

**Meeting of the Board of Directors
November 29 – December 1, 2024
Radisson Vancouver Airport Hotel, Hybrid via Zoom**

Registrant Board Members

Regional Electoral District 1	Rebecca Martin, PAg (Chair); Natasha Neumann, PAg
Regional Electoral District 2	Catherine Hayes; PAg William Shaw, PAg (Friday evening only);
Regional Electoral District 3	Warren Mills, PAg; Yasemin Parkinson, PAg; Kirk Phair, PAg

Lay Board Members	Guy Chartier Carla Corbett, RPBio Brock Endean Betsy Gibbons
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Past Chair, Non-Voting	Jessica Morgan, PAg, RPBio
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BCIA Staff	Jennifer Lawrence MAL, CEO and Registrar Laurena Olsen, Deputy Registrar Jannelle Snowden, Governance Secretary and Office Manager (recorder)
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Guest	Kyum Shogren, SLR Consulting (Friday evening only)
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MINUTES

1. CALL TO ORDER

1.1 Agreement on the Agenda

The Chair called the meeting to order at 6:02 pm on Friday, November 29, 2024, and confirmed quorum was met, which included at least one Lay Board Member present. A land acknowledgement was made by the Board Chair. It was noted that a committee report in the consent agenda included a request for direction from the Board. It was agreed that this would be moved to agenda item 6.5 under New Business to be discussed after the Strategic planning session. Additionally, the Board check-in will move from agenda item 1.2 to be included in the pre-strategic planning session at the end of Friday's meeting.

BE IT RESOLVED THAT the Board adopts the agenda as amended.

Carried

1.2 Review of Conflict of Interest

The Chair noted there were no conflicts.

1.3 Review of Action Items

The Chair reviewed the Action Summary tracker, which was posted in advance of the meeting. The list was updated accordingly. Once the strategic plan has been approved, the CEO will make any recommendations on items that should be considered for removal from the action list. Action Item 3 was amended to be assigned to the CEO and Chair rather than the Executive working group. Item 11 was amended to indicate it was ongoing.

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 to move the noted item to Item 6.5.

Carried

3. **STANDING ITEMS**

3.1 Financial Update

The Chair/CEO referred the Board to the financial statements prepared by MNP and posted in advance of the meeting. The Chair of the Financial Working Group (FWG) provided an update on the working group activities and advised that the Terms of Reference and the financial policies approved in April were being reviewed and their formatting changed to break them out into individual policies rather than a single document. Additional amendments to language related to the Financial Officer and Treasurer were being discussed, however it was noted that changes to bylaws would be required to ensure alignment.

The CEO advised that she had consulted legal counsel regarding the bylaws' requirement for a Treasurer. As this is not a requirement under the PGA the Board can make the decision not to fill the position. Legal counsel provided different options to address this: leave it vacant, elect a treasurer in name only, delegate the role of the treasurer to the FWG, elect a treasurer to fulfill the role and advised that the risk to take no action is low.

The bylaws have been reviewed by legal counsel and a number of items identified as needed further clarification however, redrafting of bylaws has not begun.

The CEO advised that a letter of engagement with BDO has been signed and a general workplan is in place. A meeting has been scheduled for early January for them to meet with the FWG. A draft of the audited financial statements for fiscal year 2024 will be provided to the FWG prior to its completion and review by the Board for approval in mid-April.

The CEO advised that finances are stable, however a portion of the GIC was cashed to cover operating costs. She advised that the internal operations to process payments have been improved and the backlog of invoices and expenses has been cleared, which allows for the financial reports to be processed more efficiently by MNP.

The CEO advised that a second bank account was opened last week and the first of the deferred revenue from the 2025 renewal period has been transferred. Staff will run a weekly report on renewal payments received and funds will be transferred every Monday morning.

BE IT RESOLVED THAT the Board reviews and approves the financial documents for the period of January – September 2024 as presented 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 further advised that she will be meeting with all the Branch presidents on December 11. She advised that they will be provided with information to ensure there is a standardized process for submission of expenses to improve payment timing, as well as the return to providing them with quarterly financial reports and re-establishing a quarterly meeting schedule.

The CEO also advised that Anne Marie is no longer with BCIA. Recruitment for a new administrative assistant is underway and interviews will take place next week. The job description for this position has also been updated to better reflect the needs of the organization and hopefully assist in finding the right fit for the role.

The CEO advised that recruitment for the Deputy Registrar: Practice position is ongoing, and that she has some scheduled conversations in the coming weeks. She encouraged Board members to share the posting for the Deputy Registrar position with colleagues to extend the recruitment field.

A Board member requested an update on BCIA's application to the BC Pension Plan. Staff advised that BCIA's application was scheduled for review on December 10 and that a decision would be provided approximately two weeks after that date.

A Board member noted that the 2024 PD Audit report was submitted and reviewed by the APRC but has not been submitted to the Board for review. It was agreed that this item would be added to the February Board meeting agenda.

ACTION: Review of the 2024 PD Audit report to be added to the February Board meeting agenda.

4. PRE-STRATEGIC PLANNING SESSION DISCUSSION and Board Check-In

The Chair provided a brief summary of the Chairship training she has recently completed with the Regulator's Practice. Key takeaways included the importance of having a Board check-in at the start of a meeting as well as an understanding of the communication styles of each board member.

The Chair welcomed and introduced guest presenter, Kyum Shogren. Kyum lead the Board and BCIA staff through a team building exercise that focused on communication styles.

MOTION TO SUSPEND THE BOARD MEETING AT 9:15 PM on Friday, November 29, 2024

Carried

MOTION TO RECONVENE THE BOARD MEETING AT 8:32 AM on Saturday November 30, 2024, and to move to an in-camera session.

Carried

The Board directs the CEO and staff to draft the new Strategic Plan as discussed.

MOTION TO SUSPEND THE IN-CAMERA BOARD MEETING AT 4:15 PM on Saturday, November 30, 2024

Carried

MOTION TO RECONVENE THE BOARD MEETING AT 8:32 AM on Sunday, December 1, 2024

Carried

5. UNFINISHED BUSINESS

This agenda item was deferred to the February 2025 meeting.

6. NEW BUSINESS

6.1 Increase to Application Fees for Dual/Transfer and new Registration Applications

The Chair referred the Board to the Briefing Note posted in advance of the meeting and invited the Deputy Registrar to provide an overview of the request. The Deputy Registrar advised that the length of time to process a new application varies based on the complexity of the file, as well as whether or not the applicant's degree has already been recognized by BCIA.

Applicants are advised that processing time can take between 8 – 12 weeks from receipt of a completed application, which is slightly below the average of our provincial counterparts whose processing times run between 12 – 16 weeks.

BE IT RESOLVED THAT the Board approves the recommended increase to the new registrant application fee to \$325 and the dual/transfer fee to \$250, effective January 1, 2025.

Carried

ACTION: Staff to update the fee schedule to reflect the two increases to new registrant application and dual/transfer fees.

6.2 Discipline Committee Appointment of Lay Member

The Chair referred the Board to the information submitted by the Chair of the Nomination Committee.

BE IT RESOLVED THAT the Board approves the recommendation of the Nomination Committee to appoint Harveen Thauli as a lay member to the Discipline Committee for a 2-year term.

Carried

6.3 Appointment of Returning Officer for 2025 Board Election

The CEO referred the Board to the briefing note posted in advance of the meeting. The Chair advised that Rob Kupchanko is available to act as Returning Officer if the Board chooses to appoint him. It was noted that the bylaws allow for the CEO/Registrar to be appointed to this role.

BE IT RESOLVED THAT the Board appoints the CEO as Returning Officer for the 2025 Board Election.

Carried

6.4 Review of draft 2025 Board and Committee Meeting Schedule

The Chair referred the Board to the documents posted in advance of the meeting. The CEO advised that two proposed meeting schedules had been submitted for their review. She noted that Option A included four sets of Board meetings per year, whereas Option B proposes a new meeting cadence of only three sets of board meetings per year and outlined some of the merits of the two options.

Upon review of the two draft meeting schedules and discussion by the Board, it was determined that staff would further review the fall/winter meeting schedule to seek alternate dates to accommodate existing personal schedules as well as the logistics of winter travel and determine which meetings should be held virtually versus in-person.

ACTION: Staff to revise draft 2025 Board and Committee meeting schedule and re-circulate it to the Board in 2 weeks time.

6.5 Governance Working Group and APR Committee Reports from Consent Agenda

The CEO advised that there is not an APR working plan for review at this time as the committee deferred its completion pending the outcome of the 2025 strategic plan.

The report from the Governance Working Group advised that the Governance manual is in need of updating. They have indicated they would take it in.

The CEO reminded the Board of discussions at its previous board meeting to dissolve the working groups, other than FWG, and that a final decision was deferred pending the development of the 2025 strategic plan. The Board confirmed

that this is still the plan. It was agreed that the CEO would communicate to the Governance Working Group Chair that the role of the working groups is still under review and that the redevelopment of the Governance Manual is currently underway by Staff.

ACTION: *Updated draft of the governance manual for review at February meeting.*

Update to Chair of Governance working group regarding redevelopment of Governance Manual by staff and pending decision on future of working groups.

6.6 Future of the Role of Treasurer

It was noted that Kirk Phair had previously stepped down as Treasurer.

BE IT RESOLVED THAT the Board recognizes that Kirk Phair has resigned from the position of Treasurer and that the responsibilities of Treasurer be immediately delegated to the Financial Working Group.

Carried

7. Upcoming Meeting Dates

The Next BCIA Board Meeting is scheduled for Friday February 23 – Sunday, February 25, 2025, in the Bridgeport Room at the Radisson Hotel Vancouver Airport.

The Board agreed to meet on Tuesday January 14th at 6:30 pm to review the draft Strategic Plan.

ACTION: *Staff to confirm January meeting date with date with Bradley Chisholm (Regulator's Practice) and circulate meeting invitation.*

BE IT RESOLVED THAT the Board move to an IN-CAMERA session at 10:24 am.

Carried

8. In Camera Session

MOTION TO RETURN TO AN OPEN MEETING.

BE IT RESOLVED THAT THE Board meeting is adjourned at 11:15 am on Sunday, December 1, 2024.