



Extraordinary Council Meeting – December 15, 2022
Videoconference

Participants: Alexandra de Jong Westman (President), Sean Sharpe (Vice President), Brian Clark (Past President), Corinna Hoodicoff, Megan Hanacek, Theresa Fresco, Mark De Croos, Brittany John, Joe Greenholtz

Staff: Christine Houghton (CEO), Shona Lawson (Registrar/Director of Compliance & Practice), Cameron Dexter (Mgr., Registrations and Compliance), Tory Davis (EO/Communications Officer)

Regrets: Victoria Burdett-Coutts, Deborah Stanyer

Minutes

Start Time: 12:00pm

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Alex called the meeting to order at 12:05pm and confirmed quorum.		
2) Approval of Agenda	MOTION to approve the agenda by <u>Corinna Hoodicoff, seconded by Sean Sharpe. MOTION CARRIED.</u>		
3) Motion to go <i>In Camera</i>	<p>MOTION to go <i>In Camera</i> by <u>Mark De Croos, seconded by Brittany John. MOTION CARRIED.</u></p> <p>MOTION to rise with report by <u>Mark De Croos, seconded by Brittany John.</u></p> <ul style="list-style-type: none"> • <u>Item no. 3</u> • <u>Item no. 4</u> • <u>Item no. 5</u> • <u>Item no. 6</u> <p>MOTION CARRIED.</p> <p>Agenda item no. 3: <u>MOTION to direct the CEO to evaluate appropriate salary ranges for staff based on the 15% range [as presented], and account for an additional 1% (total 4%) cost of living increase recognized for the public sector in 2023 by Joe</u></p>		



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

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	<p><u>Greenholtz, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p>Agenda item no. 4: <u>MOTION to direct the Executive Oversight Board and Chair to investigate salary within the 110% range (between midpoint and maximum) for CEO salary based on the 2022 Custom Salary Review report, including an additional 1% (total 4%) cost of living increase recognized for the public sector in 2023 by Hannah Horn, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p>Agenda item no. 5: <u>MOTION to approve Option 1 – Appoint the Discipline Committee members according to the enclosed roster:</u></p> <ul style="list-style-type: none"> • <u>Jennifer Prive, RPBio</u> • <u>Kim Klaczek, RBTech</u> • <u>Katja Otting, P.Ag, Lay member</u> <p><u>By Corinna Hoodicoff, seconded by Theresa Fresco. MOTION PASSED.</u></p> <p>Agenda item no. 6: <u>MOTION to approve Option 1 – Appoint Jennifer Prive – Registered Professional Biologist for a one year term as the Discipline Committee chair by Hannah Horn, seconded by Sean Sharpe. MOTION PASSED.</u></p>		
<p>4) New business</p>	<p>None reported.</p>		
<p>5) Finance decisions a) Proposed reserve for legal contingency fund (Decision note no. 1)</p>	<p>Christine presented decision note</p> <p>Christine noted that there are many variables to convening a hearing and it will be up to the Discipline Committee to determine which process is necessary</p>		



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<p>b) Lease buyout reserved (Decision note no. 2)</p> <p>c) Proposed conference pricing and budget (Decision note no. 3)</p>	<p>Christine noted that the phrasing of the motion has been done with insight from the College's financial auditor</p> <p><u>MOTION to approve Option 1 -- Authorize interfund transfer of \$100K into the College's legal fund – by Mark De Croos, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p>--</p> <p>Christine presented decision note</p> <p>The College's current office lease ends in April 2024</p> <p>The College's office space is already too small for the current staff complement and the plan is for the organization to grow by another staff members</p> <p>The College's operational contingency fund is at the minimum level according to the funds policy and could be increased</p> <p><u>MOTION to approve Option 2 -- Authorize interfund transfer of \$35,000 of 2022 fiscal year surplus into the Operational Contingency Fund as reserve for lease agreement settlement – by Mark De Croos, seconded by Brittany John. MOTION PASSED.</u></p> <p>--</p> <p>Christine explained current developments with Conference 2023</p> <p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 – Approve two-day conference program</u></p>		



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	<u>and associated pricing model – by Mark De Croos, seconded by Theresa Fresco. MOTION PASSED.</u>		
6) Update on bylaw revisions	<p>Christine provided update</p> <p>The College's legal counsel and the analyst at OSPG have identified an area of disagreement in the bylaw revisions</p> <ul style="list-style-type: none">• The OSPG contact is unavailable for the remainder of the year• Revisions will be brought forward at the January 2023 Council meeting		
7) Other business	None reported.		
8) Adjournment	<u>MOTION to adjourn at 1:02pm by Sean Sharpe, seconded by Theresa Fresco. MOTION CARRIED.</u>		

Next meeting date:

January 27, 2023
Vancouver, BC

Alexandra de Jong Westman, RPBio

President

Christine Houghton

Chief Executive Officer