



**Council Meeting – March 4, 2017
Delta Ocean Pointe Hotel, Victoria, BC**

Participants: Vanessa Craig (President), Alexandra Tait (Vice-President), Brian Clark (Vice-President), Jim Bayles, Cairine Green (at 10:31 am), Steven Henstra, Gerry Leering, Susan Pinkus, Warren Warttig, Jocelyn White

Staff: Christine Houghton (Executive Director), Linda Stordeur (Registrar), Kathy Gallegos (Bookkeeper), Jillian Stewart (Administrative Assistant)

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

DRAFT MINUTES

1. Call to order

Vanessa Craig called the meeting to order at 10:23am.

2. Adoption of Agenda

MOTION to adopt the agenda as amended. Warren Warttig, seconded by Brian Clark. Carried

3. Adoption of Minutes and review of Action Items from January, 2017 meeting.

MOTION to adopt the minutes as circulated. Gerry Leering, seconded by Jim Bayles. Carried

Linda Stordeur summarized the action items from the January 13th Council meeting.

4. President and Executive Committee Report

Vanessa Craig presented a summary of her report.

- The focus of the Executive Committee's activities during this period have been as members of the hiring committee and in assisting in organizing the AGM and Conference.
- Thank you to departing Councillors Garry Alexander, Chris Maundrell, and Raychl Lukie.
- Welcome to new Vice-President Alexandra Tait, returning Councillors Warren Warttig and Jocelyn White, and new Councillors Sean Sharpe and Steven Henstra.

MOTION to receive the report. Jim Bayles, seconded by Jocelyn White. Carried.

5. Executive Director's Report

Christine Houghton presented a summary of her report.

- Introduction and familiarization to College operations, council and partners continuing.
- Delivery of a successful Annual Conference and AGM has been a priority.
- Outreach to other professional associations has already started and will be on going.

Action Item: staff to bring information forward from the 2017 College Conference & AGM at the June Council meeting.

Action Item: staff will send the previous meeting's Executive Director Reports to new Council members Steve Henstra and Sean Sharpe.



MOTION to receive the report. Cairine Green, seconded by Susan Pinkus. Carried.

6. Registrar's & Credentials Committee Report

Linda Stordeur presented a summary of her report.

- Presentation given on entrance requirements and the College organization at UBC Faculty of Forestry, Department of Forestry and Conservation Sciences.
- Memo sent out to membership on the revised entrance requirements.

Action Item: staff to follow up with IT to determine readership on College Notice update on entrance requirements through Google Analytics.

Action Item: staff to provide information on location and employer for the 22 people who have not paid their 2017 dues and not signed up for the online ethics course.

MOTION to receive the report. Sean Sharpe, seconded by Alexandra Tait. Carried

7. Committee Reports:

a. Committee of the Whole Report

MOTION to recommend to Council to strike a Conference Planning Committee as a standing committee. Alexandra Tait, seconded by Sean Sharpe. Carried

MOTION to recommend CAB staff to pursue the possibility of having a joint CAB/APB Conference for the 2018 Conference. Alexandra Tait, seconded by Gerry Leering. Carried

MOTION to receive the CoW report. Brian Clark, seconded by Susan Pinkus. Carried

b. Finance Committee Report

Kathy Gallegos summarized the minutes from the March 2nd Finance Committee Report.

- Discussion on 2016 audited financial statements, 2017 budget, and January income statements.

MOTION to receive the report. Cairine Green, seconded by Steve Henstra. Carried

c. Audit & Practice Review Committee Report

Warren Warttig presented a summary of his report.

- Twenty-eight audits are underway so far in 2017.

MOTION to receive the report. Susan Pinkus, seconded by Cairine Green. Carried.

d. Biologists Canada Committee Report

Linda Stordeur presented a summary of the report.

- Survey responses will be analyzed and external funding will be used to support objectives determined from the survey results.

MOTION to receive the report. Steve Henstra, seconded by Jim Bayles. Carried.

e. Communications Committee Report

Alexandra Tait presented a verbal report adapted from the 2016 Annual Report.

MOTION to receive the report. Susan Pinkus, seconded by Gerry Leering. Carried.



Action Item: committee chairs to provide feedback to Alexandra Tait for the Communications Strategy.

i. Editorial Board Report

Jillian Stewart presented a summary of the Editorial Board's activities.

MOTION to receive the report. Gerry Leering, seconded by Susan Pinkus. Carried

f. Discipline Committee Report

Linda Stordeur presented a summary of the report

- Investigator has been hired for one file.

MOTION to receive the report. Cairine Green, seconded by Steve Henstra. Carried

g. Ethics Committee Report

Jocelyn White presented a summary of the report.

- The number of registrants for the Ethics Course is continuing to grow.
- February 28, 2017 marks the end of the period for existing members to complete the course.

As of February 16, there were over 200 members yet to complete.

MOTION to receive the report. Warren Warttig, seconded by Gerry Leering. Carried

h. Professional Accountability Committee Report

Brian Clark presented a verbal report.

- Following up on job postings that should require an RPBio.
- Provided input on the review of the Environmental Assessment process.
- Pursuing federal agencies, industry, and the public to encourage the hiring of College members in applied biology work.

MOTION to receive the report. Susan Pinkus, seconded by Cairine Green. Carried

i. Conference Committee Report

The summary of the 2017 Conference & AGM results and numbers will be presented at the June Council meeting.

MOTION to receive the report. Gerry Leering, seconded by Susan Pinkus. Carried

8. Other business

a. Confirmation and/or appointment of Committee Chairs

MOTION to appoint Jocelyn White Chair of the Finance Committee. Warren Warttig, seconded by Sean Sharpe. Carried.

MOTION to appoint Warren Warttig Chair of the Audit & Practice Review Committee. Steve Henstra, seconded by Sean Sharpe. Carried.

MOTION to appoint Sean Sharpe Chair of the Biologists Canada Committee. Jim Bayles, seconded by Gerry Leering. Carried.



COLLEGE OF APPLIED BIOLOGY

Professional Accountability

MOTION to appoint Alexandra Tait Chair of the Communications Committee, Susan Pinkus, seconded by Cairine Green. Carried.

MOTION to appoint Raychl Lukie and Cairine Green Co-Chairs of the Editorial Board, Jocelyn White, seconded by Susan Pinkus. Carried.

MOTION to appoint Mel Kotyk Chair of the Discipline Committee, Brian Clark, seconded by Jocelyn White. Carried.

MOTION to appoint Jocelyn White Chair of the Ethics Committee, Sean Sharpe, seconded by Gerry Leering. Carried.

MOTION to appoint Brian Clark Chair of the Professional Accountability Committee, Steve Henstra, seconded by Gerry Leering. Carried.

MOTION to appoint Alexandra Tait Chair of the Conference Planning Committee, Gerry Leering, seconded by Sean Sharpe. Carried.

MOTION to appoint Warren Warttig Chair of the Governance Committee, Cairine Green, seconded by Steve Henstra. Carried.

MOTION to appoint Chris Johnson Chair of the Credentials Committee, Jocelyn White, seconded by Warren Warttig. Carried.

MOTION to appoint Brian Clark Chair of the Strategic Planning Committee, Jim Bayles, seconded by Steve Henstra. Carried.

MOTION to appoint Jocelyn White Chair of the Linda Michaluk Scholarship Committee, Cairine Green, seconded by Susan Pinkus. Carried.

b. Appointment of Executive Vice-President

MOTION to appoint Brian Clark Executive Vice-President, Sean Sharpe, seconded by Warren Warttig. Carried.

c. Committee Appointments

MOTION to appoint Jim Bayles to the Finance Committee, Cairine Green, seconded by Susan Pinkus. Carried.

MOTION to appoint Gerry Leering to the Finance Committee, Steve Henstra, seconded by Brian Clark. Carried.

MOTION to appoint Steve Henstra to the Finance Committee, Jim Bayles, seconded by Sean Sharpe. Carried.

MOTION to reappoint Brian Clark, Mel Kotyk, Gerry Leering, and Alexandra Tait, and appoint Garry Alexander to the Biologists Canada Committee, Susan Pinkus, seconded by Cairine Green. Carried.

MOTION to appoint Cairine Green, and Gerry Leering to the Communications Committee, Brian Clark, seconded by Steve Henstra. Carried.

MOTION to appoint Karen Barry to the Editorial Board, Steve Henstra, seconded by Susan Pinkus. Carried.

MOTION to appoint Steve Henstra to the Editorial Board, Susan Pinkus, seconded by Cairine Green. Carried.

MOTION to reappoint Steve Gordon, Derek Marcoux, Linda Michaluk, Wayne Wall, and Geoff Wickstrom, and appoint Susan Pinkus to the Ethics Committee, Sean Sharpe, seconded by Steve Henstra. Carried.



MOTION to reappoint Garry Alexander, Oana Enick, Chris Johnson, Susan Pinkus, and Domenico Iannidinardo, and appoint Steve Henstra and Hannah Horn to the Professional Accountability Committee. Gerry Leering, seconded by Jim Bayles. Carried.

MOTION to reappoint Gerry Leering and appoint Susan Pinkus to the Conference Planning Committee. Cairine Green, seconded by Jim Bayles. Carried.

MOTION to reappoint Cairine Green and Gerry Leering to the Governance Committee. Steve Henstra, seconded by Susan Pinkus. Carried.

MOTION to appoint Sean Sharpe and Alexandra Tait to the Strategic Planning Committee. Cairine Green, seconded by Jocelyn White. Carried.

MOTION to appoint Jim Bayles, Chris Maundrell, and Warren Warttig to the Linda Michaluk Scholarship Committee. Brian Clark, seconded by Steve Henstra. Carried.

d. 2017 Council meeting dates

MOTION to make next Council meeting dates Friday June 9th, Friday September 15th, Friday November 17th, and Friday January 12th. Cairine Green, seconded by Steve Henstra. Carried

e. New Council – Motion to confirm composition of new Council members

MOTION to confirm the 2017-2018 Council members as listed. Susan Pinkus, seconded by Gerry Leering. Carried

Dr. Vanessa Craig, RPBio, PhD, President

Brian Clark, RPBio, Executive Vice-President

Alexandra Tait, RPBio, Vice-President

Jocelyn White, RPBio, Treasurer/Councillor At Large

James Bayles, Lay Councillor

Tony Fogarassy, Lay Councillor

Cairine Green, Lay Councillor

Steve Henstra, RPBio, Regional Councillor

Gerry Leering, RPBio, Regional Councillor

Susan Pinkus, RPBio, Councillor At Large

Sean Sharpe, RPBio, Councillor At Large

Warren Warttig, RPBio, Regional Councillor

f. Report from the Meeting Monitor

Jocelyn White presented a summary of her findings.

- Satisfactory: time utilized providing new Council members with an orientation
- Good participation and maintained speakers list
- Motions from CoW to Council transferred smoothly

g. Appointment of Meeting Monitor for next Council meeting

MOTION to appoint Warren Warttig as Meeting Monitor for June Council meeting. Susan Pinkus, seconded by Jim Bayles. Carried.



9. ADJOURNMENT

MOTION to adjourn at 1:47 pm. Jim Bayles, seconded by Warren Warttig. Carried

Next meeting date: June 9, 2017,
Location: Best Western Dorchester Hotel,
Nanaimo

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

Linda Stordeur, R.P.Bio.
Registrar