



**Council Meeting – June 22, 2018**  
**Hotel 540, Kamloops, BC**

Participants: Brian Clark (President), Vanessa Craig (Past President; until 1:30pm), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Steven Henstra, Hannah Horn, Cairine Green (until 1:30pm), Jim Bayles, Warren Warttig, Sean Sharpe, Susan Pinkus, Cliff Nietvelt

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

Regrets: Chris Johnson (*Ex-officio*), Mel Kotyk (*Ex-officio*)

Draft Minutes

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>1) Call to Order</b>	Brian Clark called the meeting to order at 11:16 and confirmed quorum.		
<b>2) Adoption of Agenda New business for the agenda</b>	<p><u>Motion to adopt the revised agenda Susan Pinkus, seconded by Warren Warttig. Carried.</u></p> <p>New Business for agenda: Business Plan update</p> <p>Move Ethics item 11b to come after Adoption of Minutes.</p>		
	<p><u>Motion to adopt amended April 7<sup>th</sup> Minutes. Jim Bayles, seconded by Warren Warttig. Carried.</u></p> <p>Christine reviewed Action items: Conference committee membership will carry forward when that working group becomes active this fall</p>	<p>Item 3: clarify that rescinding the committee structure refers to working committees and not Committee of the Whole</p> <p>Item 9b: Reword Motion to “Motion to include LMSF”</p> <p>Rise with Report – copy Motions from In camera to Council minutes</p>	
<b>11b) Ethics course update</b>	<p>Vanessa gave a summary of her report: 9 people now on committee</p> <p><u>Motion to receive the report Susan Pinkus,</u></p>	Send scenario suggestions to Vanessa	



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Reference	<p><u>seconded by Sean Sharpe, Carried</u>            Updated Terms of Reference  <u>Motion to adopt ToR Alex Tait, seconded by Cairine Green, Carried</u></p>		
<p><b>4) In Camera</b>  <b>a. Without staff</b></p> <p><b>b. With staff</b></p>	<p>Vanessa will take notes during In Camera when staff leave</p> <p><u>Motion to go into In Camera. Steve Henstra, seconded by Jim Bayles. Carried.</u>            Staff leave</p> <p>Staff returned</p> <p>6b) Vanessa presented list of committee members, and added Guy Gilron</p> <p><u>Motion to appoint Steve Gordon, Cairine Green, Rémi Masson, Linda Michaluk, Alison Peatt, Susan Pinkus, Linda Stordeur, Wayne Wall, Guy Gilron to Ethics Update Task Force, Steve Henstra, seconded by Cliff Nietvelt, Carried</u></p>		
<b>5) Correspondence</b>	<p>Christine reviewed incoming and outgoing communication since April.            Letter was received just before Council meeting from Minister Heyman thanking the College for LMSF donation.</p> <p><u>Motion to accept Correspondence Warren Warttig, seconded by Susan Pinkus. Carried</u></p>		
<b>6) President and Executive Committee Report</b>	<p>Brian delivered a summary:            Following the AGM and Council Meeting in April 2018, the new executive has spent time observing the working of CAB's committees, maintaining partnerships, expanding our interests beyond provincial boundaries and working with staff to address priority issues of the provincial government.</p> <p><u>Motion to receive report Warren Warttig, seconded by Susan Pinkus. Carried.</u></p>		
<p><b>7) Staff Reports</b>  <b>a) Executive Director's Report</b></p>	<p>a) Christine Houghton presented a summary of her report:</p> <ul style="list-style-type: none"> <li>• On-going participation with the professional review process including:               <ol style="list-style-type: none"> <li>I. Working with other professional associations</li> </ol> </li> </ul>		



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<p><b>b) Registrar's report</b></p>	<p>II. Meeting with government officials            III. Report review and analysis</p> <ul style="list-style-type: none"> <li>• Working with Executive, Task Force members and staff on delivering on 2018 priorities</li> <li>• 2018 Conference Report completed</li> </ul> <p><u>Motion to receive the report Steve Henstra, seconded by Jocelyn White Carried</u></p> <p>b) Derek presented a summary of his report:</p> <ul style="list-style-type: none"> <li>• College members that have not paid their dues have been sent a final notification.</li> <li>• New accreditation agreements have been signed for RBTech and ABT categories.</li> <li>• Attended the BC College and University Sustainable Resource Management Articulation committee meeting in Prince George, B.C.</li> <li>• Signed an agreement with Minasu Information Systems for new membership database.</li> <li>• Hired a summer student to scan and archive files into the existing database and help develop a digital record keeping and file naming structure</li> <li>• Signed an agreement with DaxTech computer systems to provide an IT infrastructure upgrade for the office.</li> </ul> <p><u>Motion to receive the report Susan Pinkus, seconded by Hannah Horn. Carried</u></p> <p>c) Karen presented a summary of her report:</p> <ul style="list-style-type: none"> <li>• May and June issues of College Connections were published</li> <li>• Twitter activity: April – 39 tweets (9 new followers), May – 12 tweets (4 new followers)</li> <li>• Confirmed contractor to assemble content for summer issue of College Matters</li> </ul>		



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<b>c) Communications Coordinator report</b>	<u>Motion to receive the report Steve Henstra, seconded by Jocelyn White. Carried</u>		
<b>8) Committee of the Whole Report</b>	4 items: <ul style="list-style-type: none"> <li>• Motion to not organize further joint conference(s) with another organization for 3 years, until 2021.</li> <li>• Motion to investigate cost-effective venues in Interior and suitable dates for the 2020 conference.</li> <li>• Motion to Adopt updated Travel and Expense Policy.</li> <li>• Business Plan update</li> </ul>		
<b>9) Standing Committee Reports</b>  <b>a. Finance Committee Report</b>  <b>b. Decision Note – GIC</b>  <b>c. Updated Terms of Reference</b>	Jocelyn White gave a summary of last Finance meeting June 18 and income statement.  <u>Motion to receive the report Sean Sharpe, seconded by Jim Bayles. Carried</u>  <u>Motion to accept Option 3 to re-invest GIC in a short-term flexible option Warren Warttig, seconded by Alex Tait. Carried</u>  Discussion: Standard College policy for Chairs to be College Council members. <u>Motion to adopt updated ToR Susan Pinkus, seconded by Steve Henstra.</u>		
<b>b. Credentials Committee</b>	Derek gave a summary: <ul style="list-style-type: none"> <li>• Committee met on April 27, 2018, in Vancouver</li> <li>• Application trends were steady between May/June and are typical for this time of year.</li> <li>• Year to date, we received 132 applications.</li> <li>• Approximately 30 applications are with the Credentials Committee for review.</li> </ul> <u>Motion to receive the report Susan Pinkus,</u>		



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	<p><u>seconded by Steve Henstra. Carried</u></p>		
<p><b>c. Audit &amp; Practice Review Committee</b></p>	<p>Warren Warttig presented a summary of his report:</p> <ul style="list-style-type: none"> <li>• Wrapping up outstanding audits;</li> <li>• Worked with staff to organize Audit review meeting;</li> <li>• Audit and Practice Review meeting May 7 and 8;</li> <li>• Upcoming Practice Review meeting July 6</li> </ul> <p><u>Motion to go In camera to discuss a specific auditee, Hannah Horn, seconded by Jocelyn White.</u></p> <p><u>Motion to receive the report Steve Henstra, seconded by Hannah Horn. Carried.</u></p> <p><u>Motion to approve over-expenditure of \$2000 for 2018 APRC, Susan Pinkus, seconded by Alex Tait. Carried.</u></p>	<p>Staff to look into process and options for Council to address possible Discipline issue (lack of response by member to audit).</p>	
<p><b>d. Discipline Committee</b></p>	<p>Christine summarized the report:</p> <ul style="list-style-type: none"> <li>• Discipline committee met on Mar 23, 2018 to discuss/decide on:               <ol style="list-style-type: none"> <li>I. Hearing update</li> <li>II. 17-08 – Investigation update</li> <li>III. 17-11 –Comments received from subject member – next steps</li> <li>IV. 18-01 – Update</li> </ol> </li> <li>• Discipline Hearing was held June 11 to June 15. Evidentiary phase complete, closing arguments scheduled for July 23, 2018 with Panel deliberations to occur July 24, 2018.</li> <li>• Two (2) complaints against non-member biologists were received. As they were not registrants of the College, no action could be taken.</li> </ul> <p>Discussion: A communication piece might be useful for the public to explain the benefits of hiring a registered professional.</p> <p><u>Motion to receive the report Jim Bayles,</u></p>		





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<ul style="list-style-type: none"> <li>▪ Chair's Report</li> <li>▪ Approve Terms of Reference</li> </ul>	<p>Upcoming Practice Review meeting July 6</p> <p><u>Motion to receive the report Steve Henstra, seconded by Hannah Horn. Carried.</u></p> <p><u>Motion to approve ToR Susan Pinkus, seconded by Sean Sharpe. Carried</u></p>		
<p><b>d) Strategic Planning</b></p> <ul style="list-style-type: none"> <li>▪ Chair's Report</li> <li>▪ Approve Terms of Reference</li> </ul>	<p>Brian gave a verbal summary: Developed draft Vision, Mission, Goals from June 21<sup>st</sup> session with Judith. Will present to Council in September.</p> <p><u>Motion to receive report Steve Henstra, seconded by Hannah Horn. Carried.</u></p> <p><u>Motion to approve ToR Susan Pinkus, seconded by Hannah Horn. Carried</u></p>		
<p><b>12) Lay Member Report</b></p>	<p>Jim gave a summary of the Lay member report</p> <ul style="list-style-type: none"> <li>• Cairine attended part of the APRC meeting on May 8 and a planning meeting for the Scope of Practice Task Force on June 13th</li> <li>• Jim attended a Finance Committee meeting on June 18 and the Strategic Planning Task Force meeting on June 21</li> <li>• Cairine and Jim attended an information session with Christine about the process and role of the Discipline committee and Discipline Panel</li> </ul> <p><u>Motion to receive report Alex Tait, seconded by Cliff Nietvelt. Carried.</u></p>		
<p><b>13) Other Business</b></p> <p><b>a) Report from the Meeting Monitor</b></p>	<p>Hannah gave a summary for today's meeting:</p> <ul style="list-style-type: none"> <li>• Everyone seemed well-prepared, it was a large agenda</li> <li>• Good to use electronic files and reduce printing</li> <li>• Reminder about respectful listening</li> <li>• Good humour by Chair</li> <li>• Short breaks were appreciated</li> <li>• Reminder that new Council members may not be familiar with everything so</li> </ul>		



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<b>b) Appointment of Meeting Monitor for next Council meeting</b>	useful to provide background for some topics  Susan Pinkus will be next Meeting Monitor in September.		
<b>14) Adjournment</b>	<u>Motion to adjourn at 3:30pm, Steve Henstra, Cliff Nietvelt. Carried.</u>		

**Next meeting date:**

September 14, 2018  
Hotel Grand Pacific, Victoria

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**Brian Clark, RPBio.**  
President

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**Christine Houghton**  
Executive Director