

Council Meeting – January 25, 2019

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 (9:06am), Warren Warttig, Sean Sharpe, Cliff Nietvelt, Theresa Fresco, Susan Pinkus (9:03am)

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

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

Meeting Minutes

Start time: 8:45am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Brian Clark called meeting to order at 8:54am		
2) President's Remarks	<p>Expressed thanks to Fraser Basin Council for use of their boardroom on January 24</p> <p>Reported that there has been delay in re-appointment of Jim Bayles, expressed gratitude for Jim's support and experience in governance of the College during his lay member term</p> <p>Reminded Council that consent agenda will be used for non-statutory committee reports</p> <p>Committee of the Whole meeting was not scheduled this cycle due to occasions of redundancy with Council; Council will no longer convene a regular CoW meeting, but it may be used as a resource in the future; frank discussion can occur during Council, but these discussions will be public</p>		



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	<ul style="list-style-type: none"> The College has criteria for when CoW should be used that has been applied in the past Discussion will proceed with the discretion of the Chair 		
3) Motion to go In Camera	<p><u>MOTION to go in Camera by Warren Warttig, seconded by Sean Sharpe. MOTION CARRIED.</u></p> <p>Council has requested secure site for file sharing, specifically In Camera minutes</p>		
4) Adoption of agenda a. New business	<p><u>MOTION to adopt Agenda by Hannah Horn and seconded by Sean Sharpe. MOTION CARRIED.</u></p> <p><u>Consent agenda accepted.</u></p> <p>No new business.</p>		
5) Adoption of Minutes and Review of Action items from November 23, 2018	<p>Christine reviewed minutes</p> <p><u>MOTION to accept minutes from November 23 meeting by Hannah Horn and Steve Henstra. MOTION CARRIED.</u></p>	<p><u>Ongoing discussion regarding publication of members removed from Register</u></p> <p><u>Ongoing action required on sending letter to employers</u></p> <p><u>Discipline/Investigations committee membership to be addressed</u></p>	
6) Summary of Meeting Monitor report from November 23, 2018 Meeting	<p>Jocelyn reviewed report.</p> <p>Sean Sharpe will be meeting monitor.</p>		
7) Professional Governance Act update	<p>Christine presented update</p> <p>Critical for the College Council to have authority to increase registration dues for 2020</p>		



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	Regulation development over the next 3 to 5 years		
8) Intentions Paper response (presentation)	Christine delivered presentation Consensus on key messages to be included in the College's official response.		
9) 2018 business plan (presentation)	Christine delivered final update on 2018 plan		
10) 2019 business plan (presentation)	Christine delivered presentation Noted that IT special project should address inability to re-produce CPD reports Staff hours – may have some expectations outweigh capacity; Council expects work/life balance Publication of the 2019 business plan must contain explanatory notes		
11) 2019 budget a. Revised 2019 budget (decision note no.1/ information note)	Christine presented budget Note that College will not hire Director of Practice until finalized information from government about raising dues; concern that government will delay Concern whether increase in dues will be enough to compensate for larger staff capacity on a long-term basis <ul style="list-style-type: none"> • Will look at long-term replenishment of contingency fund • There are other large one-time expenses in the 2019 budget • Consideration of government fiscal years with implementation 		



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	<p>of higher dues – to communicate to union</p> <p>Regulation of firms may present opportunity for revenue</p> <p>Staff recommend Option 1 -- Approve the revised 2019 budget</p> <p><u>MOTION to adopt Option 1 – approve the revised 2019 budget - by Jocelyn White and seconded by Susan Pinkus. MOTION CARRIED.</u></p> <p>--</p>		
b. Changes to Chart of Accounts (decision note no.2/ presentation)	<p>Christine presented presentation</p> <p>Staff recommends option 2 - Revise Chart of Accounts to align with reporting categories</p> <p><u>MOTION to adopt Option 2 - Revise Chart of Accounts to align with reporting categories - by Cairine Green and seconded by Sean Sharpe. MOTION PASSED.</u></p> <p>--</p>		
c. New auditor (decision note no.3)	<p>Jocelyn presented decision note</p> <p>Staff recommends Option 2 - Test the market through a Request for Proposals to secure financial auditors. Put a motion on the floor to go through a process to procure financial auditors</p> <p><u>MOTION to adopt Option 2 - Test the market through a Request for Proposals to secure financial auditors. Put a motion on the floor to go through a process to procure financial auditors - by</u></p>	<p><u>Staff will clarify language with lawyer whether there would be a motion for Council to be enabled by AGM to appoint auditor</u></p>	



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	<u>Jocelyn White and seconded by Susan Pinkus. MOTION PASSED.</u>		
12) Conference sponsorship (decision note no.4)	<p>Alex presented decision note</p> <p>Staff recommends Option 2 -- Approach government bodies for sponsorship: Ministry of Env. For \$5,000 to sponsor Meet & Greet; FLNRORD for \$2,500 to sponsor networking breaks</p> <p><u>MOTION to accept Option 2 -- Approach government bodies for sponsorship: Ministry of Env. For \$5,000 to sponsor Meet & Greet; FLNRORD for \$2,500 to sponsor networking breaks - by Cairine Green and seconded by Susan Pinkus. MOTION PASSED.</u></p>	<u>Executive Committee will investigate sponsorship strategy and/or trade shows for 2020</u>	
13) Discipline hearing update (verbal)	<p>Christine provided update</p> <p>Discipline Committee will consider further action based on statute; if respondent chooses to appeal, the panel will be reconvened to hear arguments from both parties whereupon the panel will dispense with further action</p> <ul style="list-style-type: none"> This panel decision may be appealed through all legal appellate courts in Canada <p>Traditional media have not contacted the College for comment</p> <p>Council members should not respond to any inquiries regarding the discipline process; the CEO will respond to any inquiries</p>		
14) Recruitment of Discipline/ Investigations Committee	Christine delivered presentation	<u>CEO and Registrar to run the process for filling one Lay member</u>	



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members (presentation)		<u>position and the Chair position</u>	
15) Database update (verbal)	Derek provided verbal report.	<u>Will present screenshots at next Council meeting</u>	
16) Scope of Practice engagement plan (verbal)	Hannah delivered verbal report. Suggestion that Council members should avail themselves to engagement events in their region to support workshop organizers	<u>Amend Task Force report to include accurate event dates</u>	
17) Correspondence	Christine delivered report Noted that two further letters have been received since the completion of the Correspondence report: Both are in regards to the discipline process	<u>Item to be renamed the Executive Correspondence report as it details official correspondence</u>	
18) Pres. And Exec. Committee Report	Brian delivered report <u>MOTION to accept President's report by Warren Warttig and seconded by Hannah Horn. MOTION CARRIED.</u>		
19) Standing Committee Reports a. Finance Committee Report	Reports delivered by chairs or representative Jocelyn delivered report Reminder that all 2018 expenses should have been submitted. <u>MOTION to accept finance report by Cairine Green and seconded by Sean Sharpe. MOTION CARRIED.</u> --	<u>Treasurer will convene working group to assess LMSF candidates</u>	
b. Credentials Committee Report	Derek delivered report on behalf of chair Chris Johnson (regrets)		



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<p>c. Audit & Practice Review Committee Report</p>	<p><u>MOTION to accept Credentials report by Susan Pinkus and seconded by Hannah Horn. MOTION CARRIED.</u></p> <p>Warren delivered report</p> <p>Clarification of “conflicts” with auditees, this refers to the opportunity for auditors to declare conflict of interest</p> <p>Suggest stratified review to generate data about common cohorts of audit issues or targeted audit process for sector strata, which is possible</p> <p>Suggestion that APRC should try to solicit auditors from younger generation as it gives experience in the practice</p> <p><u>MOTION to accept APRC report by Steven Henstra and seconded by Jocelyn White. MOTION CARRIED.</u></p>		
<p>d. Discipline Committee Report</p>	<p>Christine delivered report on behalf of Mel Kotyk (regrets)</p> <p><u>MOTION to accept Discipline report by Susan Pinkus and seconded by Hannah Horn. MOTION CARRIED.</u></p>	<p><u>Change discipline report to use registrant instead of member</u></p>	
<p>20) Staff reports</p> <p>a. CEO’s Report</p> <p>b. Registrar’s Report</p> <p>c. Communications Coordinator’s Report</p>	<p>Received via consent agenda.</p>		
<p>21) Working Group Reports</p> <p>a. Editorial Board Report</p>	<p>Received via consent agenda.</p>		



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b. Conference Planning Working Group Report c. Nominations Working Group Report			
22) Task Force Reports a. Scope of Practice Task Force Report b. Ethics Update Task Force Report c. Practice Review Task Force Report d. Credentials Task Force Report	Received via consent agenda		
23) Lay Member Report	<u>MOTION to adopt to Lay Member report and all preceding reports under consent agenda by Steve Henstra and seconded by Cliff Nietvelt. MOTION CARRIED.</u>	<u>Amend report to include that Theresa Fresco has been appointed to Credentials Task Force</u>	
24) Other business a. Report of the Meeting Monitor b. Appointment of Meeting Monitor for next Council meeting	Noted that it was the final meeting of departing Councillors Noted that Council is learning about consent agenda and balance of discussion Cairine Green to be next Meeting Monitor.		
25) Adjournment	<u>MOTION to adjourn at 2:24pm by Cairine Green and seconded by Susan Pinkus. MOTION PASSED.</u>		



COLLEGE OF
APPLIED BIOLOGY
Professional Accountability

Next meeting date:

April 6, 2019
Delta Ocean Pointe Resort, Victoria

Brian Clark, RPBio.
President

Christine Houghton
CEO