Meeting of the Board of Directors
Board Meeting, May 29 & 30, 2026

Friday, May 29
Oceanfront Suites, 1681 Cowichan Bay Road, Cowichan Bay, BC, Panorama Room
Regular Business: 1:00 pm – 2:45 pm
In Camera: Guest: Scott Borland, Cygnus: 1:30 pm - 2:30 pm
Hwkw'akw'la'hwum Tour with Jared Qwustenuxun Williams: 3:00 pm - 5:00 pm

Saturday, May 30
Oceanfront Suites, 1681 Cowichan Bay Road, Cowichan Bay, BC, Panorama Room
Regular Business: 9:00 am – 4:00 pm

Registrant Board Members

Regional Electoral District 1	Rebecca Martin, PAg (Past Chair); Julie Robinson, PAg (Vice Chair)
Regional Electoral District 2	Catherine Hayes, PAg (Saturday only)
Regional Electoral District 3	Taisha Mitchell, PAg; 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 Jannelle Snowden, Governance Secretary and Office Manager (recorder)
Guest	Scott Borland, Cygnus, Agenda Item 4.2 only

MINUTES*

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1. CALL TO ORDER

1.1 Indigenous Relationship Check-in and Land Acknowledgment

The Chair provided a land acknowledgement recognizing that the meeting was taking place on the traditional and unceded territory of the Quw'utsun (Cowichan) Peoples.

The Chair advised that the Board would be participating in an Indigenous food sovereignty and cultural revitalization project tour led by Jared Qwustenuxun Williams.

1.2 Agreement on the Agenda

The Chair called the meeting to order at 1:14 pm on Friday, May 29, 2026, and confirmed quorum was met, which included at least one Lay Board Member present. The Chair welcomed the new Board Members.

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.

Carried

1.3 Review of Conflict of Interest

No conflicts were noted.

1.4 Board Role and Objectives

The Chair provided a brief overview of the role of the Board and reminded the Board to keep the guiding principles from its Strategic Plan at the forefront when making decisions today.

1.5 February Board Meeting Evaluation

The Chair provided a summary of the February Board Meeting evaluation survey.

The Chair encouraged all Board members to complete the meeting evaluation questions and add their comments.

The Governance Secretary has requested that once Board members finalize their travel arrangements for Board meetings, they provide her with their itineraries. This information supports the completion of other logistical planning and helps us anticipate arrival times. Additionally, having access to travel itineraries is important for safety purposes, as it allows us to know when and where Board members are expected and to follow up appropriately should there be any unexpected delays or changes to their plans.

A link for the May 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.

1.6 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 amended.

Carried

BE IT RESOLVED THAT the Board move to an in-camera session at 1:32 pm on Friday, May 29, 2026.

Carried

4. UNFINISHED BUSINESS

4.2 CEO/Registrar Annual Review Update

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

BE IT RESOLVED THAT the Board returns to an open meeting and suspends the meeting at 2:35 pm on Friday, May 29, 2026, until 9 am on Saturday, May 30, 2026.

Carried

The Board Chair called the meeting back to order at 9:01 am on Saturday, May 30, 2026.

3. STANDING ITEMS

3.1 Financial Update

The Chair of the Financial Working Group provided a summary of the Q1 financial statements posted in advance of the meeting. He advised that BCIA has already collected 89% of its budgeted annual revenue and is on track to reach the projected annual revenue amount. He also advised that expenses for the Q1 are also on track, at 25.09% expended of the annual budget.

The CEO advised that since the end of Q1, BCIA received 2 grant payments, which will be reflected in the next quarter's statements. She also advised that additional revenue was being generated by ongoing first-time applications, as well as the potential for revenue generation from the Symposium scheduled for October of this year.

The CEO also advised that she is currently working with financial institutions on securing a competitive rate to re-invest the matured GICs.

BE IT RESOLVED THAT the Board reviews and approves the financial documents for the period of January 1 – March 31, 2026, as presented by the Financial Working Group.

Carried

3.2 CEO/Registrar Update

The CEO/Registrar provided an additional update. The CEO advised that the new CEO, Laura Plant, of CAB started this week as Christine Houghton has moved on. The CEO also provided a brief overview of CAB's recent conference.

The CEO advised that the Credentialing and Compliance Specialist position had been filled and Aleasha Dhaliwal would be joining BCIA the following week.

The CEO advised that she is reviewing our current contracts for operational support, such as MNP, to ensure that BCIA continues to receive the appropriate support and will re-evaluate any contracts that don't meet our needs.

3.3 Bylaw Update Project

The Chair of the Board Governance Working Group (BGWG) provided a verbal update on the progress on the governance section of the Bylaw update. She advised that the project had experienced some delays due to legal counsel's availability. The BGWG has discussed the delay and options to mitigate further delay and avoid further slippage on the completion of this phase.

The CEO advised that the project plan has been slightly adjusted since the last BGWG meeting as legal counsel's availability has improved, which has resulted in the drafting timeline to be moved up in his schedule. The CEO advised that initial drafting direction related to the format and layout has been provided to legal counsel and a draft will be ready for the BGWG to review at their upcoming workshop. The CEO advised that a draft of the new governance bylaws will be ready for review by the Board at their October meeting.

3.4 Practice Area Project

The Deputy Registrar: Practice referred to the documents circulated in advance of the meeting. She provided an update on the drafting and consultation process on focus groups thus far. The Deputy Registrar advised that there are still three practice areas to complete. She also advised that the final document would include diagrams, tables and figures to better enhance the content, but these would not be added until the content was finalized.

The Deputy Registrar advised that there would be a higher-level version of the document that would be publicly available, along with this more detailed document that is intended to guide registrants, as well as serve as a resource to the Investigation and Credentials Committees.

The Board reviewed the documents and endorsed the draft documents that were shared, including providing support to level of detail that has been included.

The Board provided direction to move to the consultative steps as outlined.

BE IT RESOLVED THAT the Board move to an in-camera session at 11:37 am on Saturday, May 30th, 2026.

Carried

4. UNFINISHED BUSINESS

4.1 Branch Allocation Proposal

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

4.2 CEO/Registrar Annual Review Update

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

BE IT RESOLVED THAT the Board approves the recommendation by the BGWG on CEO compensation, retroactive to January 1, 2026.

Carried

4.3 BCIA Database

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

4.4 District 2 Board Vacancy

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

4.5 BCIA Lease Update

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

5. NEW BUSINESS

5.1 Branch Evolution

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

BE IT RESOLVED THAT the Board has determined, in principle, to transition from the current formal branch structure to establishing regional professional development working groups and, a new Provincial Professional Development Advisory Group.

Carried

5.2 Strategic Plan Implementation

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

MOTION TO RETURN TO AN OPEN MEETING and to bring forward any motions from the in-camera session at 2:32 pm on Saturday, May 30th, 2026.

Carried

4. UNFINISHED BUSINESS

4.6 Lay Board Member Appointment Update

The CEO provided a verbal update on the appointment of a new lay board member. She advised that two candidates were interviewed by the panel, and a final recommendation was submitted to CABRO. Appointment is pending the approval of the Minister.

4.7 Governance Manual (Deferred)

4.8 Indigenous Reconciliation Cultural Safety & Humility

The Chair of the IRWG advised that pivoted its approach to first establishing a Community of Practice from amongst BCIA's registrants, with the intent of it creating a meaningful and culturally safer space for connection, dialogue, and shared learning.

The CEO advised that the next steps would be, in consultation with BCIA's Indigenous consultant, to craft a respectful and engaging invitation to registrants to participate.

5. NEW BUSINESS

5.3 Proposed Board Policies

The Chair referred the Board to the documents posted in advance of the meeting. The Chair of the BGWG provided background information on the review process and development of the policies.

The Board had a fulsome discussion on the merits and risks of implementing the policies. A request was made for further policy development on the issue of board and committee compensation which may include consulting with an independent governance expert/advisor.

The Board tabled a decision on this matter to its October meeting.

***ACTION**: Further policy development regarding the implementation and implications of board/committee compensation which may include seeking an independent consultant.*

5.4 Professional Development Audit

The Chair referred the Board to the document posted in advance of the meeting. The CEO advised that the audit process was much smoother this year as the number of auditors was reduced from previous years. It was noted that all audits were completed and only one registrant required additional follow-up.

5.5 Indigenous Relations Working Group Member Appointment

The Chair advised that as a result of the resignation from the Board and working group by Theresa Loewen, there was a vacancy on the Indigenous Relations Working Group. The Chair called for expressions of interest for the appointment. Taisha Mitchell expressed interest in an appointment.

It was noted that Brock's appointment to the working group as a lay member would end on June 30, 2026, when his appointment as a lay member to the Board ends and would create an additional vacancy on the IRWG. It was agreed that the appointment to the IRWG would be filled after the appointment of the two new Board members has been completed. It was also agreed that Brock could subsequently be appointed as a lay member to the IRWG after June 30, 2026.

BE IT RESOLVED THAT the Board appoints Taisha Mitchell to the IRWG effective June 1, 2026, until December 31, 2026.

Carried

***ACTION:** Appointment of Board Member to IRWG after new Board member appointments have been completed.*

5.6 Credentials Committee Member Appointment

The CEO advised that there is currently only one lay member on the Credentials Committee. The Nomination Committee reviewed the application of Cassie Lumsden, lay member, and made a recommendation to appoint her to the committee.

BE IT RESOLVED THAT the Board appoints Cassie Lumsden, Lay member, to the Credentials Committee effective June 1, 2026, until December 31, 2026.

Carried

5.7 Draft Credentials Committee Policies

The Chair referred to the documents posted in advance of the meeting. The CEO advised that the policies were drafted to reflect current practices and processes.

BE IT RESOLVED THAT the Board approves the Credentials Committee policies as presented.

Carried

5.8 AGM Debrief

The Chair invited the Board to share their feedback regarding the May 20th AGM.

Board members complimented the Chair in her ability to clearly and fairly Chair the AGM as well as present the required reports. It was noted that the 'emoji reaction' function was over utilized and became a distraction at times. Additionally, for some voters, the countdown clock in Election Buddy did not function. Feedback on the technical issues will be passed on to the webcast team.

The CEO advised that to appropriately manage the voting on the registrant's resolution, BCIA pivoted from its usual webinar platform to a fully managed webinar provider which included a secure voting platform, Election Buddy. The voting platform provided the necessary controls to ensure only eligible registrants were provided with the opportunity to vote on the resolution. Additionally, a Parliamentarian was engaged to monitor registrant feedback and ensure compliance with the Rules of Order for the AGM. The CEO advised that this was an unbudgeted expense.

5.9 BCIA Board Email Accounts

The Chair referred to the information provided in advance of the meeting. The CEO advised that she thought of a third option since the drafting of the briefing note. In order to resolve the ongoing access to SharePoint issues and bounce back notifications some Board members are experiencing when using their current Board email addresses, the old email accounts would be deleted and new ones created using the most current standards available.

Upon discussion, it was agreed that all the existing BCIA-hosted Board email addresses would be deleted and new email addresses for all Board members would be established by our new IT support team. Once the new email addresses are completed, the IT team would then establish new SharePoint connections for all Board members. It was agreed that incoming emails to the BCIA-hosted Board email addresses would still be forwarded to everyone's personal email address at this time.

ACTION: *Governance Secretary to work with IT to delete existing Board email addresses, create new email addresses and establish new connectivity to the Board SharePoint site.*

6 Upcoming Meeting Dates

- Board Meeting: Friday, October 2, at 1pm, and Saturday October 3, 2026, at the Westin Wall Centre, Lulu Island Room, 3099 Corvette Way, Richmond, BC

MOTION TO MOVE TO AN IN CAMERA SESSION without Staff at 4:00 pm on Saturday, May 30, 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 meeting is adjourned at 4:08 pm on Saturday, May 30, 2026.

*Minutes are recorded in Operational not numerical 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
Q1: First Quarter
CAB: College of Applied Biologists
CABRO: Crown Agencies Board Resourcing Office