the outcome of complaints (link to the Discipline Digest).	Derek, October 2017



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	<p>1 file has been completed and 1 file from 2016 remains outstanding.</p> <p>Once a complaint file is closed, it can't be re-opened unless new information comes in.</p> <p>Summary document of files to be presented as an appendix to the committee report.</p> <p><u>Motion to receive the report. Warren Warttig, seconded Gerry Leering. Carried</u></p>		
g. Ethics Committee	<p>Jocelyn White presented a summary of her report:</p> <p>161 signed up, 127 completed Ethics course. Discussion on how to encourage people to take the course.</p> <p><u>Motion to receive report with an amendment to delete line referring to fees. Jocelyn White, seconded by Brian Clark. Carried.</u></p>	<p>Revise report to delete the line referring to course fees.</p> <p>Complete draft of Conflict of Interest Guidelines for Council</p>	<p>Staff, October 2017</p> <p>Ethics Committee and staff, November 2017</p>
h. Professional Accountability Committee	<p>Brian Clark presented a summary of his report:</p> <p>Reviewed provincial ToolKit.</p> <p>Article published in College Matters.</p> <p>Workshop likely after AGM.</p> <p><u>Motion to receive the report. Steve Henstra, seconded by Gerry Leering. Carried.</u></p>	<p>Complete ToolKit</p>	<p>Committee and Executive, October 2017</p>
i. Conference	<p>Alex Tait presented a summary of the report.</p> <p>The College conference and AGM will be held Friday April 6 at the Westin Wall Airport hotel in Richmond. The following day</p>	<p>Develop alternate theme ideas</p>	<p>Staff, September 2017</p>



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Dr. Vanessa Craig,
President

R.P.Bio.

Christine Houghton
Executive Director