



Council Meeting – November 17, 2017
Les Etoiles Boardroom, Executive Inn Le Soleil, Vancouver, BC

Participants: Vanessa Craig (President), Alexandra Tait (Vice-President), Brian Clark (Executive Vice-President), Steven Henstra, Gerry Leering, Cairine Green, Susan Pinkus, Warren Warttig, Jocelyn White

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

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

Draft Minutes

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Vanessa Craig called the meeting to order at 11:10am and confirmed quorum.		
2) Adoption of Agenda a. New business for the agenda	<u>Motion to adopt the agenda. Gerry Leering, seconded by Jocelyn White. Carried.</u>		
3) Adoption of Minutes and review of Action Items from June 9 th , 2017 meeting	<u>Motion to approve amended minutes. Steve Henstra. Cairine Green seconded. Carried.</u> Christine reviewed action items: -Conflict of Interest guidelines to bring forward to next meeting -Toolkit – hiring practices ongoing.	Correct typo in Vanessa's name	Staff
4) Correspondence	Christine reviewed correspondence sent/received. Another letter was just received before this meeting, to Vanessa from Professional Agrologists regarding scope of practice.		Post letter from Agrologists on secure site - staff
5) President and Executive Committee Report	Vanessa Craig presented a summary of her report: <ul style="list-style-type: none">• Members of the Executive Committee met with the Forest Practices Board• Represented the College at the Engineers and Geoscientists		



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	<p>conference and AGM</p> <ul style="list-style-type: none"> • Provided input to the professional reliance review. <p><u>Motion to receive the report. Sean Sharpe, seconded by Steve Henstra. Carried.</u></p>		
<p>6) Executive Director's Report</p>	<p>Christine Houghton presented a summary of her report:</p> <ul style="list-style-type: none"> • Planning well underway for the 2018 Conference, developed draft schedule, and invited Minister of Environment to open the conference • Attended two successful Riparian Areas Regulation training sessions with Engineers and Geoscientists BC and Association of BC Forest Professionals • Increased involvement with provincial government and other professional regulating organizations on professional reliance review. <p><u>Motion to receive the report. Brian Clark, seconded by Cairine Green. Carried</u></p>		
<p>7) Registrar's & Credentials Committee Report</p>	<p>Derek Marcoux presented a summary of his report:</p> <ul style="list-style-type: none"> • Nine applications are out with Credentials Committee for review. Total application reviewed or pending to November 2017 = 61 • Finalized accreditation agreement with Lethbridge College • Technology accreditation process has started with NVIT, CNC, & Selkirk College • Completed Tech accreditation package has been received from NVIT • Visited UBCO and presented membership information to seminar class and discussed membership with two graduate students 		



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	<ul style="list-style-type: none"> • Attended Association of Chemical Professionals AGM and participated in panel discussion on Professional Reliance • Initiated accreditation agreement process with VIU biology program Chair <p><u>Motion to receive the report. Sean Sharpe, seconded by Alex Tait. Carried.</u></p>		
<p>8) Committee Reports a. Committee of the Whole Report</p>	<p>3 items to bring forward from morning meeting.</p> <p><u>Motion to defer external sponsorship of the 2018 conference. Alex Tait, seconded Cairine Green. Carried</u></p> <p><u>Motion to accept provisional budget for 2018. Jocelyn White seconded Steve Henstra. Carried</u></p> <p><u>Motion to increase in-person conference registration fees by \$20. Gerry Leering, seconded Cairine Green. Carried</u></p>		
<p>b. Finance Committee</p>	<p>Jocelyn White presented a summary of the Finance Committee's report:</p> <ul style="list-style-type: none"> • Committee reviewed budget on Nov 16th • Information Note – proposed categories to use in budget planning • In future, will bring forward a budget rather than chart of accounts • LMSF call was sent out Oct 31 <p><u>Motion to receive the report. Alex Tait, seconded by Steve Henstra. Carried.</u></p>		
<p>c. Audit & Practice Review Committee</p>	<p>Warren Warttig presented a summary of his report:</p> <ul style="list-style-type: none"> • No APRC meetings since the last council meeting on September 15; • One conference call meeting with CAB staff; 		



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	<ul style="list-style-type: none"> • 45 members randomly selected for 2018 audits; • 2018 Budget submitted; and • Welcoming new auditor <p><u>Motion to appoint Selena Shay as an auditor. Warren Warttig, seconded Alex Tait. Carried</u></p> <p><u>Motion to receive the report. Brian Clark, seconded by Gerry Leering. Carried.</u></p>		
<p>d. Biologists Canada Committee</p>	<p>Sean Sharpe presented a summary of his report:</p> <ul style="list-style-type: none"> • In August and September, survey results were collated and prepared for distribution to committee members. • A teleconference meeting was held October 17 to review results and discuss next steps for the committee. • The Committee is proposing a follow-up teleconference meeting of members in the early new year <p><u>Motion to receive the report. Steve Henstra, seconded by Susan Pinkus. Carried.</u></p>		<p>Post survey results on secure site and email Council members when posted - staff</p>
<p>e. Communications Committee</p> <p>i. Communications Strategy</p>	<p>Alexandra Tait presented a summary of her report:</p> <ul style="list-style-type: none"> • A teleconference meeting was held September 20, 2017 • An in-person meeting was held November 16 • Draft process to appoint non-Council members and non-College members to committees in DRAFT, because there is no process in place and there is interest. • Committee is working with staff to further develop the Communications Strategy document <p><u>Motion to approve process to appoint committee member, Alex</u></p>		



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<p>ii. Editorial Board</p>	<p><u>Tait, Brian Clark seconded. Carried.</u></p> <p><u>Motion to receive the Communication Committee report. Susan Pinkus seconded by Brian Clark. Carried.</u></p> <p>Cairine Green gave a summary of the Editorial Board report</p> <p><u>Motion to receive the EB report. Gerry Leering, Steve Henstra seconded. Carried</u></p> <p><u>Motion to appoint 2 new volunteer editors to the board, Meghan Goertzen and Mariah Arnold. Alex Tait, seconded by Cairine Green. Carried.</u></p>		
<p>f. Discipline Committee</p>	<p>Derek/Christine presented a summary of the report:</p> <ul style="list-style-type: none"> • Eleven complaints have been received so far in 2017 (two additional complaints since September Council meeting) • Discipline committee has met twice via conference call to discuss files • One Citation has been issued regarding a 2016 complaint, posted on website <p><u>Motion to receive report Jocelyn White, seconded Cairine Green. Carried</u></p> <p><u>Motion to amend Rule 15.6 to increase size of committee to 9 members. Sean Sharpe, Gerry Leering seconded. Carried</u></p>		
<p>g. Ethics Committee</p>	<p>Jocelyn White presented a summary of her report, prepared by Jillian:</p> <ul style="list-style-type: none"> • Feedback has been received from 35 individuals for the course and most have been positive. • Since September 1st, 2016, 120 out of 157 applicants have completed and passed the exam. 		



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	<ul style="list-style-type: none"> This detailed report may not be needed for every Council meeting, perhaps only annually <p><u>Motion to receive report Susan Pinkus, seconded by Steve Henstra. Carried.</u></p>		
<p>h. Professional Accountability Committee</p>	<p>Brian Clark presented a summary of his report:</p> <ul style="list-style-type: none"> The Committee contributed to a letter to the President of CEAA re the need for accountable professionals in the federal EA process Submitted 2018 Strategic Priorities and Budget for Council consideration Began early discussions on a Scope of Practice Review <p><u>Motion to receive the report. Susan Pinkus, seconded by Steve Henstra. Carried.</u></p> <p><u>Motion to approve revised Terms of Reference. Brian Clark, seconded Susan Pinkus. Carried</u></p>		<p>Governance committee will look at wording/</p>
<p>i. Conference</p>	<p>Alex presented a summary of the report.</p> <ul style="list-style-type: none"> The theme for the College conference was finalized in late September - "Professional Reliance: Shaping the Future" An invitation was sent to Minister Heyman to attend and deliver opening remarks Announcement wording was developed with APB to ensure consistent messaging A draft program has been developed with a schedule of events and session topics The Conference Planning Committee held a call on Nov 2nd to identify possible speakers and CPD sessions <p><u>Motion to receive the report. Warren Warttig, seconded by Susan Pinkus.</u></p>		



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	<u>Carried.</u>		
j. Nominations Committee Report	Vanessa presented a verbal report on upcoming vacancies and the election process. New Council members must sign expectations agreement. <u>Motion to receive the report. Cairine Green, seconded by Steve Henstra. Carried.</u>		
10) Other business a. Report from the Meeting Monitor b. Appointment of Meeting Monitor for next Council meeting	Sean recapped his findings: Efficient use of time Some technical issues Good discussion Steve Henstra will be next meeting monitor		
9) Adjournment	<u>Motion to adjourn at 14:44pm, Alex Tait. Carried.</u>		

Next meeting date:

Jan 12th, 2018,
Les Etoiles Boardroom, Executive Suites Le
Soleil, 567 Hornby St., Vancouver

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

Christine Houghton
Executive Director