Meeting of the Board of Directors
Saturday, May 23, 2025
Nk'Mip Cultural Centre, Osoyoos, BC
Regular Business 8:30 am – 4:30 pm

Registrant Board Members

Regional Electoral District 1	Rebecca Martin, PAg (Past Chair);
Regional Electoral District 2	Theresa Loewen, PAg; Catherine Hayes, PAg;
Regional Electoral District 3	Warren Mills, PAg; Yasemin Parkinson, PAg (Chair); Faye Hirshfield, PAg;
Lay Board Members	Brock Endean; Betsy Gibbons; Carla Corbett, RPBio;
BCIA Staff	Jennifer Lawrence MAL, CEO and Registrar Andrea Gunner, Deputy Registrar Jannelle Snowden, Governance Secretary and Office Manager (recorder)
Regrets	Guy Chartier (lay Board Member); Julie Robinson, PAg

MINUTES

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1. CALL TO ORDER

1.1 Agreement on the Agenda

The Chair called the meeting to order at 9:08 am on Saturday, May 24, 2025, and confirmed quorum was met, which included at least one Lay Board Member present. The Chair welcomed the new Board Members and noted that this was Carla's final meeting as her term ends at the end of the month. The Chair shared a land acknowledgement.

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

BE IT RESOLVED THAT the Board adopts the agenda as amended to include an AGM debrief at item 5.11.

Carried

1.2 Review of Conflict of Interest

No conflicts were noted.

1.3 Board Role and Objectives

The Chair provided an overview of the role of the Board, which is to provide oversight of the implementation of the vision and purpose of BCIA as outlined in its Strategic Plan. A review of BCIA's purpose and guiding principles was completed.

1.4 Review of Action Items

The Chair reviewed the Action Summary tracker which had been updated to align with the new Strategic goals. 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 amended.

Carried

3. STANDING ITEMS

3.1 Financial Update

The CEO referred the Board to the financial statements prepared by MNP and posted in advance of the meeting. The CEO advised that both revenue and expenses were on track. The CEO also advised that BCIA had received a grant through the Credential Assessment Improvement Funding ("CAIF") that would cover some costs associated with IT upgrades, governance training, and a portion of the amendments to the bylaws.

Upon review of the posted financial documents, the CEO advised that additional updates to the presentation format would be completed by the Financial Working Group to provide clearer and easier to read reports.

BE IT RESOLVED THAT the Board reviews and approves the financial documents for the 2025 First Quarter as recommended by the Financial Working Group.

Carried

3.2 CEO/Registrar Update

The CEO referred the Board to the report posted in advance of the meeting. The CEO advised that at present there are a total of nine complaints at various stages of investigation.

3.3 CEO/Chair Communications to the Board

The Chair and CEO sought feedback from the Board on the frequency and depth of communication they would like to receive from Chair and/or CEO between Quarterly Meetings. Upon discussion it was agreed that they Board would like a monthly, high-level, informal overview, including three to five top of mind items only from the CEO.

ACTION: *CEO to provide Board with a high-level summary on a monthly basis.*

4. UNFINISHED BUSINESS

4.1 2025 Strategic Plan

The Chair referred the Board to the Strategic Plan, which was provided for information. It was noted that it has now been posted to the BCIA website and was formally shared at the CEO's presentation session that followed the May 7th AGM. The CEO advised that further messaging on the Strategic Plan would be completed at the upcoming Branch AGMs.

4.2 Branch Allocation Proposal

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

BE IT RESOLVED THAT the Board approved all recommendation as presented in regard to the future Branch Allocation funding.

Carried

4.3 Financial Working Group vacancy appointment

The Chair advised that there is a vacancy on the Financial Working Group as a result of the end of Jessica Morgan's role as Past Chair on the Board. The Chair asked for expressions of interest to be appointed to the working group. Rebecca Martin was the only Board member to express interest at this time.

BE IT RESOLVED THAT the Board appoints Rebecca Martin to the Financial Working Group from May 24, 2025, to December 31, 2025.

Carried

4.4 Revised Board Governance Working Group Terms of Reference

The Chair referred the Board to the revised Board Governance Working Group Terms of Reference posted in advance of the meeting.

BE IT RESOLVED THAT the Board approves the Board Governance Working Group Terms of Reference as amended.

Carried

4.5 Revised draft of Governance Manual

The Chair referred the Board to the revised Governance Manual posted in advance of the meeting.

BE IT RESOLVED THAT the Board approves the Governance Manual as amended with the intent for further review by an external expert regarding incorporation of Indigenous Cultural Safety & Humility and EDI principles.

Carried

ACTION: *Governance Manual to be reviewed by an external expert regarding incorporation of Indigenous Cultural Safety & Humility and EDI principles.*

5. NEW BUSINESS

5.1 Appointment of Board Governance Working Group Members

The Chair referred the Board to the approved Board Governance Working Group Terms of Reference and asked for expressions of interest to be appointed to the working group. Betsy Gibbons and Catherine Hayes expressed their interest.

BE IT RESOLVED THAT the Board appoints Yasemin Parkinson, Betsy Gibbons and Catherine Hayes to the Board Governance Working Group for the term beginning June 1, 2025, until December 31, 2025.

Carried

5.2 Updated Committee Terms of Reference

- **5.2.1** Audit & Practice Review Committee TOR
- **5.2.2** Credentials Committee TOR
- **5.2.3** Discipline Committee TOR
- **5.2.4** Investigations Committee TOR
- **5.2.5** Nominations Committee TOR

The Chair referred the Board to the documents posted in advance of the meeting. The CEO provided a summary of the review process with the Committee members and their feedback.

BE IT RESOLVED THAT the Board approves the Standing Committee Terms of Reference as amended.

Carried

5.3 2024 PD Audit Report

The CEO provided an overview of the audit process and identified some upcoming amendments to the process, which will include the development of a rubric to evaluate PD activities, as well as better defined criteria for the appointment of auditors.

5.4 Risk Register Review

The Chair referred the Board to the document posted in advance of the meeting. The CEO provided a summary of the process used to form the Risk Register and advised that a Risk Management Policy was in development. The recommendation to group entries by category was made, as well as to rate the likelihood of risk by red, yellow or green rather than by number. The Risk Register will be reviewed by staff on an annual basis and any significant changes or risks will be presented to the Board.

5.5 Indigenous Reconciliation Working Group

The Board was provided with background information on this item by Brock Endean. He advised that terms of reference had previously been drafted but not approved. The initial intent of this group was to develop a second, more in-depth course that all registrants would be required to complete as part of their ongoing professional development, however it was later agreed that there were other courses already available that could fulfill this requirement and not require extensive time and resources to develop by BCIA.

Board members were encouraged to complete the three courses being jointly offered by Janis Brooks and BCIA in June. Brock advised that he would provide information on additional available courses by Indigenous members on natural resources, as well as external contacts for consideration of future collaboration.

The Board determined not to appoint an Indigenous Reconciliation Working Group at this time. It was agreed that staff would undertake a review of the Calls to Action by the Truth and Reconciliation Commission of Canada to identify appropriate next steps and present a summary to the Board at the October meeting.

ACTION: *Staff to review the Calls to Action by the Truth and Reconciliation Commission of Canada to identify appropriate next steps to present to the Board at the October meeting.*

MOTION TO MOVE TO AN IN-CAMERA SESSION at 1:06 pm on Saturday, May 24, 2025.

Carried

MOTION TO RETURN TO AN OPEN MEETING and to bring forward any motions from the in-camera session at 1:48 pm on Saturday, May 24, 2025.

Carried

5.6 BCIA Annual Recognition Awards

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

BE IT RESOLVED THAT the Board has determined to suspend the Annual Recognition Awards in 2026 and directed staff to reimagine the criteria for awards in alignment with the Strategic Plan.

Carried

ACTION: *Staff to review the criteria for the awards for alignment with the Strategic Plan.*

5.7 Board Annual Work Plan

The Chair referred the Board to the document posted in advance of the meeting.

BE IT RESOLVED THAT the Board approves the Board Annual Work Plan for fiscal year 2026 as amended.

Carried

5.8 Bylaw Update Project

The Chair referred the Board to the document posted in advance of the meeting. The CEO provided an overview of the project milestones and provided clarification on the public consultation process.

BE IT RESOLVED THAT the Board approves the Bylaw Update Project Plan as amended.

Carried

5.9 Practice Area Project

The Chair referred the Board to the document posted in advance of the meeting. The Deputy Registrar: Practice provided an overview of the work completed thus far and reviewed the project milestones with the Board.

BE IT RESOLVED THAT the Board approves the Practice Area Project Plan as presented.

Carried

5.10 Board Policy 02-04: Signing Authority and Limitations

The Chair referred the Board to the document posted in advance of the meeting. The CEO provided background information on the proposed temporary amendment to this policy and advised that the Financial Working Group was in support of the amendment.

Carried

BE IT RESOLVED THAT the Board approves the amendments to Board Policy 02-04 as presented.

5.11AGM Debrief

The Chair invited Board and Staff members to provide their feedback on the AGM held on May 7th. Other than a temporary technical glitch at the start of the event, the general consensus was that it was good meeting. It was noted that there were 577 people in attendance, plus speakers and presenters.

6. Upcoming Meeting Dates

The next in-person BCIA Board Meeting is scheduled for Friday, October 3, and Saturday October 4, 2025, at the Richmond Oval. A rooming block has been reserved at the Executive Hotel Vancouver Airport.

MOTION TO MOVE TO AN IN CAMERA SESSION at 3:18 pm.

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 meeting is adjourned at 3:32 pm on Saturday,* Saturday, May 24, 2025.**

Carried

Defined Acronyms

Pag: Professional Agrologists
RPBio: Registered Professional Biologist
CEO: Chief Executive Officer
MAL: Master of Arts in Leadership
AGM: Annual General Meeting
BCIA: British Columbia Institute of Agrologists
CAIF: Credential Assessment Improvement Funding
IT: Information Technology
EDI: Equity, Diversity & Inclusivity
TOR: Terms of Reference
PD: Professional Development