



Meeting of the Board of Directors

Friday, February 27, 2026

**Westin Wall Centre, 3099 Corvette Way, Lulu Island Rm
Richmond, BC**

Governance & SharePoint Training Session

1:00 pm - 3:00 pm

Indigenous Reconciliation Reflections: 3:00 pm - 3:30 pm

Call to Order: Regular Business 3:30 pm – 5:00 pm

Dinner at 6:00 pm at The Story Café, 2800 Sexsmith Rd

Saturday, February 28, 2026

**Westin Wall Centre, 3099 Corvette Way, Lulu Island Rm
Richmond, BC**

Regular Business: 9:00 am – 4:00 pm

9:30 am – 10:30 am In Camera: Guest: Greg Cavouras

Registrant Board Members

- Regional Electoral District 1**
- Regional Electoral District 2**
- Regional Electoral District 3**

Rebecca Martin, PAg (Past Chair); Julie Robinson, PAg (Virtual);
Catherine Hayes, PAg;
Warren Mills, PAg (Vice Chair); Yasemin Parkinson, PAg (Chair); Faye Hirshfield, PAg;

Lay Board Members

Brock Endean; Guy Chartier; Richard Simpson; Betsy Gibbons;

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

Theresa Loewen, PAg;

MINUTES*

1. CALL TO ORDER

1.1 Agreement on the Agenda

The Chair called the meeting to order at 3:31 pm on Friday, February 27th, 2026, and confirmed quorum was met, which included at least one Lay Board Member present. The Chair provided opening remarks.

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.

1.3 Board Role and Objectives

The Chair referenced the Governance training session conducted earlier in the afternoon and urged the Board to keep the principles reviewed in front of mind during the Board meeting.

The Chair also provided a brief overview of the role of the Board and reported that while we are concurrently in the “stabilizing” and “building confidence” phases of the Strategic Plan, we are starting to move towards the ‘impact’ phase.

1.4 October Board Meeting Evaluation

The Chair provided a summary of the October Board meeting evaluation survey, which had been previously reviewed at the Board’s December meeting.

Based on feedback provided in the October meeting evaluation, an operational agenda was not drafted for the February meeting. The Chair provided an overview of which agenda items would be addressed on Friday, and which would be discussed on Saturday. It was noted that Legal Counsel for BCIA would be attending the meeting at 9:30 am on Saturday for agenda item 3.3 only.

The Chair advised that if there were any additional questions that should be included in the meeting survey, that they should be emailed to her. There was a brief discussion about the completion of a more formalized Board performance evaluation in the future. The governance training provided before the start of meeting was a reflection of the feedback from the October meeting and that more governance training will be providing in future meetings to support ongoing Board education and growth. Additionally, the Chair provided a reminder to those interested in receiving additional financial acumen training should advise the Governance Secretary.

A link for the February survey will be circulated at the end of the meeting and anyone experiencing difficulties in accessing the survey is asked to contact the Governance Secretary for assistance.

1.5 Review of Action Items

The Chair reviewed the Action Summary tracker. The list was updated accordingly.

2. CONSENT AGENDA

The Board reviewed the items of the Consent Agenda, which were posted in advance of the meeting.

BE IT RESOLVED THAT the Board accepts the Consent Agenda as presented.

Carried

BE IT RESOLVED THAT the Board move to an in-camera session at 3:30 pm on Friday, February 27, 2026.

Carried

4. UNFINISHED BUSINESS

4.6 CEO/Registrar Annual Review Update

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

4.7 OSPG Governance Review Update

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

BE IT RESOLVED THAT the Board approves the OSPG Submission for Topic 1, Category 2, prepared by the BGWG as presented.

Carried

The Board directed the CEO/Registrar to draft the Topic 1, Category 1 and Topic 2 response to the OSPG as outlined to the Board.

MOTION TO RETURN TO AN OPEN MEETING and to bring forward any motions from the in-camera session at 4:32 pm on Friday, February 27, 2026.

Carried

BE IT RESOLVED THAT the Board suspends the meeting at 4:33 pm on Friday, February 27, 2026, until 9 am on Saturday, February 28, 2026.

Carried

The Board Chair called the meeting back to order at 9:00 am on Saturday, February 28, 2026.

3. STANDING ITEMS

3.1 Financial Update

The Chair of the Financial Working Group summarized BCIA's year-end financial status. He advised that this year BCIA had good cash flow management and there would be a surplus that could be added to its reserve funds. It was noted that BCIA holds an internally restricted asset fund strictly for unbudgeted expenses related to the complaints and discipline process.

He noted that approximately 88% of collected revenue was used to cover the operational costs for 2025, including \$50,000 for legal and investigative expenses.

The CEO advised that the payroll variances in the budget vs actual statement were a result of the administrative assistant and the new Deputy Registrar positions not being filled at the start of the year, as well as the final payroll period earned in 2025 was not paid until January 2, 2026.

BE IT RESOLVED THAT the Board reviews and approves the financial documents for the period of January 1 – December 31, 2025, as presented by the Financial Working Group.

Carried

ACTION: The FWG will review the Financial Policies related to the reserve funds and investments at its next meeting. 2026 Approved Budget to be uploaded to the Board SharePoint.

BE IT RESOLVED THAT the Board move to an in-camera session at 9:27 am on Saturday, February 28th, 2026.

Carried

3.3 Bylaw Update Project

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

BE IT RESOLVED THAT the Board approves the draft bylaws which include amendments to the complaints/discipline as well as the registration sections as related to the ICRA as discussed and further directs the BGWG to proceed with the bylaw update project as outlined.

Carried

MOTION TO RETURN TO AN OPEN MEETING and to bring forward any motions from the in-camera session at 10:53 am on Saturday, February 28, 2026.

Carried

3.2 CEO/Registrar Update

The CEO/Registrar provided a verbal update on recent activities not included in her submitted report. She advised that a new Superintendent at the OSPG should be announced within the next four weeks.

3.4 Practice Area Project

The Deputy Registrar: Practice referred to the documents circulated in advance of the meeting. She provided additional background information on the consultation process on focus groups thus far.

Additionally, she advised that a set of core critical skills and knowledge common to all registrants regardless of practice area continues to evolve. It is expected that the complete draft set of practice area standards and competencies will be provided to the Board at their May 2026 meeting for review.

4. UNFINISHED BUSINESS

4.1 Branch Allocation Proposal

The CEO reviewed the 2026 Branch Funding and cost-recovery model with the Board. She advised that in addition to providing an outline of the PD deliverable for the year, the Branch Chairs and Treasurers were to have a discussion with their Branch Executive members regarding the future role of Branches. The CEO advised that she would provide the Board with an update on May CEO – Branch Chair/Treasurer meeting at the May Board meeting.

ACTION: *The topic of Board Members attending Branch Executive meetings should be included in a draft proposal regarding the future of branches as necessary.*

4.2 Governance Manual (Deferred)

4.3 Indigenous Reconciliation Cultural Safety & Humility

The CEO provided background information on the Calls to Action review completed by Staff.

The Chair of the Indigenous Relations Working Group (“IRWG”) provided a summary of the discussions of the working group. He advised that the IRWG would continue its discussions on building relationships and how to measure trust, as well identifying BCIA initiatives that would benefit from establishing Knowledge Circles.

The Board confirmed its support of the IRWG establishing Knowledge Circles.

4.4 Election of Board Vice Chair

Upon discussion, it was agreed to defer a decision until the May meeting. The Board requested clarity of the Bylaws regarding the timeline to elect a Vice Chair.

It was noted that in accordance with the PGA, the Vice Chair must be selected from the elected Registrant Board Members.

ACTION: *The CEO agreed to review the current bylaws regarding the election of the Vice Chair.*

4.5 Bill M216 Update

The CEO advised that over 400 submissions were made in response to Bill M216. Given the volume of submissions to be reviewed, the Legislative Assembly had deferred the Bill to March 4th. The CEO advised that she would provide the Board with an update after March 4th.

ACTION: *The CEO will provide the Board with an update on Bill M216 after March 4th.*

5. NEW BUSINESS

5.1 Committee Appointments

The Chair referred the Board to the document posted in advance of the meeting. The Nomination Committee reviewed all current Committee memberships and terms of appointment and submitted a number of appointment recommendations for approval by the Board.

BE IT RESOLVED THAT the Board appoints Jeff Summers, Lay member, to the Investigation Committee effective March 1, 2026, until December 31, 2026; and

BE IT RESOLVED THAT the Board appoints Josh Stoski, PAg, to the Nomination Committee March 1, 2026, until December 31, 2026; and

BE IT RESOLVED THAT the Board appoints Kelly Tradewell, PAg, to the Audit and Practice Review Committee March 1, 2026, until December 31, 2026;

BE IT RESOLVED THAT the Board appoints Andrea Lafleche, Lay Member, to the Audit and Practice Review Committee March 1, 2026, until December 31, 2026; and

BE IT RESOLVED THAT the Board approves Paul Pickell, PAg and Kazlyn Bonnor, PAg as qualified applicants for appointments and directs staff to record them in a Name Bank in consideration of future committee vacancies.

Carried

5.2 Nomination Committee Recommendation of 2026 Board Election Candidates

The Chair referred the Board to the document posted in advance of the meeting. The CEO advised that the Nomination Committee had reviewed the Candidates for the 2026 District 3 Board Election and provided a list of qualified candidates.

BE IT RESOLVED THAT the Board approves the District 3 candidates as recommended by the Nominations Committee to stand for election.

Carried

5.3 Draft Board Policies

The Chair referred the Board to the documents posted in advance of the meeting. The Chair of the BGWG provided an update on the amendments to the two policies being reviewed.

BE IT RESOLVED THAT the Board approves the Board policies 04-01: Board Travel Expenses as amended and 01-17: Statutory Approval Requirements as presented.

Carried

ACTION: The Board directs staff to amend policy 04-01 as discussed.

5.4 Draft Committee Policies

5.4.1 Audit and Practice Review Committee Policies

The Chair referred to the documents posted in advance of the meeting. The CEO provided an overview of the draft policies.

BE IT RESOLVED THAT the Board approves the Audit and Practice Review Committee policies as presented.

Carried

6 Upcoming Meeting Dates

- Board Meeting: Wednesday, May 6, 2026, at 6:00 pm via Zoom.
- BCIA AGM: Wednesday, May 20, 2026, from 12 pm to 2 pm via Zoom
- Board Meeting: Friday, May 29, at 1pm, and Saturday May 30, 2026.

The CEO provided an overview of the two locations being considered for the May Board meeting and new Board Member Orientation session.

MOTION TO MOVE TO AN IN CAMERA SESSION without Staff at 2:33 pm on Saturday, February 28, 2026.

Carried

7 In Camera Session

7.1 Meeting Check-out

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

BE IT RESOLVED THAT the Board returned to an open meeting and brings forward any motions from the in-camera session at 2:48 pm on Saturday, February 28, 2026.

Carried

Staff rejoined the Meeting.

BE IT RESOLVED THAT the meeting is adjourned at 2:53 pm on Saturday, February 28, 2026.

*Minutes are recorded in Operational not chronological Order

Defined Acronyms

PAG: Professional Agrologists

CEO: Chief Executive Officer

MAL: Master of Arts in Leadership

AGM: Annual General Meeting

BCIA: British Columbia Institute of Agrologists

FWG: Financial Working Group

BGWG: Board Governance Working Group

IRWG: Indigenous Relations Working Group

OSPG: Office of the Superintendent of the Provincial Government

AAg: Articling Agrologist

ICRA: International Credential Recognition Act