



Council Meeting – November 23, 2018
Executive Hotel Le Soleil, Vancouver, 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

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

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

Draft Minutes

Start time: 12:32pm

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Brian Clark called the meeting to order at 12:32pm and confirmed quorum.		
2) Adoption of Agenda a. New business for the agenda b. Motion to go In Camera	<u>MOTION to adopt Council agenda by Susan Pinkus, seconded by Cliff Nietvelt. MOTION CARRIED</u> Items referred from Committee of the Whole presented. <u>MOTION to go In Camera by Jocelyn White, Seconded by Susan Pinkus. MOTION CARRIED.</u> <u>MOTION to adopt In Camera Agenda by Susan Pinkus, seconded by Warren Warttig. MOTION CARRIED.</u>		
3) Adoption of Minutes and review of Action Items from September 14, 2018 meeting.	Christine reviewed Action items: Amendments: 1. Add Steven to Council 2. Removal of member from the register Still require minutes for September Audit and APRC reports	<u>Research what information can be made public upon removal of member</u> <u>Create general note in College Notice and letters to employers as</u>	



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	<p><u>MOTION to adopt Minutes as amended by Sean Sharpe, seconded by Theresa Fresco.</u> <u>MOTION CARRIED.</u></p>	<p><u>thanks for allowing employees to be part of committees and task forces</u></p>	
<p>4) Correspondence</p>	<p>Christine gave verbal report</p> <p>Received a note from a firm requesting an on-site presentation about professional reliance</p>		
<p>5) President & Executive Committee Report</p>	<p>Brian delivered report</p> <p>Executive Committee member to attend government meetings throughout the consultation process when necessary.</p>		
<p>6) Staff reports</p> <p>a. Executive Director’s Report</p> <p>i. ED’s Report</p> <p>ii. Business Plan Update</p> <p>b. Registrar’s Report</p> <p>c. Communications Coordinator’s Report</p>	<p>Questions regarding staff reports, reports delivered as consent agenda</p>		
<p>7) Committee of the Whole Report</p>	<p>Items referred from Committee of the Whole:</p> <ol style="list-style-type: none"> 1. 2018 Business Plan (attached to ED’s report) 2. 2019 Budget, 2019 Budget (staffing) Decision note 3. Merit-based Criteria Decision note 		



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<p>d. Discipline Committee Report</p>	<p>audits to a value of 5% of the total membership, current volunteer and staff capacity allow ~2.4%.</p> <p>---</p> <p>Christine delivered report on behalf of Mel Kotyk</p> <p>Meeting schedule for committee now in place</p> <p>Challenges currently causing delays with cases requiring expert testimony: cannot find experts willing to act on the cases</p> <p>Suggestion that notice of dismissal of case should be made public</p>	<p><u>Develop annual report describing general nature of cases requiring discipline</u></p>	
<p>9) Working Group Reports</p> <p>a. Editorial Board</p> <p>Chair's Report</p> <p>b. Conference Planning</p> <p>Chair's Report (Verbal)</p>	<p><u>Council agreed to Conference theme: Right to Practice: What's the Future?</u></p> <p>Christine delivered report (Alex temporarily absent)</p> <p>Invite an Indigenous representative for the public interest panel (regional chief for BC, the AFN rep, perhaps)</p> <p>For Public Interest debate, consider inviting public interest groups</p> <p>A better IT system for those accessing remotely</p>		



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<p>c. Nominations</p> <p>Appoint Chair and confirm membership</p>	<p>Investigate bursaries to help facilitate participation from people with financial barriers (Government may be interested in funding for Indigenous members)</p> <p>Alex reported on Conference fees and potential adjustments</p> <p><u>Motion to Increase 2019 Conference fees for:</u></p> <ol style="list-style-type: none"> 1. <u>Meet & Greet (\$20 advance, \$25 at the door)</u> 2. <u>Late registrants and non-registrants (\$225).</u> <p><u>MOTION to adopt by Susan Pinkus, seconded by Sean Sharpe. MOTION PASSED.</u> <i>See Appendix A for complete fee schedule</i></p> <p>---</p> <p><u>MOTION to appoint Vanessa Craig chair of Nominations Committee by Alex Tait, seconded by Hannah Horn. MOTION PASSED.</u></p> <p>MOTION to appoint Alex Tait, Susan Pinkus, Hannah Horn to the Nominations Committee by Cairine Green, seconded by Alex Tait. MOTION WITHDRAWN.</p> <p>Discussion that committee should have a lay member, fewer Councillors, and include general membership</p> <p><u>MOTION to appoint Hannah Horn and Theresa Fresco to Nominations Committee by Cairine Green, seconded by Alex Tait. MOTION PASSED.</u></p>	<p><u>Vanessa and Derek will seek another committee member from the general membership</u></p>	
<p>10) Task Force Reports</p> <p>a. Scope of Practice</p> <p>Chair's Report</p>	<p>No questions received</p>		



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<p>b. Ethics Course Update</p> <p>Chair's Report</p> <p>c. Practice Review</p> <p>Chair's Report</p>			
<p>11) Lay Member Report</p>	<p>Suggest filing an annual report from Lay Members to government</p> <p>Suggest that Lay members could deliver public report during AGM</p> <p>Lay members pledge to write formal letter RE: inability of Councillors to sit on statutory and standing committees</p> <ul style="list-style-type: none"> - Lay members concerned that they would be unable to act appropriately in public interest if not involved with statutory committees 	<p><u>Lay members to send a report to government after the appoint of the Superintendent</u></p>	
<p>12) Other business</p> <p>a. Report of the Meeting Monitor</p>	<p><u>MOTION to receive all reports by Alex Tait, seconded by Steve Henstra. MOTION PASSED.</u></p> <p>Jocelyn delivered meeting monitor report:</p> <ul style="list-style-type: none"> - Positive feedback for new meeting format: consent agenda for reports - first meeting with no telephone interruptions - enjoyed guest presentation <p>Consider more guest presenters at future Council meetings</p> <p>Sean Sharpe appointed meeting monitor for next meeting</p>		



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b. Appointment of Meeting Monitor for next Council Meeting	Procedural suggestions for uploads to FileShare: <ul style="list-style-type: none">- Amend reports with 01, 02, etc. so that the files are ordered- Apply numbers to decision notes so that they are easier to find- Only upload information and decision notes once and to areas where they will be discussed/voted on		
13) Adjournment	<u>MOTION to adjourn at 2:25pm, by Cairine Green, seconded by Steve Henstra. MOTION PASSED.</u>		

Next meeting date:

January 25, 2019
Executive Inn Le Soleil, Vancouver

Brian Clark, RPBio.
President

Christine Houghton
CEO



APPENDIX A

Budget Revenue Detail 2019

Increased fees for non-members,
late registrants, meet and greet

Conference 2019

In-person	fee	Participants	Revenue
Non member	\$ 225	10	\$2,250
Member-late	\$ 225	20	\$4,500
Member - Early Bird	\$ 200	110	\$22,000
Member retired	\$ 90	0	\$0
Student	\$ 50	5	\$250
Total in person		145	\$29,000
Meet and Greet	\$ 20	50	\$1,000
Meet and Greet	\$ 25	15	\$375
Total Meet & Greet		65	\$1,375
Webcast			
Early bird	\$ 125	20	\$2,500
Late	\$ 135	25	\$3,375
Member retired	\$ 90	0	\$0
Student	\$ 50	0	\$0
Total Webcast		45	\$5,875
Meet & Greet		65	
In person & Webcast		190	
Total Conf. Registration Revenue			\$36,250