



**Meeting of the Board of Directors**  
**Wednesday, December 3, 2025, 6:30 pm to 8:30 pm**  
**Via Zoom**

**Registrant Board Members**

**Regional Electoral District 1** Rebecca Martin, PAg (Past Chair); Julie Robinson, PAg;  
**Regional Electoral District 2** Theresa Loewen, PAg;  
**Regional Electoral District 3** Warren Mills, PAg; Yasemin Parkinson, PAg (Chair); Faye Hirshfield, PAg;

**Lay Board Members** Betsy Gibbons; Guy Chartier; Richard Simpson;

**BCIA Staff** Jennifer Lawrence MAL, CEO and Registrar  
Andrea Gunner, Deputy Registrar: Practice  
Laurena Olsen, Deputy Registrar: Registration  
Janelle Snowden, Governance Secretary and Office Manager (recorder)

**Regrets** Brock Endean; (lay Board Member); Catherine Hayes, PAg;

**MINUTES**

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**1. CALL TO ORDER**

**1.1 Agreement on the Agenda**

The Chair called the meeting to order at 6:44 pm on Wednesday, December 3, 2025, and confirmed quorum was met, which included at least one Lay Board Member present.

The Chair referred the Board to the agenda circulated in advance of the meeting.

***BE IT RESOLVED THAT the Board adopts the agenda as presented.***

***Carried***

**1.2 Review of Conflict of Interest**

No conflicts were noted.

**2. CONSENT AGENDA (Deferred)**

**3. STANDING ITEMS**

**3.1 Financial Update**

The Chair of the Financial Working Group shared a brief slide presentation that summarized BCIA's current financial status and advised that BCIA is on trend to finish with a surplus at the end of the fiscal year. The Chair reminded the Board that towards the end of the 2024 fiscal year, BCIA cashed in a GIC to cover a cashflow shortage resulting from the use of 2024 pre-collected revenue to cover the deficit in 2023.

The CEO advised that a second savings account for the pre-collection of 2026 revenue had been opened to ensure the funds were reserved for 2026 operational expenses and held separately from the 2025 revenue. It was noted that the payroll line item was under budget in part due to the initial intent to hire a full time CEO and a full time Registrar, whereas the two positions were combined into one role, and additionally as a result of the administrative assistant role not being filled until February, and the Deputy Registrar role not being filled on a full time basis until April.

**BE IT RESOLVED THAT the Board reviews and approves the financial documents for the 2025 Year to date as presented by the Financial Working Group.**

**Carried**

**3.2 CEO/Registrar Update (Deferred)**

**3.3 Bylaw Update Project (Deferred)**

**3.4 Practice Area Project (Deferred)**

**BE IT RESOLVED THAT the Board move to an in-camera session at 7:06 pm.**

**Carried**

#### **4. UNFINISHED BUSINESS**

##### **4.1 Proposed 2026 Budget**

In accordance with BCIA Bylaw 6(e), this item was discussed in camera.

**BE IT RESOLVED THAT the Board approves the 2026 budget as presented.**

**Carried**

**BE IT FURTHER RESOLVED that the Board directs the Board Governance Working Group to explore options for a Per Diem/Honorarium Policy in accordance with the 2026 Budgeted amounts for consideration by the Board.**

**Carried**

**BE IT RESOLVED THAT the Board return to an open meeting and to bring forward any motions from the in-camera session at 7:28 pm.**

**Carried**

#### **5. NEW BUSINESS**

##### **5.1 OSPG Governance Review**

The CEO referred the Board to the draft letter from the OSPG, which was shared with the Board with their permission.

The CEO stated that the review would be completed in two phases: the first phase would be managed by staff and include a review of BCIA's progress on the recommendations by the OSPG from 2022-23. The second phase would be completed in two steps: the first step would again be managed by staff and would include an audit of BCIA's governance structure, policies and procedures; the second step is for the Board make a submission in response to four to five open ended questions.

The Board concluded that the Board Governance Working Group would review the questions, and determine the best approach to draft a single board response. Further, it was agreed that the BGWG would have oversight of the submission prepared by the CEO and Staff.

**Action:** BGWG to draft response to the OSPG Governance Review questions for review by the Board at their February meeting.

**Action:** CEO and staff to complete phase two, step one of OSPG Governance Review.

##### **5.2 Update on CEO/Registrar Annual Performance Review**

The Chair of the Board Governance Working Group ("BGWG") provided an update on the search for an external party to conduct the CEO/Registrar Annual Performance Review. The Chair advised that the BGWG received and reviewed four RFPs and immediately narrowed the choice down to two submissions: Cygnus Management Consultants and Watson Group.

After a fulsome discussion, the BGWG directed the CEO to complete reference checks and follow-up with a few additional questions regarding use of a tool as a resource for BCIA for future years' reviews. Upon review of the references and the final responses by the two Proponents, the BGWG recommends that Cygnus Management Consultants is the best fit for the needs of BCIA.

As part of the review process, Cygnus will interview Board members for their feedback.

***BE IT RESOLVED THAT the Board approves the engagement of Cygnus Management Consultants to create and conduct the CEO/Registrar Annual Performance Review.***

***Carried***

***ACTION: CEO to notify the four Proponents of the final decision by the Board.***

### **5.3 Indigenous Reconciliation Working Group Terms of Reference**

The Chair referred the Board to Terms of Reference posted in advance of the meeting. The CEO advised that the Working Group has proposed a change in their name to Indigenous Relations Working Group (the "IRWG:") as they felt it was a better reflection of its intent and is reflected in the version being presented to the Board.

***BE IT RESOLVED THAT the Board approves the Indigenous Relations Working Group Terms of Reference as presented.***

***Carried***

### **5.4 Appointment of Indigenous Relations Working Group Chair**

The IRWG unanimously agreed to recommend that the Board appoint Brock Endean as the Chair of their working group.

***BE IT RESOLVED THAT the Board appoints Brock Endean as Chair of the Indigenous Relations Working Group for term ending December 31, 2026.***

### **5.5 Proposed Amendments to 2026 Board Meeting Schedule**

The Chair referred the Board to the document posted in advance of the meeting and advised that staff were requesting the December Board Zoom meeting date be moved back by one to two weeks. Staff have identified the need for additional time after the October Board meeting to complete all the necessary follow-up work, particularly when there is a need for it to be reviewed by a working group prior to presenting it to the Board.

Upon review of the two alternate dates, it was agreed that the Board meeting would be moved to December 9<sup>th</sup>, 2026.

***BE IT RESOLVED THAT the Board approves the draft 2026 Board Meeting schedule as discussed.***

***Carried***

### **5.6 Update on Private Member Bill M216**

The CEO provided a brief overview of Bill M216. She advised that the PGA Regulators have been collaborating on a joint submission in response to the Bill, which includes outlining the mandate of public protection by the PGA Regulators. The CEO will keep the Board apprised of any new developments.

### **5.7 Governance and Meeting Portal Training**

The Chair advised that the February Board meeting would include some additional Board Governance training, which would include information such as how meeting materials are names and posted. The CEO advised that there

would also be a staff-led training session on accessing the new SharePoint site, which will replace the current portal used for posting Board meeting materials.

The CEO advised that any Board member wishing to complete training related to financial acumen should email either the CEO or Governance Secretary for further information.

**ACTION:** Board members were asked to email the Governance Secretary if they needed assistance in accessing the BCIA-hosted Board email address inbox.

**ACTION:** Board members to email CEO/Governance Secretary to express interest in completing financial acumen training.

## 5 Upcoming Meeting Dates

The next BCIA Board Meeting is scheduled for Friday, February 27 & Saturday February 28, 2026, at The Westin Wall Centre, Vancouver Airport.

**MOTION TO MOVE TO AN IN CAMERA SESSION without Staff at 8:30 pm.**

**Carried**

## 6 In Camera Session

### 7.1 Meeting Check-out

In accordance with BCIA Bylaw 6(e), this item was discussed in camera.

**BE IT FURTHER RESOLVED THAT the meeting is adjourned at 8:45 pm.**

**Carried**

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## Defined Acronyms

PAg: Professional Agrologists

CEO: Chief Executive Officer

MAL: Master of Arts in Leadership

OSPG: Office of the Superintendent of Professional Governance

PGA: Professional Governance Act

BCIA: British Columbia Institute of Agrologists

TOR: Terms of Reference

FWG: Financial Working Group

BGWG: Board Governance Working Group

IRWG: Indigenous Relations Working Group

GIC: Guaranteed Investment Certificate

RRSP: Registered Retirement Savings Plan