

Council Approved Minutes March 20, 2021 – Zoom Call

Council Members Present:

President: Jane Kerner, PAg; District 3

Vice President: Jessica Morgan, PAg; District 2

Treasurer: Rebecca Martin, PAg; District 1

Kevin Eastwood, PAg; District 2

Todd Larsen, PAg; District 1

Warren Mills, PAg; District 3

Kirk Phair, PAg; District 3

Lay Council Members Present:

Brock Endean, Matthew Voell, Aiden Wiechula

BCIA Staff Present:

JP Ellson, CEO/Registrar

Julia Henshall, Administrative & Communications Officer

Laurena Olsen, Deputy Registrar

Seija Laukkanen, Financial Officer (Recorder)

The meeting was called to order at 10:02 am.

1. Approval of Agenda

Motion to approve the presented agenda with addition of: Agrologist of the Year and Cyber Attack incident and findings in CEO Report. **Carried.**

2. a) Approval of Minutes of December 5, 2020 Zoom Call.

Motion to approve minutes from the **December 5, 2020** Zoom Call as presented. **Carried.**

b) Approval of Minutes of February 5, 2021 Zoom Call.

Motion to approve minutes from the **February 5, 2021** Zoom Call as presented. **Carried.**

Action: Minutes from December 22, 2020 Council Call to be presented at a future Council meeting. If required, clarify the discrepancies regarding the branch allocations and how this was resolved

3. Business Arising from Previous Minutes

The Action Item Tracker List was reviewed by Council.

a) **Item 6a.):** OSPG expectations around “Level 2” Indigenous Awareness Training on hold for 12 to 24 months in order to complete “Level 1”.

4. Chief Executive Officer’s Report

Written report submitted by JP Ellson, CEO/Registrar and highlights were discussed

a) **OSPG Update:** Paul Craven, Superintendent, has been promoted within the provincial government. There has been no indication as to a possible replacement. Proposed definitions of Reserved Practice are to be discussed in upcoming OSPG meetings. BCIA has volunteered to be the first regulator to have its website “audited” by the OSPG in order to set the standard by which all regulators will be measured.

CSAP Update: A councilor attended a webinar with the Ministry of Environment pertaining to new protocols with CSAP activity. Staff should work to strengthen the relationship between the organizations as BCIA has the highest number of CSAPs per capita out of the professional associations.

Action: The CEO to activate communications among the Environment, Transportation and Agricultural Ministries; also engage with ABCFP, EGBC, CAB as well as with CSAP.

Human Resources: BCIA will see two new administration staff in the office by the first week of April. This will allow staff to have the time needed to meet the obligations of the PGA. One of the new staff members will be shadowing Bonnie to be trained as the new PD Coordinator.

Joint Conference: The 2022 Joint Conference with ASTTBC is tentatively booked in Kelowna at the Grand Okanagan Resort. The contract details are identical to the one for 2021 with the exception of hotel rooms being \$5 more per night. The CEO has also reached out to the Penticton Lakeside Resort as an alternative option. Host branch will only develop PD and tour activities with the BCIA AGM to remain as a virtual event. At a conference a Q&A or 'Bear Pit' with Council will be scheduled.

UPDATE: After discussion with Council and the ASTTBC the 2022 conference has been moved to Penticton.

Cyber Attack: March 18th, 2021 presentation of "*Fungal Ecology and soil geochemistry: a perfect pairing to store more carbon in forest soils*" presented by the Williams Lake Field Naturalists in partnership with BCIA was subject to a cyber attack during the virtual event. This event was not hosted by BCIA, but rather a link was provided on the BCIA website with no pre registration for the event. A press release by the CEO is posted to the website.

Action: CEO to draft a policy regarding joint online presentations for Council's approval and present to branch executives for awareness.

b) New Terms of Reference for Committees

TORs are updated and are currently with the Governance Committee. Council reviewed the TORs with minor notations of grammatical errors to be corrected and brought forward to the next meeting for approval.

c) Revised Governance Manual

Select sections of the Governance Manual have been updated and are currently with the Governance Committee for review. Council requested to remove the sentence from page 7, point 1 Communication, 'Councillors are expected to contribute to the BCIA in ways other than serving on the Council.'

Action: New wording regarding Councillor obligations to be developed for Councillor Code of Conduct after requesting input from the Branch Presidents into the Councillor expectations.

d) 2021 Travel Allowance Policy

Travel Policy has been updated to align with the BC Provincial travel rates.

Motion to approve updated Travel Allowance Policy as presented. **Carried.**

e) Registrants' Survey

Council reviewed survey results and it was decided that the Survey will have the option "Prefer Not to Answer" for all questions.

Action: Survey will be mandatory for registrants to complete when renewing their registration beginning with 2022 annual fees.

5. Deputy Registrar's Report

Written report submitted by Laurena Olsen, Deputy Registrar and highlights were discussed.

a) Applications & Technical Agrologist Registrations

In 2020, 137 application files were reviewed by the Credentials Committee. Dual and transfer-in applications have reached an all time high. 22 ATAg and 4 RTAg registrations and 4 AIA transfer/dual have been approved since the designation was introduced in March 2020. The total number of current registrants is 1847.

Action: The CEO to reach out to the Executive Director of the Professional Chemists to promote BCIA registration.

b) New BCIA and Lay Committee Members

In January, the Credentials Committee welcomed four new BCIA committee members and in February welcomed five Lay Members as required by the PGA. The online application process now has the review panel making recommendations for the committee to approve with at least one Lay Member required for approval.

c) Annual Renewal Fees

As of March 20th, the number of registrants that have not paid their 2021 annual fees is 58, with 14 of those as PAg Retired status. As of April 1st those that have not paid their fees will be set as Discontinued and listed on the new webpage 'former BCIA Registrants' as per directives relating to the PGA. Staff will contact outstanding registrants before April 1st to prompt for payment.

6. Provincial PD Coordinator's Report

Written report submitted by Bonnie Keleher, Provincial PD Coordinator
No questions presented by Council

7. Communications Officer

Written report submitted by Julia Henshall and highlights were discussed.
Julia outlined her projected communications plan which includes Public Education Tool as per the PGA, the 2021 BCIA AGM report, engage with the Communications Working Group to plan the next 3-5 years, consistent BCIA branding, adding to BCIA's social media presence.

8. Financial Officer's Report

Written report submitted by Seija Laukkanen, Financial Officer and highlights were discussed:

a) BCIA 2021 Financials/Budget – 2021 Financials to February 28 were presented for Council's review.

A couple of changes to the BCIA operations will have an impact on the 2021 Budget. The AAC Contract ending on March 18, 2021 has reduced revenue by \$14,000. BCIA is hiring two new part time admin staff by April 1, 2021 as opposed to the original hiring plan which will reduce staff wages and benefits by approximately \$45,000. These unforeseen changes will decrease the forecasted deficit of \$59,000 by roughly \$30,000. As the year progresses BCIA staff will continually reassess the budget and report on any significant changes that will affect the budget outcome.

b) Branch Budgets – presented for discussion. Will develop a tutorial and template for consistency between branches.

Motion to approve the 2021 BCIA Branch Budgets. Carried.

9. Professional Oath – presented for discussion.

Motion to approve the Professional Oath as presented. Carried.

10. Governance Committee Report – presented for discussion. The Governance Committee suggest that evaluation forms do not need to be completed for short phone calls, only submitted for lengthy meetings. The Committee requests that everyone complete the evaluation forms.

Action: JP to confirm how the Governance Committee would like to see committee meetings evaluated.

11. Agrologist of the Year

Council was presented with a nomination package for Chris Armes for Agrologist of the Year award for 2020.

Motion to accept the Deputy Registrar's recommendation for Chris Armes to receive the Agrologist of the Year award for 2020. Carried.

12. Other Business Arising

a) **Council Evaluations** – to be completed online only for the quarterly meetings.

Action: JP to ask the Governance Committee Chair how a standing committee should conduct a meeting evaluation.

b) **Mandatory Attendance at a BCIA Conference for the Articling Program and Ongoing** – Not currently a requirement. It is the thought that professionals should be networking to foster good relationships. There is potential positive outcome for Agrolgists to attend a conference once over a set period of years.

Action: Laurena to take the information to the Credentials Committee to determine if it should be a mandatory requirement for an articling registrant to attend a BCIA conference during the articling program now that the BCIA AGM is a virtual event.

Action: Bonnie to check with the Audit and Professional Practice Committee on the viability of a making it a PD requirement for all other Agrolgists to attend a conference once every set period of years.

13. Upcoming Quarterly Meetings and Check-In Calls

- Thursday, April 15, 2021 at 7pm
- BCIA AGM will be held on Tuesday, May 18, 2021, starting at 1pm PDT (on Adobe Connect)
- Tuesday, June 29, 2021 at 7pm (suggested call)
- Tuesday August 10, 2021 at 7pm (suggested call)
- *Quarterly Meeting:* October 1-2, 2021 at 9am Marriot Airport Hotel, Richmond
- Tuesday, November 2, 2021 at 7pm (suggested call)
- *Quarterly Meeting:* December 3-4, 2021 at 9am, Sheraton Hotel, Richmond

14. In Camera

In Camera session not required.

15. *Motion to adjourn the meeting at 1:02 pm. **Carried.***

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