



Council Meeting – June 9, 2017

Harbour Room, Best Western Dorchester Hotel, Nanaimo, BC

Participants: Vanessa Craig (President), Alexandra Tait (Vice-President), Brian Clark (Executive Vice-President), Jim Bayles, Cairine Green, Steven Henstra, Gerry Leering, Susan Pinkus (by phone at 11:48am), Warren Warttig, Jocelyn White

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

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

Meeting Minutes

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Vanessa Craig called the meeting to order at 11:45am and confirmed quorum.		
2) Adoption of Agenda a. New business for the agenda	<u>Motion to accept the agenda as circulated. Brian Clark, seconded by Cairine Green. Carried.</u>		
3) Adoption of Minutes and review of Action Items from March 4 th , 2017 meeting	<u>Motion to accept the minutes as circulated. Sean Sharpe, seconded by Brian Clark. Carried.</u> Christine Houghton summarized the action items from the previous meeting in March.		
4) President and Executive Committee Report	Vanessa Craig presented a summary of her report with input from Brian Clark and Alexandra Tait: <ul style="list-style-type: none"> • Members of the Executive Committee represented the College at the APB conference/AGM, the Canadian Society for Ecology and Evolution Conference, and the BCIA conference/AGM • Alexandra Tait gave a presentation about the College at the Canadian Colleges and University Environmental Networking conference 		



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	<p><u>Motion to receive the report, Steven Henstra, seconded by Gerry Leering. Carried.</u></p>		
5) Executive Director's Report	<p>Christine Houghton presented a summary of her report:</p> <ul style="list-style-type: none"> • Reviewed data and record management systems to move forward to streamline and improve access and efficiency for the College and its members. • Ongoing work with College Committees to deliver priorities notably: <ul style="list-style-type: none"> ○ Responding to the Canadian Environmental Assessment Panel report, ○ Updating Editorial Board guidelines, policies and procedures, and ○ Producing information materials and promotional materials to promote professional applied biology. • Initiated review of College Committees including succession, governance and structure. • Successfully continued outreach and relationship building activities with partner organizations. <p><u>Motion to receive the report, Cairine Green, seconded by Jocelyn White. Carried</u></p>		
6) Registrar's & Credentials Committee Report	<p>Linda Stordeur presented a summary of her report:</p> <ul style="list-style-type: none"> • Presentation given on the College organization, entrance requirements and the accreditation initiative at the Biology Articulation Committee for postsecondary institutions in BC. <p><u>Motion to receive the report, Cairine Green, seconded by Jim Bayles. Carried.</u></p>		
7) Committee Reports a. Committee of the Whole	<p>1. Motion to approve the</p>		



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<p>(CoW) Report</p> <p>I. Confirmation of 2018 AGM/conference location, dates and theme</p> <p>II. Confirmation of 2019 dates and location</p>	<p><u>member opportunity to comment - rule changes 15.10, 15.11, 15.12 and 15.13. Sean Sharpe, Alexandra Tait, Brian Clark, seconded by Cairine Green, Carried.</u></p> <p><u>2. Motion that the College will provide the APB with a revised MOU to be signed by June 30th, 2017 with the following revisions: Conference dates to be April 5 (APB) and April 6 (College); Conference location to be the Lower Mainland (College); CPD moved from Wednesday to Saturday; the College will not participate in the banquet as an organization; the College will sponsor a "meet and greet" either before the APB banquet, jointly or with the APB in the evening if the banquet does not proceed. Gerry Leering, Cairine Green; Warren Warttig, seconded by Gerry Leering, Carried.</u></p> <p><u>3. Motion to approve the 2019 College Conference & AGM on April 4-6th, 2019 with AGM on April 5 and Council/CPD on April 6. Steven Henstra, Sean Sharpe; Gerry Leering, seconded by Warren Warttig, Carried.</u></p> <p><u>4. Motion to hold the 2019 College Conference & AGM in Victoria. Gerry Leering, Warren Warttig; Sean Sharpe, seconded by Gerry Leering, Carried.</u></p>		
<p>b. Finance Committee</p>	<p>Jocelyn White presented a summary of the Finance Committee's meeting on June 8th:</p> <ul style="list-style-type: none"> • Reviewed the April 30, 2017 financial statements. • Recommended a realistic budget target be set for 		



	<p>future Conference & AGM costs.</p> <ul style="list-style-type: none"> The College is working within the budget. Budget planning cycle document presented to Council. The purpose is to better assist in matching budget to strategic priorities. <p><u>Motion to receive the report, Warren Warttig, seconded by Jim Bayles. Carried.</u></p>		
c. Audit & Practice Review Committee	<p>Warren Warttig presented a verbal report:</p> <ul style="list-style-type: none"> APRC June 27th meeting will review 28 audits - 12.5% of membership that have been audited. <p><u>Motion to receive the report, Alexandra Tait, seconded by Sean Sharpe. Carried.</u></p>		
d. Biologists Canada Committee	<p>Sean Sharpe presented a verbal report:</p> <ul style="list-style-type: none"> Discussed transition with Garry Alexander Conference call with staff to review initial summary was held and a meeting will be convened in the next quarter. <p><u>Motion to receive the report, Jocelyn White, seconded by Jim Bayles. Carried.</u></p>		
e. Communications Committee	<p>Alexandra Tait presented a summary of her report:</p> <ul style="list-style-type: none"> The Committee has not had cause to meet since the last Council meeting. We remain waiting for input from other Committee Chairs on the Communications Strategy. <p><u>Motion to receive the report, Gerry Leering, seconded by Jim Bayles. Carried.</u></p>	1) Circulate the draft communications strategy with track changes to provide input to Alexandra Tait by July 30 th in preparation for the September Council meeting.	
I. Editorial Board	<p>Cairine Green presented a report on behalf of Raychl Lukie:</p> <ul style="list-style-type: none"> More members needed - 		



	<p>ideally 7 – 1 new member added.</p> <ul style="list-style-type: none"> • March issue of <i>College Matters</i> received positive feedback. • Upcoming issues – climate change and changing climate. • The board has streamlined the editing process. <p><u>Motion to receive the report, Warren Warttig, seconded by Gerry Leering. Carried.</u></p>		
f. Discipline Committee	<p>This report was discussed in the CoW meeting. The committee recommended some changes to Rules surrounding the Discipline process which were discussed in the CoW meeting. The Rules change re. opportunity to comment came forward to Council under the CoW</p> <p>Recommendations were made to include specific reasons on decisions in Discipline Digests to make rationale for decisions clear to ensure greater transparency.</p> <p>A form to submit a complaint is being developed to support the documents submitted regarding a complaint, but this will not be mandatory.</p>	2) Submit a rolling list of ongoing/active discipline files to update the Council with new details such as committee meetings.	Staff/Discipline Committee September 2017 Meeting
g. Ethics Committee	<p>Jocelyn White presented a summary of her report:</p> <ul style="list-style-type: none"> • First draft of the Conflict of Interest document completed and submitted to the Discipline Committee for feedback. • A summary of the Ethics Course enrollment and exam has been provided. <p><u>Motion to receive the report, Cairine Green, seconded by Sean Sharpe. Carried.</u></p>		
h. Professional Accountability Committee	<p>Brian Clark presented a summary of his report:</p>		



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	<ul style="list-style-type: none"> • Focusing on current opportunities within the federal and provincial governments to press for the use of qualified natural resource professionals. • PAC has made submissions to the federal review processes for Environmental Assessments. • National Energy Board is pending. • We will be commenting on the review process for the Federal <i>Fisheries Act</i> when it becomes public. <p><u>Motion to receive the report, Steven Henstra, seconded by Cairine Green. Carried.</u></p>		
<p>i. Conference</p>	<p>Alexandra Tait presented the draft Terms of Reference (TOR) for the Committee. This year's conference was successful overall as presented in the summary report for this meeting. Quality of the venue was noted. A frequent request from attendees was more networking opportunities and CPD events to go with the event.</p> <p><u>Motion to approve the revised TOR substituting "standing" for "ad hoc". Gerry Leering, seconded by Alexandra Tait. Carried.</u></p>	<p>3) Change "ad hoc" to "standing committee" in the document.</p>	<p>Staff ASAP</p>
<p>8) Other business a. Report from the Meeting Monitor</p> <p>b. Appointment of Meeting Monitor for next Council meeting</p>	<p>Warren Warttig presented a summary of his findings:</p> <ul style="list-style-type: none"> • Participants remained courteous • Discussions less on administrative processes • Venue presented challenges throughout the day • Reminder to submit written reports in a timely manner <p>Gerry Leering will be the Meeting Monitor for the September Council meetings.</p>		



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9) Adjournment	<u>Motion to adjourn at 2:17pm.</u> <u>Cairine Green, seconded by</u> <u>Gerry Leering. Carried.</u>		
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Next meeting date:
September 15th, 2017,
Fraser Room, Holiday Inn YVR, Richmond

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

Christine Houghton
Executive Director